

NAME (Last) (First) (Middle) COOK, Truman E.	TITLE AND GRADE KEEPER	DATE 29 Jan. 1957
OFFICE, DIVISION, SECTION, ETC. Aids to Navigation 12CED, Operations Division, Section	SIGNATURE OF SUPERVISOR  T. R. MEDALING, Captain, USCG	
NOTE: Follow Instructions in CSC Handbook S-809		

Tasks	Performance Standards
<p>1. Operates and maintains the light, fog signal, radiobeacon, station vehicle, station launch, station buildings, grounds and any other equipment or machinery assigned to or incident to the operation of his particular unit, in accordance with Aids to Navigation Manual, CG Regulations and other current directives.</p>	<p>1-a. Maintains all equipment in clean and good operating condition at all times.</p> <p>1-b. Interior and exterior of all buildings kept clean and in good repair within the limits imposed by the personnel available or attached.</p> <p>1-c. Makes minor repairs to all equipment, buildings and electronic equipment as may be necessary from time to time.</p> <p>1-d. Reports all major problems of repair and upkeep to the District in such time that the District may plan and make economical repairs.</p> <p>1-e. Holds and supervises military drills and instructions.</p> <p>1-f. Supervises personnel assigned to the unit.</p> <p>1-g. Maintains station grounds, shrubbery and fences in a neat and attractive manner.</p> <p>1-h. Is accountable for plant property and maintains property records in accordance with Comptroller's Manual, Volume 7.</p>
<p>2. Performs administrative work required by current regulations and circulars.</p>	<p>2-a. Properly maintains and submits Time and Attendance Reports for all Civilian Personnel attached.</p> <p>2-b. Properly reports all personnel changes for Military Personnel through proper channels.</p> <p>2-c. Maintains the Station Log and Monthly Summary in accordance with current instructions.</p> <p>2-d. Maintains the unit filing system in accordance with Filing Manual, Service Publication No. CG-219. All filing to be done not later than seven days after receipt.</p> <p>2-e. Orders such supplies and stores as are necessary for proper maintenance and operation of the unit.</p> <p>2-f. Prepares and submits such other operation and fiscal reports as are required by the District.</p> <p>2-g. Enters all changes and amendments to Coast Guard publications that are furnished the station within two weeks after receipt of change or correction.</p>
<p>3. Stands regular station watches.</p>	<p>3-a. Takes watches in turn with other men attached.</p> <p>3-b. Carries out all provisions of the current Aids to Navigation Operation Bill as to checking of the Fog Signal, Light and Radiobeacon.</p> <p>3-c. Makes log entries as necessary for proper record of watches.</p> <p>3-d. Stands a proper lookout and weather watch if such a watch is required for the station.</p>

Copy to: Civilian Personnel Section

General Requirements

WITH VERY FEW EXCEPTIONS, EMPLOYEE IS RELIABLE, OBSERVES LEAVE REGULATIONS, IS INDUSTRIOUS, AND WORKS COOPERATIVELY AND HARMONIOUSLY WITH SUPERVISORS AND FELLOW EMPLOYEES