



File Code: 5100/5109

Date: May 27, 2015

Route To:

Subject: THSP EP-3, AD-F, Staging Area Mtc Worker

To: Albuquerque Service Center/Incident Finance

Northern California Geographic Communication Center Compound is being prepared to STAGE and house multiple fire resources during high activity levels. The Compound has several buildings and components. There is a variety of items needing maintenance, upgrading and modifications for the fire resources.

Request that Jeff Wood be hired/paid as a THSP EP-3, AD-F \$23.28/hour.

Incumbent's duties necessitate that they be familiar with facilities, tools, equipment and industry standards to accomplish duties.

Skills needed are carpentry, plumbing, landscaping, basic electric, painting and the ability to troubleshoot problems and get them fixed.

Skills have been acquired through specific job training and experience and incumbent will use those to accomplish his assignments.

Position will be supervised by the Cache Manager. The work is performed independently with minimal supervision and he will also plan work, lead and supervise others at the next lower level in order to accomplish assigned tasks.

/s/ Annette Moore

AD Pay Administrator, NCSC

APPROVED:

Yolie Thomas 06/02/15

Yolie Thomas, R5 FAM, Assistant Director, Incident Administration

