Muise, Joseph

CP

PERSONNEL CLASSIFICATION BOARD FORM NO. 14—FIELD QUESTIONNAIRE
(To be filled out in accordance with the instructions given in P. C. B. Forms Nos. 15 and 16)

Bureau No. 18.1421 *Sheet No.* 1(b)-9.

Space reserved for the use of the Board

Saunderson Frank

1. Paulkingham Frank E
(Surname) (Given name) (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Moose Peak Light Station
(b) Subdivision First District
(c) City or town Jonesport (Moose Island) State Maine

6. Pay roll title Light Keeper
7. Customary office title Keeper
8. Present administrative allocation (1440-1760)
9. Present gross rate of pay $ 1860
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1620

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee:
☐ House ☐ Room { ☐ Furnished ☐ Unfurnished } ☐ Heat ☒ Fuel ☒ Light ☐ Laundry ☐ Uniform ☐ Subsistence or rations in kind Meals per day: ☐ 1 ☐ 2 ☐ 3

13. Describe any other allowance, privilege, or perquisite of value None

14. If any special equipment or a bond is required by law or regulation to be furnished at the employee's expense, state kind and annual cost Uniform; its cost depending upon quality of material selected by employee—estimate $20 per annum

15. (a) Regular hours of work: From not fix m. to fixed m. (b) How many hours per week excluding unusual or irregular overtime work?
Summer irregular Winter irregular (c) If not a full time and all-the-year-round position, state number of hours per day ——;
number of days per { week / month / year } —— (d) If certain hours of availability for duty, outside of regular working hours, are required, state hours and type of such duty Subject to duty at all hours while on station

16. (a) Rate of pay for overtime None (b) Amount of overtime pay in last 12 months None

17. (a) Does the employee in any way direct or supervise other employees? Yes (b) If so, in what way? (See Form 16 before answering)
In the operation and care of the station
(c) How many? one

18. If the employee supervises other persons through immediate contact, give the name and the sheet numbers of such persons. (For such of these as may not be covered by questionnaires, give number and kinds by occupations.) If the employee exercises supervision through section or division heads, give the title of such sections or divisions and the names and sheet numbers of their heads.

Frank Paulkingham, Sheet No. 1(b)-10.

19. (a) Is the employee in any way directed, supervised, or instructed, or his work reviewed? Yes (b) If so, in what way? (See Form 16 before answering.)
Periodical inspection by representatives of district headquarters, and instructions orally or by mail from time to time

20. What is the name, official position, and sheet number of the employee's immediate superior?
C. E. Sherman, Superintendent of Lighthouses, Sheet No. 1(a)-1.

21. Employee's education: Strike an "X" over the number representing the highest grade or year completed in each type of school:

Elementary								High				Normal				College				Postgraduate or professional				
1	2	3	4	5	6	7	8X	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	(Kind)

Other education (describe):

22. What length and kind of experience or other training did the employee possess upon original entrance into this position which was most qualifying or pertinent?
Boatman accustomed to handling rowboats and sailboats in all kinds of weather; about three years

23. TO THE EMPLOYEE: Describe in detail the work you do. Put each distinct duty, task, or process in a separate paragraph. Explain first those that require most of your time. Explain occasional duties last. In the column at the left opposite each paragraph enter the approximate percentage of your time devoted to the work described in that paragraph. DO NOT ATTEMPT TO COMPOSE THIS STATEMENT WITHOUT FOLLOWING THE INSTRUCTIONS OF P. C. B. FORM NO. 15.

Percentage of working time

My duty as keeper is to keep station in first class condition.

To keep light in perfect condition, have to keep lens clean of carbon by taking lamp apart and with wire dig out carbon until lamp is free and ready to assemble again.

Clean vaporizers of carbon put in new kerosene when necessary.

Have to go into tower one half hour before sundown, prime lamp with kerosene, then put on drip cup filled with denatured alcohol, and heat lamp until kerosene vapors then turn on kerosene until lamp lights properly. It takes about three fourths of an hours to get lamp going so that it can be left alone. Then have to watch it constantly until sunrise.

At sunrise have to drain lamp fill air and oil tank, have lamp and everything in condition for relighting at night.

Signal a first class reed horn, operated by compressed air. Air furnished by oil engines.

Have to keep engines in first class condition and ready for use at all times. Have to keep vaporizers clean by taking them out and clean carbon from nozzles with prickers. To get engines going have to use heating torch until vaporizers head gets hot enought to vaporize the oil that is pumped through vaporizer by automatic pump on engine.

Have to keep automatic clocks clean and in working order.

Have to paint all dwellings inside and out. Kepp all walks repaired. Have to keep government power boat in working order. Have to go for mail and supplies as often as needed or weather permits. Have to transfer all workmen to and from station when possible. Have to store all fuel when landed at station. Have to stand watches so divided that each one get an even share of work. One has to be on watch at station constantly night and day. Have to give assistance to anyone that needs help or get in distress near station.

24. I hereby certify that the foregoing was composed by me after reading P. C. B. Form No. 15, and that it is a true statement of my duties.

(Signature) Preston T. FAULKINGHAM

25. TO THE PREPARING OFFICER: Write your own description of the employee's work. If in describing the work of the position you would cover the same subject matter and use the same language and expressions, indicate your concurrence in the employee's statement and utilize the rest of the space below by giving further and broader information regarding the position, such as the kind and degree of responsibility involved, the ultimate purpose of the work, its place in your organization, its working conditions, etc. If more space is needed, attach a separate sheet. See instructions in Form No. 16.

Care and operation of a 3rd order Incandescent Oil Vapor Light and lens revolving clock
Care and operation of a compressed air fog signal plant
Cleaning and minor repairs of above apparatus
Cleaning, painting and making minor repairs to structures
Care and attention of grounds of station
Keeping station records and preparing and submitting periodical reports
Observing weather conditions and aids to navigation

26. How long have the employee's duties been substantially as described above? Since June 1, 1919

27. I hereby certify that to the best of my knowledge and belief the statements made by me on both sides of this sheet are accurate and complete.

OCT 6 1928, 1928 (Date) — JAMES C. WOOLLEY (Signature of Preparing Officer) — Chief Clerk (Title)

28. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief, the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $ 1440 to $ 1740.

OCT 8 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — _____ (Title)

29. I hereby certify that I have read all of the foregoing and that, to the best of my knowledge and belief the statements made on both sides of this sheet are accurate and complete, except as indicated in attached memorandum, marked _____. In my judgment the compensation of this position should be in a range from $ 1440, to $ 1740

OCT 22 1928, 1928 (Date) — H. B. BOWERMAN (Signature of head of bureau or his representative) — Acting Commissioner of Lighthouses. (Title)

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