



U.S. DEPARTMENT of COMMERCE
Office of Human Resources Management

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Utility Systems Repairer (Leader) 10

WL-4742-10

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

The incumbent performs and leads employees in repairing and operating one or more utility systems (a/c, heating, water, sewage, electricity generation and distribution, etc.).

II. MAJOR DUTIES

Performs various tasks in connection with the repair and operation of utilities for Federal buildings or facilities. Typical work assignments include the performance of various checks, tests, adjustments, and troubleshooting tasks to determine the need of repair and operational work. Plans, lays out, sets up, and completes specified tasks using equipment of the trade, blueprints, sketches, oral instructions or other specifications.

In addition to performing the above specified duties, the employee is responsible for leading the work of three or more WG-4742-10 employees. Leader duties include:

passing on to other workers the instructions received from the supervisor and getting work started, e.g., by assigning the immediate tasks to be performed by individuals;

Working along with other workers and setting the pace;

Demonstrating proper work methods;

Seeing to it that needed tools and materials are available;

Obtaining needed information or decisions from the supervisor on problems that come up during the work;

Maintaining a current knowledge and answering questions of other workers on procedures, policies, written instructions, and other directives;

Seeing to it that there is enough work to keep everyone busy;

Checking work while in progress and when finished to see whether work sequences, procedures, methods, and deadlines have been met;

Urging or advising other workers to follow instructions and meet deadlines;

Assuring that safety and housekeeping rules are followed;

Reporting to the supervisor on status and progress of work and causes of work delays; and

Answering questions of the supervisor on overall work operations and problems.

III. FACTOR LEVELS

Skill and Knowledge - Thorough knowledge of the functions and procedures to operate and maintain a centralized boiler and refrigeration plant. Ability to start, stop, regulate, troubleshoot, maintain, and repair the utility(ies) for optimum efficiency. Knowledge of locations and functions, and kind and quality of materials to be used in repair of all system equipment. May require high level of knowledge of shop mathematics.

Responsibility - Receives general assignments often with detailed instructions to include sketches, blueprints, oral instructions or Standard Operating Procedures. Uses independent judgment to determine materials, tools, equipment, procedures; and to layout work, setup equipment. Supervisor reviews work involving complex or unusual problems.

Physical Effort: The work requires moderate physical exertion such as long periods of standing, walking over rough, uneven or rocky terrain, recurring bending, stooping, crouching, stretching, reaching, and lifting and carrying of moderately heavy items weighing up to 50 pounds.

Working Conditions: The work environment involves moderate risks of discomforts which requires special safety precautions such as those required when working around moving parts or machinery.

IV. UNIQUE POSITION-SPECIFIC FACTORS

SINCE THIS IS A LEAD POSITION, THE GRADE LEVEL IS EQUAL TO THE HIGHEST LEVEL LED.

FINAL GRADE = WL-10

This position is non-exempt from coverage under the Fair Labor Standards Act

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