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. Lt. 1438 *Sheet No.* 1(b)-76

CP

Space reserved for the use of the Board

1. Sterling (Surname) Robert (Given name) T (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Portland Head Light Station
   (b) Subdivision First District
   (c) City or town Cape Cottage State Maine
6. Pay roll title Light Keeper
7. Customary office title Assistant Keeper
8. Present administrative allocation $1200-$1500
9. Present gross rate of pay $ 1560
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1320

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 ☒ Light ☒ Fuel ☐ 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 Uniforms; its cost depends upon quality of material selected by employee—estimate $30 per annum

15. (a) Regular hours of work: From not set times m. to 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? No (b) If so, in what way? (See Form 16 before answering) ——
   (c) How many? ——

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.

None

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.)
By his principal keeper in the operation and upkeep of the station.
In the absence of his principal keeper he assumes full charge

20. What is the name, official position, and sheet number of the employee's immediate superior?
John F Cameron, Keeper, Sheet No. 1(b)-75.

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				(Kind)
1	2	3	4	5	6	7	8	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	

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.

10—1856

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	
	(Introductory Remarks.)
	The percentage of working time with an employee of the Lighthouse Service where there is a Fog Signal takes most of his time as regarding the rules and regulation of the service.
	My duties are first to take my orders in regard to the routine of work carried on from my Superior in charge Via., the Keeper.
	Whereas the work is divided on this station giving one the same amount of labor as the other.
	An apprentic on entering the Lighthouse Service must first bear in mind, that he is a 24 hour man., that is to say, his work is never done. Should conditions warrant his work the full 24 hour around, he could only look upon this task as that, for the good of the service.

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.

(SGD) ROBERT B. SPERLING, 1st Asst.Keeper

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.

2nd order
Care and operation of an Incandescent Electric Light.
Care and operation of a compressed air fog signal
Cleaning and minor repairs of above apparatus
Cleaning, painting and making minor repairs to structures
Care and attention of grounds of station
Observing weather conditions and aids to navigation

26. How long have the employee's duties been substantially as described above? Since August 1, 1928.

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 — JAMES C. WOOLLEY — Chief Clerk
(Date) (Signature of Preparing Officer) (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 $ 1200 to $ 1500.

OCT 8 1928, 1928 — C. E. SHERMAN — Supt. of Lighthouses
(Date) (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 $ 1200, to $ 1500

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

U. S. GOVERNMENT PRINTING OFFICE: 1928 16—1850

Portland Head Light

September 16th, 1928

Superintendent of Lighthouses,
Portland, Maine.

Sir:

My duties described in detail in accordance with the instructions from the Personnel Classification Board Field Questionnaire Form No. 14 is as follows:

Arrangement of the watches has everything to do with ones work. When on the weather watch my duties are to see that visibility can be attained 5 miles if not the fog signal has to be placed in operation, it may be for one hour, and it might be a week; this takes ones attention for 6 hrs, or it might be 12 before a shift.

At Sunset the light is placed in operation and the keeper then sees that the light is in operation , and a good watch is kept as to weather conditions.

In clear weather my time is mostly occupied in the upkeep of the station, such as keeping the machinery clean, and the brass work polished. Doing minor repairs on the machinery, touching up the exposed painted parts require time and attention.

Keeping the Light tower clean, and painted, uses up a part of the day.

Much work is required about the fog signal station in its upkeep each day, so as to have it, at all times, in readiness.

Work on the upkeep of the grounds and buildings requires much of the day, painting buildings, setting glass, mowing lawns, and being able to repair buildings pertaining to carpenter work or plumbing constitute a part of my duties.

When it is convenient it is the duty of me to be courteous to all visitors and show them over the station if asked. During the summer months it is safe to say that more people visit this station than any other in the First District. Some of the most noted men, in all walks of life, visit here, and one has always got to be ready to receive them. This places the station very much in the lime light, and requires the keeper's attention to the best upkeep of the station that can be attained.

(SGD) ROBERT T SPEHLING
1st Asst. Keeper

Through the Keeper,
(SGD) JOHN W CAMERON,
Keeper