

REASON FOR			POSITION DESCRIPTION COVER SHEET			
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER				
<b>RECOMMENDED</b>						
4. TITLE			5. PAY PLAN	6. SERIES	7. GRADE	
8. WORKING TITLE			9. INCUMBENT <i>(Optional)</i>			
<b>OFFICIAL</b>						
10. TITLE Tractor Operator						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
WG	5705		07	MONTH/DAY/YEAR	YES	NO
				4-22-2002		
<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>						
1st			5th			
2nd			6th			
3rd			7th			
4th			8th			
<b>SUPERVISOR'S CERTIFICATION</b>						
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			
<b>FACTOR EVALUATION SYSTEM</b>						
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			<b>27. TOTAL POINTS</b>		27.	
JGS for Tractor Operator, WG-5705 (TS- 62 dtd 1/92)				<b>28. GRADE</b>		28.
<b>CLASSIFICATION CERTIFICATION</b>						
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#5705-07				33. OPM Certification Number		

# MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

## A. KEY DATA

1. FUNCTION (1) <b>A/C/D/I/R</b>	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) <b>07</b>	6. IP NO. (8)
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## B. MASTER RECORD

1. PAY PLAN (2) <b>WG</b>	2. OCC.SER (4) <b>5705</b>	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5) <b>0001</b>	5. OFF. TITLE (38) <b>TRCTR OPERTR</b>									
6. HQ.FLD.CD. (1) 1=HQ 2=FLD		7. SUP.CD. (1) <b>8</b> 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 <b>4 22 02</b>						
11. EARLY RET. CD. (1) 1=Primary 2=Secondary			12. INACT/ACT (1) <b>A</b> 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) <b>N</b> E=Exempt N=Nonexempt		2. FIN. DIS. REQ. (1) <b>0</b> 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) <b>1N</b> N 1=Low risk/non sensitive 2=Non critical sensitive 4=Special sensitive 5=Moderate risk 6=High risk			5. COMP. LEV. (4) <b>07TO</b>									
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 <b>4 22 02</b>		
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) <b>A</b> 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 #5705-07

## **A. Major Duties**

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

Operates heavy tractors and equipment including automatic hay balers, forage harvesters, combines, power sprayers, hydraulic control planters and cultivators and ensilage cutter, used in land preparation and seeding, cultivating, harvesting and storing a variety of general crops for feed.

Performs the more difficult assignments involving: laying out experimental plots and large fields where a high degree of skill is required in: plowing and cultivating when only a small tolerance is permitted; laying out fields contouring activities; seeding, fertilizing, cultivating and harvesting crops from small plots where skill in the operation of the equipment materially affects results of the experimental crops; and operating heavy tractors and equipment on very steep slopes and hills in the construction of contours and preparing them for planting. The operation requires judgment and a high degree of accuracy.

## **B. Evaluation Factors**

### **1. Skill and Knowledge**

Manipulates tractor and equipment controls together to accomplish the work and compensate for steep and rough terrain features such as ravines, holes, and ditches. For example, in contour plowing on a steep hill, the operator must observe the path and performance of the plow, raise and lower the plow blades, then steer the tractor to prevent lateral movement and overturning the tractor and plow.

Operator must apply a knowledge of the tractors' operating limitations such as the extent of their stability on steep slopes.

Operates a variety of farm machinery including small and heavy duty tractors, in performing the more routine crop production work in plots and fields including discing and harrowing for land preparation, seeding, cultivating using trailing type rotary mowers, harvesting, and storing a variety of special crops for experimental and feed purposes; attaches and uses a variety of accessory equipment and land tillage and harvesting attachments such as front end loaders, sprayers, wood chippers, etc.; performs operator's preventive maintenance and makes minor repairs and adjustments on equipment.

## **2. Responsibility**

The work is usually assigned on a project basis. Because the work is performed in steep and rough terrain, more frequent and difficult judgments are required. For example, to plan a contour plowing project, considers contour levels and terrain features as well as the soil conditions, plow depth, etc. Completed work is checked for the results achieved.

## **3. Physical Effort**

The work requires constant arm and leg movement to operate tractor and equipment controls to compensate for terrain features and accomplish the work. Additionally, the operator must frequently exert extra effort to maintain balance and position at the controls.

## **4. Working Conditions**

Work is performed outside on steep slopes and in rough terrain. The operator is exposed to the possibility of serious injury from falls or from overturning the tractor and equipment. 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: