

REASON FOR			POSITION DESCRIPTION COVER SHEET			
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER				
RECOMMENDED						
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>			
OFFICIAL						
10. TITLE Tractor Operator						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
WG	5705		06	MONTH/DAY/YEAR 4-22-2002	YES NO	MS
18. ORGANIZATIONAL STRUCTURE <i>(Agency/Bureau)</i>						
1st			5th			
2nd			6th			
3rd			7th			
4th			8th			
SUPERVISOR'S CERTIFICATION						
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.						
19. Supervisor's Signature		20. Date	22. Second Level Supervisor's Signature		23. Date	
21. Supervisor's Name and Title			24. Second Level Supervisor's Name and Title			
FACTOR EVALUATION SYSTEM						
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required			6. Personal Contacts			
2. Supervisory Controls			7. Purpose of Contacts			
3. Guidelines			8. Physical Demands			
4. Complexity			9. Work Environment			
5. Scope and Effect			27. TOTAL POINTS		27.	
JGS for Tractor Operator, WG-5705 (TS- 62 dtd 1/92)			28. GRADE		28.	
CLASSIFICATION CERTIFICATION						
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.						
29. Signature /S/ MARILYN STETKA			30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)						
32. Remarks Standard Job#5705-06			33. OPM Certification Number			

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) A/C/D/IR	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) 06	6. IP NO. (8)
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B. MASTER RECORD

1. PAY PLAN (2) WG	2. OCC.SER (4) 5705	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) 0001	5. OFF. TITLE (38) TRCTR OPERTR									
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) 8 2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA		8. CLASS STD. CD. (1) X=New Std. Applied Blank=NA		9. INTERDIS. CD. (1) N=NO Y=Interdis	10. DT. CLASS (6) MO DAY YEAR 4 22 02						
11. EARLY RET. CD. (1) 1=Primary 2=Secondary			12. INACT/ACT (1) A I=Inactive A=Active		13. DT. ABOL. (6) MO DAY YEAR			14. DT.INACT/REACT (6) MO DAY YEAR			15. AGCY. USE (10)		
16. INTERDIS. SER. (40) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4)													
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)													

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1) N E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) 0 N 0=None 3=SF 278 4=OGE 450		3. POS. SCHED. (1) A=Sched A B=Sched B C=Sched C			4. POS. SENS. (1) 1N N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			5. COMP. LEV. (4) 06TO									
6. WK. TITLE CD. (4)				7. WK TITLE (38)															
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0=Position Action No Vacancy A=No Change B=Lower Grade C=Higher Grade D=Different title and/or series E=New Position/New FTE											
10. TARGET GD. (2)		11. LANG. REQ. (2)		12. PROJ. DTY. IND. (1) Blank=N/A Y=Yes		13. DUTY STATION (9) State (2) City(4) Cnty(3)			14. BUS. CD. (4)			15. DT. LST. AUDIT (6) MO DAY YEAR			16. PAS. IND. (1) Blank=N/A 1=PAS		17. DATE EST. (6) MO DAY YEAR 4 22 02		
18. GD. BASIS. IND. (1) 1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG 4=Sup./Program 5=RREG 6=Policy Analysis GEG						19. DT. REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR			21. POS. ST. (4) Y=Perm N=Other							
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																			
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.			Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.			Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change			5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.			9=Other							
23. DT. EMP. ASGN. (6) MO DAY YEAR			24. DT. ABOL. (6) MO DAY YEAR			25. INACT/ACT (1) A 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO DAY YEAR			27. ACCTG. STAT. (4)			28. INT. ASGN. SER. (4)			29. AGCY. USE (8)		
30. CLASSIFIER'S SIGNATURE										31. DATE									
32. REMARKS Standard Job #5705-06																			

A. Major Duties

Typical, but not all-inclusive, tasks are as follows:

Operates field type tractor having 4 wheels and up to 8 forward gears and are steered with a conventional steering wheel. It requires multiple connections and adjustments such as setting the depth of plow blades or height of mower blades and is typically operated with hydraulic or manual controls.

B. Evaluation Factors

1. Skill and Knowledge

Operates both the tractor and equipment controls at the same time, for example, must be able to operate the tractor while raising and lowering gang mowers or a front-end loader. Examples of equipment operated are mowers, cutter bars, plows, harrows, sprayers, discs, front-end loaders, movable dozer blades, and backhoes.

Makes multiple connections between the tractor and attached or towed equipment which require skill and knowledge to hook up and align more difficult connections such as mechanical drive shafts and hydraulic lines for power and control systems.

Must have knowledge of both tractor and equipment operating characteristics such as tractor gears, power ratios, braking and turning capacities, and equipment power requirements, capacities and operating speeds.

2. Responsibility

Performs the work according to established methods or special instructions such as the depth to be plowed or the spacing between furrows. Receives instructions on what materials are to be used, such as the type of fertilizer or seed to dispense. Makes difficult judgments concerning tractor operations in selecting gears, power settings, and speeds for equipment operations and the order in which the work is to be accomplished. Must comply with standard operating procedures, such as the depth of the plow, proper speed, where to begin, and how to complete the job.

3. Physical Effort

In addition to work which typically requires frequent arm and leg movements to operate tractor controls, the operator has to manipulate equipment controls.

4. Working Conditions

Work is usually performed outside. The operator is constantly exposed to unpleasant noise levels and vibration and severe jolting from the tractor and towed vehicles. Outside work often exposes the operator to long periods of hot sun and occasionally to bad weather. May be exposed to chemical dust and sprays and may need to wear protective clothing and respirators. Must follow prescribed safety practices and use safety equipment to avoid injury and possible hazards in the work area.

C. Other Considerations (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: