

 <div style="text-align: right;">Export to MS Word</div> <div style="text-align: center;"> <h2 style="color: blue;">ARMY NAF STANDARDIZED POSITION DESCRIPTION</h2> </div>		
PD#: AM019 Sequence#: VARIES		Replaces PD#:
RECREATION ASSISTANT (FACILITIES OPERATOR) NF-0189-02		
<u>POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION</u> Citation 1: OPM PCS REC AID & ASST SERIES, GS-189, MAY 80 Citation 2: NAF PERSONNEL POLICY, AR 215-3, CHAPTER 3, 29 AUGUST 2019		
<u>Classification/Job Grading Certification:</u> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.</i>		
Classified By: NAF GENERIC		Classified Date: 10/02/2001
<u>POSITION INFORMATION:</u> FLSA: Career Field: Program Code: VARIES Bus Code: VARIES Region: NAF Financial Disclosure: PD Status: VERIFIED	<u>CONDITION OF EMPLOYMENT:</u> Drug Test Required: VARIES Position Designation: VARIES Position Sensitivity: VARIES Security Access: VARIES Emergency Essential: VARIES Investigation:	<u>DEVELOPMENTAL ASSIGNMENT:</u> Career Ladder PD: NO Target Grade/FPL: Career Pos 1: Career Pos 2: Career Pos 3: Career Pos 4: Career Pos 5: Career Pos 6:
<u>DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES:</u> MAJOR DUTIES: Works as an assistant for the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures and reviews work for quantity and quality of completed projects. Job may require work in various facilities depending on requirements as determined by customer demand or programmed activities. Opens and/or closes facilities by locking/unlocking doors and windows, and assuring security system is operable. Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies collected safeguards funds and makes daily bank deposits. Pre-checks and prepares equipment for customers, explains use, and monitors proper usage. Conducts surveillance of total facility and reports any unusual findings to supervisor. Arranges furniture and equipment for various types and sizes of events; puts up and takes down special event decorations. May assist in conducting event. Cleans recreation equipment, supplies and facility area. Operates equipment and performs self-help maintenance on facilities and equipment. Prepares work order for maintenance which cannot be completed by self-help. Policies interior and exterior areas of building and grounds and performs general housekeeping to make facilities/playing fields/pools/outdoor courts ready for use. Prepares requirement lists for appropriated and nonappropriated supplies and equipment due to demand or need for replacement items. Monitors inventories and number and condition of items on hand. Coordinates with program staff to ensure adequate equipment is available in sufficient time to conduct program activities. Inspects equipment when turned in and collects pre-set fees for damages. Tests mechanical equipment for serviceability after each use. Removes damaged or unusable equipment from inventory.		
<u>QUALIFICATION REQUIREMENTS:</u> Demonstrated ability to performs the duties described above. Must have and retain a valid drivers license.		
<u>CONDITIONS OF EMPLOYMENT:</u>		

Subject to satisfactory completion of all pre-employment checks in accordance with AR 215-3, para.2 to include a Tier 1 background investigation.

EVALUATION:

Not Listed

FLSA DETERMINATION:**Fair Labor Standards Act (FLSA) Determination:**

- ☐ 1. Availability Pay Exemption - e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- ☐ 2. Foreign Exemption - (Note: Puerto Rico and certain other locations do not qualify for this exemption – [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- ☐ 3. Executive Exemption:
 - ☐ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - ☐ b. Customarily and regularly directs 2 or more employees, AND
 - ☐ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- ☐ 4. Professional Exemption:
 - ☐ a. Professional work (primary duty)
 - ☐ b. Learned Professional, ([See 5 CFR 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
 - ☐ c. Creative Professional, ([See 5 CFR 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
 - ☐ d. Computer Employee, ([See 5 CFR 551.210](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- ☐ 5. Administrative Exemption:
 - ☐ a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

☒ **FLSA Conclusion:**

- ☐ EXEMPT
- ☐ NON EXEMPT

FLSA Comments/Explanations: