

# Appendix I

## Description of Key Ranking Jobs

### *NAF Key Ranking Job List*

<i>Job title</i>	<i>Grade</i>
1. Laundry Worker.....	1
2. Janitor (Light).....	1
3. Service Station Attendant.....	1
4. Janitor (Heavy).....	2
5. Food Service Worker.....	2
6. Laborer (Light).....	2
7. Service Station Attendant.....	3
8. Waiter/Waitress.....	3
9. Stock Handler.....	4
10. Bartender.....	5
11. Fork Lift Operator.....	5
12. Warehouseman.....	5
13. Helper (Trades).....	5
14. Service Station Attendant.....	5
15. Truck Driver (Light).....	5
16. Truck Driver (Medium).....	6
17. Sewing Machine Operator.....	6
18. Barber.....	7
19. Beautician.....	7
20. Bowling Equipment Mechanic.....	7
21. Small Appliance Repairer.....	7
22. Building Maintenance Worker.....	7
23. Truck Driver (Heavy).....	7
24. Building Maintenance Worker.....	8
25. Cook.....	8
26. Truck Driver (Trailer).....	8
27. Carpenter.....	9
28. Painter.....	9
29. Plumber.....	9
30. Automotive Mechanic.....	10
31. Electrician.....	10

Note: No key ranking jobs are provided for NAF jobs above NA-10. Jobs will be placed in grades NA-11 through NA-15 in accordance with the most nearly applicable existing FWS job grading standards.

### ***1. Laundry Worker***

***Grade: 1***

- Does various manual duties in a laundry.
- Shakes out and separates different laundry items.
- Hand feeds items into automatic flatwork ironer or spreader by holding items, straightening edges, and smoothing wrinkles.
- Catches, folds, and stacks flatwork.
- Wraps and seals laundry bundles and ties by hand or with automatic tying machines.
- Wipes off laundry equipment.
- Follows a few specific and easily understood oral instructions to perform assignments.
- Continually handles objects weighing up to 4.5 kg (10 pounds) and occasionally objects up to 9.1 kg (20 pounds).
- Works inside in areas that are usually hot, humid, and noisy.
- Is exposed to the possibility of cuts and bruises.

### ***2. Janitor (Light)***

***Grade: 1***

- Does a variety of janitorial duties, including the operation of light-weight hand or powered cleaning equipment.
- Sweeps, dry-mops, waxes, and polishes floors.
- Dusts and polishes furniture and fixtures.
- Empties ashtrays and wastebaskets.
- Wipes room partitions and fixtures that can be reached without use of ladders.
- Follows a few specific and easily understood oral instructions concerning what to clean and how to clean it.
- Continually handles objects weighing up to 4.5 kg (10 pounds) and occasionally objects up to 9.1 kg (20 pounds).
- Works inside in areas that usually have adequate light, heat, and fresh air.
- Is exposed to some unpleasant odors and to the possibility of cuts, chapped hands, and bruises.

### ***3. Service Station Attendant***

***Grade: 1***

- Operates electrically controlled pumps to dispense gasoline.
- Cleans windshields and lights.
- Follows specific and easily understood oral instructions concerning what, how, and when to do it.
- Frequently stands, walks, and handles objects weighing up to 6.8 kg (15 pounds).
- Works outside in all kinds of weather.
- Is exposed to cuts and burns.

### ***4. Janitor (Heavy)***

***Grade: 2***

- Does a variety of janitorial duties including the operation of heavy industrial type power operated equipment.

- Scrubs, wet-mops, waxes, and polishes floors.
- Cleans walls, ceilings, and room partitions and polishes fixtures that can be reached only by ladder.
- Washes and replaces Venetian blinds.
- Removes stains from a variety of surfaces such as rugs, drapes, walls, floors, and fixtures by use of chemicals and cleaning solutions.
- Moves furniture, cabinets, boxes, crates, and equipment to clean areas.
- Follows a few specific and easily understood instructions concerning what to clean and what cleaning methods and equipment to use.
- Continually handles objects weighing up to 9.1 kg (20 pounds) and occasionally objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that usually have adequate light, heat, and fresh air.
- Is exposed to some unpleasant odors and to the possibility of cuts, chapped hands, and bruises.

#### **5. Food Service Worker**

**Grade: 2**

- Does various duties in connection with the preparation and serving of foods and beverages.
- Makes coffee, tea, and other beverages.
- Washes, peels, scrapes, and cuts vegetables and fruits.
- Prepares simple salads and toast.
- Dishes out portions of foods on trays or plates and pours beverages.
- Prepares dining and serving areas by setting up counters, stands, and tables.
- Places food containers in serving order, fills salt and peppershakers, and places linen and silverware on tables.
- Cleans kitchen equipment, pots and pans, counters, and tables.
- Sweeps and mops floors.
- Follows a few specific and easily understood oral instructions concerning what foods to prepare and how to prepare them, what dining and serving areas to set up, and with what materials.
- Frequently handles objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that are usually hot and humid.
- Is exposed to the possibility of cuts, bruises, and burns.

#### **6. Laborer (Light)**

**Grade: 2**

- Does various laboring duties requiring moderately heavy physical effort.
- Loads and unloads materials.
- Moves supplies by hand, hand truck, or dolly.
- Sorts and stacks various items by obvious breakdowns.
- Opens and closes packages and boxes by using hammers, shears, and crowbars.
- Loads material in bailing presses.
- Runs hand or powered lawnmowers.
- Washes cars and trucks.
- Follows a few specific and easily understood oral instructions concerning what materials to

handle, what to do with them, and when the work should be completed.

- Frequently handles objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that are usually dusty and dirty and outside, sometimes in bad weather.
- Is exposed to the possibility of cuts and bruises.

### **7. Service Station Attendant**

**Grade: 3**

- Operates electrically controlled pumps to dispense gasoline.
- Checks oil, water, antifreeze, and other fluid levels in vehicle and adds same as necessary.
- Checks air pressure in tires; inflates tires to correct pressure.
- Checks battery; charges battery or adds distilled water or battery acid as necessary.
- Makes examinations and simple adjustments and replacement of light bulbs, windshield wipers, and similar items.
- Washes complete vehicle, including cleaning of car interiors.
- Cleans equipment, station areas, and rest rooms.
- Collects money for sales of gasoline, motor oil, etc.; may operate cash register and make change.
- Takes daily meter readings of pumps and “dipstick” readings of gasoline storage tanks; checks for presence of water in storage tanks.
- Follows specific and easily understood written and oral instructions concerning what to do and when to do it.
- Frequently stands, walks, and handles objects weighing up to 18.1 kg (40 pounds).
- Works outside in all kinds of weather in areas that are usually dirty, dusty, and greasy.
- Is exposed to the possibility of cuts, bruises, and burns.

### **8. Waiter/Waitress**

**Grade: 3**

- Spreads clean linen and sets tables with silverware, glasses, sugar bowls, salt and peppershakers, napkins, and ashtrays.
- Takes orders for food from guests and gives orders for same to a cook or to a steam table attendant.
- Obtains bread, butter, fruits, juices, cereals, salads, desserts, beverages, or other such food items from appropriate stations in food service area.
- Carries food and beverages to tables.
- Serves food in individual dishes to each diner or places certain items of the food in large containers on tables for family-style service.
- Removes empty dishes at end of each course and serves the succeeding course.
- At conclusion of meal, brushes crumbs from tablecloths, carries or wheels dishes to dishwasher, and sets the table for the next diner.
- Wipes glasses and silverware; sweeps dining room floor, dusts dining room furniture and furnishings; and removes, sorts, and packs soiled pieces of table linen for laundry.
- Follows a few specific and easily understood instructions concerning assigned tables or areas, rules of conduct and etiquette, serving techniques, and hygiene.
- Stands, walks, and stretches, usually for prolonged periods of time, handling food trays and other objects that weigh up to 4.5 kg (10 pounds).

- Works inside in areas that usually have adequate light and heat.
- Is exposed to the possibility of cuts and bruises.

### ***9. Stockhandler***

***Grade: 4***

- Does various manual stock handling duties such as unloading incoming trucks by checking markings and quantities against figures shown on receiving reports.
- Reports damaged items.
- Places items in stockroom locations, stacking items in group by commodity and size.
- Stocks empty spaces on shelves and cases; arranges merchandise in a neat and orderly manner.
- Assists in inventories of stock by counting items and giving figures to responsible person.
- Follows established receiving, storing, and issuing methods and procedures.
- Assures that adequate levels of stock are maintained and in workable condition to support shop workload requirements.
- Frequently handles objects weighing up to 4.5 kg (10 pounds) and occasionally objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that are sometimes damp and drafty
- Is exposed to the possibility of cuts and bruises.

### ***10. Bartender***

***Grade: 5***

- Mixes and serves a variety of alcoholic/nonalcoholic beverages, maintains a clean working area, takes inventory of stock, and keeps records in connection with tending bar.
- Prepares garnishes; mixes and serves various alcoholic/nonalcoholic drinks on orders from waiters/waitresses and patrons.
- Accepts money, operates cash register, and makes change.
- Assists in taking inventory of stock and maintains records of bar sales.
- Keeps bar area clean and may wash glasses and related equipment.
- Uses a variety of bar utensils and measuring and mixing devices.
- Follows a variety of established recipes and is expected to perform duties under general supervision.
- Frequently works in the standing position and handles objects weighing up to 2.3 kg (5 pounds), and occasionally objects weighing up to 15.9 kg (35 pounds).
- Works inside areas that usually have adequate light, heat, and fresh air.
- Is exposed to the possibility of chapped hands and bruises.

### ***11. Fork Lift Operator***

***Grade: 5***

- Operates electric, gasoline, or diesel powered fork lift trucks capable of lifting loads up to, but not including, 4500 kg (10,000 pounds) to a height of 427 cm (168 inches).
- Operates the lifting and tilting controls and steers the vehicle into position to load, transport, and stack goods and materials contained on pallets, skids, crates, or boxes about warehouses, piers, shipsides, or railroads car sidings.
- Must be able to pass operator's test, read traffic signs, and fill out trip tickets.

- Follows written or oral orders concerning location and priority of assignments and instructions concerning the movement and placement of materials.
- Follows safety and traffic rules and drives carefully to prevent damage to vehicle and materials and injury to others.
- Uses light physical effort in operating hand and foot controls.
- Works inside in areas that are sometimes damp and drafty and occasionally outside in all kinds of weather.
- Is exposed to the possibility of cuts and bruises.

## ***12. Warehouseman***

***Grade: 5***

- Receives, stores, and ships bin and bulk supplies, materials, and equipment.
- Verifies quantity, nomenclature, and unit of issue against receiving documents; notes discrepancies and reports finding.
- Selects specific storage locations within the framework of general warehousing plan.
- Stores, stacks, and palletizes items considering use, size, shape, weight, quantity, spoilage, pilferage, contamination, and safety to others.
- Examines stock for deterioration and damage and reports findings.
- Conducts inventory of stock on hand and reports reasons for overages, shortages, and misplacements.
- Selects designated items from storage and assembles for shipment.
- Assures that items are properly marked, tagged, and labeled and in properly marked containers.
- Accomplishes final loading in trucks and freight cars.
- Completes and signs receiving and shipping documents.
- Records and updates stock location cards showing location, nomenclature, stock number, quantity on hand, and unit of issue.
- Uses hand tools.
- Moves stock by hand, hand truck, and dollies.
- Follows accepted warehousing methods, procedures, and techniques and various written or oral instructions on day-to-day operations.
- Frequently handles objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that are sometimes damp and drafty and outside, sometimes in bad weather.
- Is exposed to the possibility of cuts and bruises.

## ***13. Helper (Trades)***

***Grade: 5***

- Assists journeyman in a skilled trade by performing the least skilled duties of the trade.
- Engages in joint operations with the journeyman as instructed.
- Uses hand and powered tools of the trade to perform such tasks as cutting holes in walls and floors and cutting threads on piping.
- Supplies, lifts, and holds materials and tools for journeyman.
- Applies knowledge gained from previous work assignments.
- Receives detailed instructions with each new assignment.

- Work is reviewed while in progress and when it is finished.
- Frequently handles objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that are usually dusty, dirty, or greasy and outside, sometimes in bad weather.
- Is exposed to the possibility of cuts, bruises, and scrapes.

#### ***14. Service Station Attendant***

***Grade: 5***

- Performs routine servicing and maintenance of automotive equipment.
- Operates pumps to fill vehicle tanks with gasoline or diesel oil.
- Services vehicles with engine oil, water, anti-freeze for radiators, and air for tires.
- Checks fluid levels in transmissions, braking system, and rear-end and power steering reservoirs.
- Greases and oils vehicles at standard points.
- Drains and replaces oil.
- Services batteries with distilled water or acid as required.
- Charges batteries.
- Checks components such as spark plugs, oil filters, air filters, fan belts, windshield wipers, tail pipes, head and tail lights, hoses, and similar items; makes replacements or changes and repairs tires and tubes.
- Replaces accessories such as windshield wiper blades and rear view mirrors.
- Refers any observed need for major repairs to Automotive Mechanic or other appropriate worker.
- Records amounts of gasoline, oil, and other supplies issued.
- Keeps inventory of gasoline and other supplies on hand.
- Directs tank trucks in delivering gasoline to proper storage tanks.
- Collects money for sale of gasoline, motor oil, etc.; operates cash register and makes change.
- Follows detailed written and oral instructions on new assignments.
- Independently performs routine duties based on previously gained knowledge.
- Frequently stands, walks, stretches, and handles objects weighing up to 18.1 kg (40 pounds).
- Works outside in all kinds of weather and inside in areas that are usually dirty, greasy, and sometimes damp and drafty.
- Is exposed to the possibility of cuts, bruises, and burns.

#### ***15. Truck Driver (Light)***

***Grade: 5***

- Drives one or more types of trucks with rated weight capacities up to and including .9 metric ton (1 ton) in hauling cargo or passengers within Government installations and over public roads.
- Usually loads and unloads cargo.
- Must be able to pass driver's test, read traffic signs, and fill out trip tickets.
- Follows written or oral orders and schedules concerning where to go and what to do.
- Follows safety and traffic rules and drives carefully to prevent damage to truck and materials and injury to others.
- Uses light physical effort in operating hand and foot controls.

- Frequently handles objects weighing up to 9.1 kg (20 pounds) and occasionally objects weighing over 22.7 (50 pounds) while loading and unloading trucks.
- Works outside and occasionally is exposed to bad weather conditions while loading and unloading trucks.
- Drives in all types of traffic and weather and is exposed to the possibility of serious accidents.

**16. Truck Driver (Medium)**

**Grade: 6**

- Drives one or more types of trucks with rated weight capacities of over 0.9 metric ton (1 ton) and up to, but not including, 3.6 metric tons (4 tons) in hauling cargo or passengers within Government installations and over public roads.
- Double clutches.
- Occasionally directs or assists in loading or unloading cargo and checks to see that loads are properly distributed, secured, and within maximum weight capacity.
- Must be able to pass driver's test, read traffic signs, and fill out trip tickets.
- Follows written or oral orders and schedules concerning where to go and what to do.
- Follows safety and traffic rules and drives carefully to prevent damage to truck and materials and injury to others.
- Uses light physical effort in operating hand and foot controls.
- Frequently handles objects weighing up to 9.1 kg (20 pounds) and occasionally objects weighing over 22.7 kg (50 pounds) while loading and unloading trucks.
- Works outside and occasionally is exposed to bad weather conditions while loading and unloading trucks.
- Drives in all types of traffic and weather and is exposed to the possibility of serious accidents.

**17. Sewing Machine Operator**

**Grade: 6**

- Sets up and runs a variety of domestic and industrial type power operated sewing machines and related special purpose machines such as buttonhole, basting, and feed-off-the-arm machines.
- Does all work involved in the sewing of textiles and fabrics for such items as clothing, blankets, linens, tents, and other heavy fabrics.
- Makes, alters, repairs, and modifies items that require difficult sewing because of their large size, weight, or appearance, such as setting coat sleeves, taping, and stitching the edges of coats with seaming tape requiring very close stitching.
- Makes independent judgment and decisions within the framework of oral or written instructions and accepted methods, techniques, and procedures.
- Continually handles objects weighing up to 4.5 kg (10 pounds) and occasionally objects weighing up to 9.1 kg (20 pounds).
- Works inside in areas that usually have adequate light, heat, and fresh air.
- Is exposed to the possibility of cuts and bruises.



**18. Barber****Grade: 7**

- Cuts, trims, tapers, and shampoos hair; shaves beards and does other related duties in connection with rendering barbering services to customers.
- Shapes and styles hair by cutting and trimming hair with clippers, scissors, and razors.
- Shaves beards and hairlines around neck and ears.
- Shampoos and dyes hair with water, liquid soaps, and dyes and rinses hair with water.
- Massages scalp, face, neck, and shoulders with vibrators and hands.
- Applies hairdressing; waters and combs finished hair.
- Accepts payments, operates cash register, and makes change.
- Cleans and sanitizes work area and tools.
- Oils and sharpens clippers and razors.
- Follows established procedures and may be required to be licensed to perform duties in accordance with local laws of the State.
- Frequently works in standing position and handles light to moderately heavy objects.
- Works inside areas that usually have adequate light, heat, and fresh air.
- Is exposed to the possibility of chapped hands and burns.

**19. Beautician****Grade: 7**

- Cuts, shapes, shampoos, and styles hair, wigs, and wiglets, and performs other related duties in connection with providing beauty culture services to customers.
- Styles hair by cutting, trimming, and tapering.
- Shampoos hair and scalp with water, liquid soap, dry powder, etc.; rinses hair with water, lemon, or other prepared rinses.
- Applies bleach, dye, or tint, using hands or cotton pads.
- Determines if customer is allergic to solutions before application.
- Massages scalp and face or neck, removing unwanted hair.
- Sets hair with straightening/waving solution, pin curls, and finger waves hair.
- Cleans, shapes, and polishes fingernails.
- Operates and uses hairdryer, curlers, clippers, scissors, and razors.
- Follows established procedures and may be required to be licensed to perform duties in accordance with local laws of the State.
- Frequently works in standing position and handles light to moderately heavy objects.
- Works inside areas that usually have adequate light, heat, and fresh air.
- Is exposed to the possibility of chapped hands and burns.

**20. Bowling Equipment Mechanic****Grade: 7**

- Repairs and maintains bowling facility electrical and mechanical equipment such as automatic pinsetters, ball returns, ball cleaners, speed cradle stops, telescore units, and hole borers.
- Using standard repair techniques, determines work sequence, materials, and tools to be used.
- Makes operational tests, diagnoses malfunctions, disassembles, replaces parts, reassembles, adjusts, and makes final operational test.

- Uses a variety of tools such as soldering irons, wrenches, pliers, and screwdrivers.
- Cleans and lubricates machines and performs general housekeeping tasks relating to proper standards of appearance, cleanliness, and safety.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted methods, techniques, and procedures.
- Frequently handles objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that usually have adequate light, heat, and fresh air.
- Is exposed to the possibility of cuts and bruises.

### ***21. Small Appliance Repairer***

***Grade: 7***

- Maintains, overhauls, and repairs a wide variety of mechanical and electric small appliances such as fans, heaters, vacuum cleaners, toasters, electric frying pans, food mixers, knife sharpeners, and rotisseries.
- Identifies malfunctioning units or elements; replaces or repairs them; reassembles and tests using common hand tools such as pliers, wrenches, and screwdriver.
- Receives assignments from supervisor or higher grade worker either orally or through work orders.
- Selects tools, determines work sequence, and obtains parts necessary to complete repair.
- Determines extent of repairs and decides whether a machine can be repaired onsite or whether it must be taken to the shop for repair or overhaul.
- A higher grade worker or supervisor is available for assistance on unusual problems and to spotcheck work in progress or upon completion.
- Handles equipment weighing up to 22.7 kg (50 pounds) while transporting machines.
- Work normally is performed at site where situation permits repairer to be seated. However, work also requires standing, walking, and bending.
- Normally works in well-lighted, heated, and ventilated offices and shops.
- Is exposed to dust, oil, and grease when cleaning and lubricating machines.
- There is frequent exposure to the possibility of minor cuts and bruises.

### ***22. Building Maintenance Worker***

***Grade: 7***

- Performs a variety of building maintenance tasks (e.g., carpentry, painting, and plumbing) at least one of which, on a regular and recurring basis, is of the level of difficulty described below. For example:

*Carpentry:*

- Measuring, cutting, constructing, or repairing wood or wood substitute items such as scaffolds, staging parts, panels, bins, pallets, concrete forms, dry walls, sheathing, and roof decking where required fit and accuracy provide a serviceable product and when appearance is not essential.

*Painting:*

- Brushes, rolls, and sprays coating materials to specific directions to insure that surfaces are fully coated, protected, and free from drips or runs.

*Plumbing:*

- Makes plumbing repairs that can be accomplished by removing, cleaning, replacing, packing, and sealing defective parts of utility, supply, and disposal systems such as dirty traps, sections of broken tile pipe, and leaky drains.
- Completes needed repairs like those described above, and hooks up to installed systems such things as water heaters, disposal units, and faucets.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted techniques and procedures.
- Physical Effort:
  - Works from ladder, scaffolds, and platforms and in hard-to-reach places. This requires incumbent to stand, stoop, bend, kneel, climb, and work in tiring and uncomfortable positions.
  - Frequently lifts, carries, and sets up parts and equipment that weigh up to 22.7 kg (50 pounds).
- Working Conditions:
  - The work is performed inside and outside and can be dirty, dusty, and greasy.
  - Has exposure to scrapes, burns, infections, broken bones, and electrical shock.
  - May be required to wear protective equipment and clothing that is sometimes heavy and uncomfortable.

**23. Truck Driver (Heavy)**

**Grade: 7**

- Drives one or more types of trucks without trailers, with rated weight capacities of 3.6 metric tons (4 tons) and over, in hauling cargo or passengers within Government installations and over public roads.
- Occasionally directs or assists in loading or unloading cargo and checks to see that loads are properly distributed, secured, and within the maximum rated weight capacity.
- Must be able to pass driver's test, read traffic signs, and fill out trip tickets.
- Follows written or oral orders and schedules concerning where to go and what to do.
- Follows safety and traffic rules and drives carefully to prevent damage to truck and materials and injury to others.
- Uses moderate physical effort in operating hand and foot controls.
- Occasionally handles objects weighing over 22.7 kg (50 pounds) while loading and unloading trucks.
- Works outside and occasionally is exposed to bad weather conditions while loading and unloading trucks.
- Drives in all types of traffic and weather and is exposed to the possibility of serious accidents.

**24. Building Maintenance Worker**

**Grade: 8**

- Performs a variety of building maintenance tasks (e.g., refrigeration and air conditioning equipment repair, heating equipment repair, and electrical work) at least one of which, on a regular or recurring basis, is of the level of difficulty described below. For example:

*Refrigeration and Air Conditioning Repair:*

- Installs, troubleshoots, and repairs a variety of domestic and commercial refrigeration and air conditioning units and systems such as walk-in and reach-in coolers, refrigerators, ice cream cabinets, deep freezers, evaporative coolers, attic and evaporative fans, and other equipment of comparable complexity.
- The units and systems serviced are usually located in single or adjoining areas or are otherwise designed so that a few testing techniques will locate worn or broken parts, and the repairs are not normally complicated by the need for specialized equipment.
- The systems are used to cool equipment such as water dispensers, coolers and freezers, kitchen and galley equipment, truck vans, railroad cars, and small structures that use comfort coolers, window units, and other similar equipment.

*Heating Equipment:*

- Installs, troubleshoots, and repairs a variety of small and domestic heating units and systems.
- These include coal, oil, and gas burning floor furnaces, hot air furnaces, low pressure hot water and steam boilers, and other equipment with comparable arrangements of heat sources, controls, and circulating methods.

*Electrical Work:*

- Makes electrical repairs that can be accomplished by removing, replacing, tightening, splicing, soldering, and insulating defective wiring, controls, equipment, and fixtures such as broken and bare wiring, burned out switches and relays, loose connections and fittings, damaged light fixtures, and poorly operating thermostats.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted techniques and procedures.
- Physical Effort:
  - Works from ladders, scaffolds, and platforms and in hard-to-reach places.
  - This requires incumbent to stand, stoop, bend, kneel, climb, and work in tiring and uncomfortable positions.
  - Frequently lifts, carries, and sets up parts and equipment that weigh up to 22.7 kg (50 pounds).
- Working Conditions:
  - The work is performed inside and outside and can be dirty, dusty, and greasy.
  - Has exposures to scrapes, burns, infections, broken bones, and electrical shock.
  - May be required to wear protective equipment and clothing that is sometimes heavy and uncomfortable.

**25. Cook**

**Grade: 8**

- Prepares and cooks all kinds of food in bulk or individual servings using a wide variety of cooking methods and techniques.
- Cooks foods for standard and special diets.
- Prepares and cooks meats, fish, poultry, vegetables, soups, sauces, gravies, dressings, and desserts by frying, roasting, baking, broiling, braising, steaming, and boiling.

- Uses various standard tests to determine that food is properly cooked and assures that high nutritive value and good taste are achieved.
- Prevents waste and spoilage.
- Uses a variety of cooking utensils, tools, and powered kitchen equipment.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted methods, techniques, and procedures.
- Continually handles objects weighing up to 4.5 kg (10 pounds) and occasionally objects weighing up to 18.1 kg (40 pounds).
- Works inside in areas that are usually hot and humid.
- Is exposed to the possibility of cuts, bruises, and serious burns.

**26. Truck Driver (Trailer)**

**Grade: 8**

- Drives truck or truck tractor with trailer or semitrailer to haul cargo within Government installations and over public roads.
- Backs and drives vehicles in traffic, over uneven roads and ground, and in narrow or crowded areas.
- Carefully applies hydraulic or air brakes to prevent slipping, tipping, or jackknifing.
- Directs or occasionally assists in loading or unloading cargo and checks to see that loads are properly distributed, secured, and within maximum rated weight capacity.
- Must be able to pass driver's test, read traffic signs, and fill out trip tickets.
- Follows written or oral orders and schedules concerning where to go and what to do.
- Follows safety and traffic rules and drives carefully to prevent damage to truck and materials and injury to others.
- Uses moderate physical effort in operating hand and foot controls.
- Occasionally handles objects weighing over 22.7 kg (50 pounds) while loading and unloading vehicle.
- Works outside and occasionally is exposed to bad weather conditions while loading and unloading vehicle.
- Drives in all types of traffic and weather and is exposed to the possibility of serious accidents.

**27. Carpenter**

**Grade: 9**

- Builds, repairs, alters, and installs wooden articles and structures.
- Constructs and installs window frames, door frames, inside walls, floors, ceilings, closets, counters, shelves, casings, wood foundations, and similar structures.
- Lays beams, shingles, and clapboards.
- Plans and lays out work from blueprints, drawings, and verbal instructions.
- Determines work sequence, materials, and tools to be used.
- Measures and cuts material to required lengths.
- Uses hand and portable power tools of the carpentry trade, shop woodworking equipment, and standard measuring instruments such as rulers, carpenter's square, and levels.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted trade practices, processes, and procedures while completing

assignments.

- Continually handles objects weighing up to 4.5 kg (10 pounds) and occasionally handles objects weighing up to 22.7 kg (50 pounds).
- Occasionally works in awkward and cramped positions.
- Works inside in areas that are usually dusty and noisy and outside, sometimes in bad weather.
- Is exposed to the possibility of cuts, bruises, and broken bones.

## **28. Painter**

**Grade: 9**

- Paints wood, metal parts, equipment, interiors and exteriors of buildings, vessels, and other structures, using brushes, rollers, and spray guns.
- Examines surfaces to determine proper coating materials.
- Prepares wood, metal, and other surfaces by sanding and scraping.
- Blends color and mixes paint and other surfacing materials.
- Applies prime, intermediate, and finished coats including decorative finishes by stippling, graining, marbling, and mottling.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted trade practices, processes, and procedures while completing assignments.
- Continually handles objects weighing up to 4.5 kg (10 pounds) and occasionally handles objects weighing up to 18.1 kg (40 pounds).
- Works inside and outside, sometimes in bad weather, and is usually exposed to paint spray and fumes.
- Experiences discomfort while wearing respirator.
- Is exposed to the possibility of cuts, bruises, and broken bones.

## **29. Plumber**

**Grade: 9**

- Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems.
- Installs and repairs various fixtures and facilities such as watermains, sewage lines, hydrants, unit gas heaters, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners.
- Plans and lays out work from blueprints, drawings, and verbal instructions.
- Determines work sequences, materials and tools to be used.
- Measures and cuts, reams, threads, bends, fits, and assembles pipe and pipe fittings.
- Installs piping through floors, walls, and ceiling of various structures.
- Joins and caulks joints.
- Locates sources and determines cause of malfunctions; checks piping, fittings, and fixtures for defective parts or connections.
- Uses hand and powered tools of the plumbing trade.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted trade practices, processes, and procedures while completing assignments.

- Frequently handles objects weighing up to 18.1 kg (40 pounds).
- Frequently works in awkward and cramped positions.
- Works inside in areas that are usually dusty, dirty, or greasy and outside, sometimes in bad weather.
- Is exposed to fumes and the possibility of burns, infection, scrapes, and broken bones.

### **30. Automotive Mechanic**

**Grade: 10**

- Overhauls, repairs, and maintains vehicles such as automobiles, buses, trucks, fork lifts, warehouse tractors, and light ground maintenance equipment.
- Within the framework of inspection reports or instructions, determines nature and extent of repairs required on engines, transmissions, suspension, steering, and braking systems and related electrical, fuel, hydraulic, wheel, and engine assemblies.
- Following instructions in technical manuals, tears down, adjusts, repairs, reassembles, and runs operational checks on components of these systems.
- Tunes and adjusts vehicle components to prescribed operating tolerances.
- Uses specialized testing equipment such as compression testers, motor analyzers, test benches, and specialized measuring instruments such as micrometers, vernier calipers, and dial indicators.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted trade practices, processes, and procedures while completing assignments.
- Continually handles objects weighing up to 9.1 kg (20 pounds) and occasionally handles objects weighing up to 22.7 kg (50 pounds).
- Frequently works in awkward and cramped positions.
- Works inside in areas that are usually noisy, dirty, and greasy.
- Is exposed to the possibility of cuts, bruises, shocks, scrapes, and burns.

### **31. Electrician**

**Grade: 10**

- Installs, maintains, repairs, and tests electrical systems, electrical shop equipment, and internal electrical power distribution facilities including connections of power and control circuits to motors, industrial equipment, and alarm systems.
- Determines nature and extent of repairs required.
- Plans and lays out work from blueprints, sketches, wiring diagrams, technical manuals, and other specifications.
- Determines work sequence.
- Makes standard computations relating to load requirements of wiring or electrical equipment.
- Uses specialized measuring instruments such as voltmeters, ammeters, wattmeters, ohmmeters, and meggers.
- Makes independent judgments and decisions within the framework of oral and written instructions and accepted trade practices, processes, and procedures while completing assignments.
- Frequently handles objects weighing up to 9.1 kg (20 pounds).
- Occasionally works in awkward and cramped positions.

- Works inside in areas that are usually dirty and greasy and outside, sometimes in bad weather.
- Is exposed to the possibility of cuts, bruises, shocks burns, and broken bones.

NOTE: No key ranking jobs are provided for NAF grades above NA-10. Jobs will be placed in grade NA-11 through NA-15 in accordance with the most nearly applicable existing FWS job grading standards.