



Position Description

70637000

a. INTRODUCTION:

This position is located in the Joint Forces Headquarters (J-4), Surface Maintenance Facility. The purpose is to troubleshoot, repair, maintain, inspect, and/or overhaul a variety of complex combat, tactical, commercial, and special purpose vehicles and equipment having complicated mechanical and non-mechanical systems with a variety of interconnected systems. Provides technical guidance and specialized team leadership to lower grade employees.

Mission Goals

b. DUTIES:

(1) Performs maintenance, troubleshooting, and major repair on heavy-duty mobile equipment, combat, tactical, and automotive vehicles. This may include self-propelled artillery, tracked cargo and personnel carriers, road graders, mobile cranes, front loaders, bulldozers, power shovels, tanks, tracked combat vehicles, all terrain vehicles, semi trailers, forklifts, tractors, and accessory equipment. Troubleshoots, repairs and/or overhauls, as a regular and recurring duty, a variety of the mechanically complex major systems to include internal combustion engines, turbine engines, automatic and non-automatic transmissions, heavy duty drive line systems, and hydraulic utility systems and controls, cross drive or similar multi-system transmissions and a variety of intricate fuel injection systems. Makes repairs and modifications to assemblies and components such as voltage regulators, generators/alternators, brake cylinders, etc., for use or placement in systems for which they were not specifically designed. Improvises work when standard procedures do not apply.

(2) Troubleshoots equipment with a variety of the mechanically complex major systems and diagnoses difficult performance problems and the cause of mechanical failures by means of visual and auditory checks, uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges and computer diagnostic tools. Utilizes embedded diagnostics in equipment and a wide variety of specialized original equipment manufacturer system analyzers in order to determine the exact nature or extent of repair. Determines what adjustments may be necessary to complete work orders, and whether any additional repairs other than those specified or indicated on the work order are necessary.

Reference the PD in the student desktop reference



Supervisor Work Folder

Remember: MyBiz/MyWorkplace replaced some of what used to be maintained in the supervisor work folder for example:

- NGB Form 904-1
- HRO form 430 (signed performance standards)
- Last three signed performance appraisals (three years out)

What the supervisor work folder should contain:

- ✓ Current, signed/certified position description with cover sheet (OF 8)
- ✓ Copies of current OWCP actions; CA-1, CA 17....
- ✓ Letters of commendation, counseling, or reprimand
- ✓ Optional – Copy of most recent SF52 assigning person to position
- ✓ Optional - Leave tracking log to monitor leave balances

What the supervisor work folder should NOT contain:

- SF50's (provided in MyBiz)
- Employee Assistance Information
- Supervisor personal notes on employee that are not a matter of record