

**NONAPPROPRIATED FUND (NAF) POSITION GUIDE**

1. POSITION NUMBER  70134	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 314 SVS/SVBG Business Operations Flight Golf Course Section	
			EXEMPT		
3. POSITION TITLE  LABORER		4. CLASSIFICATION  NA-3502-03		5. CLASSIFIED BY  HQ AFSVA/SVXH	6. DATE  1 Jul 98

DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

Experience which demonstrated the ability to operate, control and clean heavy powered equipment. Must be able to follow oral and/or written instructions. Must be physically able to frequently lift and carry heavy objects weighing more than 50 pounds. Work that does not require the skill and knowledge in operating heavy equipment continually involves extreme physical effort, such as constantly lifting or carrying objects weighing 80 to 100 pounds or more. Must be able to satisfactorily complete a pre-employment physical.

PERFORMANCE STANDARDS

Must be courteous and exercise diplomacy and tact when dealing with the public; expected to have no more than two (2) valid customer complaints per quarter. Must meet the Golf Course Superintendent's standard with no more than one (1) oral admonishment per quarter. Expected to adhere to fire, safety, and facility regulations with no more than one (1) violation per quarter. Must maintain cooperative and harmonious working relationships with other staff members and show willingness and ability to learn on the job. Must support the theme of loyalty and a team player with co-workers and supervisors to assure a professional workplace.

TRAINING

All formal and informal training applicable to this position, as deemed necessary by the supervisor.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR  Golf Course Manager	DATE
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I. INTRODUCTION: The function of the organization where this position is located is in official functional statements. The purpose of the position is to perform manual laboring tasks involving the use of heavy hand tools and heavy power equipment associated with maintenance of the golf course.

II. DUTIES AND RESPONSIBILITIES:

1. Performs a variety of general laboring tasks involved with maintenance of the facilities and grounds at the golf course. Work involves the performance of tasks requiring prior experience and the use of very heavy physical effort, (assists in the construction of new greens, tees and fairways; grades and prepares soil base, lays sod). Uses a variety of hand tools such as pry bars, hammers, cutters, pliers, and wrenches in performing simple repair work and/or in assisting others in more complex tasks.
2. Operates walking-or riding-type power mowers (e.g., one or more cutting decks, mechanical controls and attachable implements) and/or simple riding-type mowers (e.g., a fixed or floating cutting deck(s) with limited adjustments) and string trimmers in trimming greens, aprons, tees, around trees, fence lines, banks and hillsides; edges cart paths, edges. Rakes and maintains sand bunkers, sets tee markers and cups on greens daily, maintains ball washers removes debris. Loads, unloads, moves, and stacks bulky items from trucks and other conveyances using hand trucks or dollies. Uses loaders to remove dirt, debris, and other materials; operates portable pumps.
3. Maintains gasoline, oil and other equipment fluid levels daily. Reports equipment problems and failures to supervisors. Performs basic preventative maintenance on equipment as directed. Returns equipment to designated location. Performs other related work as directed.

III. CONTROLS OVER WORK: Supervisor provides general instructions for work assignments. Receives direct supervision for special assignments and is given specific periods for accomplishment. Laborers are responsible for obtaining assistance or using appropriate equipment or safety devices when lifting and moving very heavy objects. Continual care is required due to the nature of the work, the type of equipment used and the weight handled. The supervisor checks work on a random basis for timeliness, work practices and compliance with instructions.

IV. OTHER SIGNIFICANT FACTS:

- 1 Skill and Knowledge: Knowledge and skill in the operation, control, and cleaning of heavy power equipment (e.g., single-function power lawn mowers with one or more cutting decks and mechanical controls). Knowledge of how to work safely with heavy tools. Skill in performing routine operator maintenance and adjusting the cutting height of blades on power mowers.
2. Physical Effort: Exerts very heavy physical effort in doing such tasks as frequently lifting and moving objects weighing over 50 pounds, operating heavy power mowers on grades.
3. Working Conditions: Work is performed outside in all kinds of weather and inside in areas that may be dusty, drafty and noisy. Mishandling of the equipment, tools and tasks involved may result in injuries that are more serious.

**NONAPPROPRIATED FUND (NAF) CIVILIAN DESCRIPTION**  
(Computer - Generated Equivalent of AF Form 1065)

**POSITION TITLE:** Laborer

**POSITION NUMBER:** 70134

**CLASSIFICATION:** NA-3502-03

**ORGANIZATIONAL LOCATION:**

**FLSA OVERTIME:** Nonexempt

USAF - AETC - Little Rock AFB, Arkansas  
314<sup>th</sup> Services Squadron  
Business Operations Flight  
Golf Course Section

<u>EMPLOYMENT</u> <u>CATEGORY</u>	<u>NO. POSITIONS</u> <u>ESTABLISHED</u>
REG	0
FLEX	3

SUPERVISORS CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible.

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**SUPERVISOR'S SIGNATURE**

\_\_\_\_\_  
**SUPERVISORS TITLE**

\_\_\_\_\_  
**DATE**

HQ AFSVA/SVXH

1 Jul 98

\_\_\_\_\_  
**CLASSIFIED BY**

\_\_\_\_\_  
**DATE**