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. Lts. 1437 Sheet No. 1(b)-75

CP

Space reserved for the use of the Board

1. Cameron (Surname) John (Given name) W (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 Keeper
8. Present administrative allocation $1300-1600
9. Present gross rate of pay $ 1740
10. Deduction for allowances $ 240
11. Net rate paid in cash $ 1500

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 ☐ Uniform ☐ Laundry Meals per day: ☐ 1 ☐ 2 ☐ 3 ☐ Subsistence or rations in kind

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 ~~8~~ a.m. to ~~5~~ Fixed p.m. (b) How many hours per week excluding unusual or irregular overtime work? ~~40~~
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.

Robert T Sterling, Sheet No. 1(b)-76

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? 1(a)-1.
C. E. Sharney, Superintendent of Lighthouses, Sheet No.

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	8	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.

10—1856

Superinte
Port

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

Percentage of working time	
	Reply to this instruction is in letter accompanying this form.

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) JOHN W CAGERON, 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.

Care and operation of a 2nd order 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
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 May 15, 1924**

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 $1380 to $1680.

OCT 8 1928, 1928 (Date) — C. E. SHERMAN (Signature of head of field office or station) — **Supt. of Lighthouses.** (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 $ 1380 to $ 1680

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

U. S. GOVERNMENT PRINTING OFFICE: 1928

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Portland Head Light

September 19th 1928

Superintendent of Lighthouses,
Portland, Maine.

Sir:

In reply to the Field Questionnaire on Form 14 recently sent to this station to be filled out as regard my routine of work etc., here, would state as follows;

The work of Keeper at an important station as this, where shipping is conducted much during day and night requires most of ones time and attention. As this station marks the entrance to Portland Harbor it is very essential that this place be kept up, to the standard, continually.

Care of the light and tower occupies the best part of the morning hours of the day. The afternoons are taken up in doing the preliminary work about the station and grounds.

For a station like this where there are only two men, the watches can only be, so arranged that one man during the afternoon, can be on the station work, as the keeper who takes the first watch must have the required amount of rest to perform his work faithfully.

The work about the Fog Signal, in the upkeep of the machinery occupies a great deal of ones time during the day, especially when it is in operation. This part of the Lighthouse Station must be in first class condition all the time as this part of the stations equipment is very important.

Written reports such as is required each month to the Supt. of Lighthouses in this district, becomes apart of my duties, and it is very essential that they be correct.

The responsibility for the safe upkeep of the station and property falls upon the Principal Keeper as a part of his duties each hour of the day and night.

During the vacation season much of the Keepers time is required at this station in entertaining the large number of Summer Vacationists, that are always greatly interest in this place as it is one of the first built during the Administration, of President, George Washington's time. Owing to this fact this station one of great importance. Much interest is centre here throughout the year which obliges the Keeper to keep the station in first class order, continually.

The routine of work at this station in regard to labor on the property is much different than any station in the district.

Being located as it is next to the grounds of a fortification (Fort Williams) where there is target practicing going on each year causes much damage to the station as a whole by the great concussion.

It takes many hours of the day after this work is over, to put the station

back where it should be. This together with the general work keeps one busy.

Being the Keeper in charge all responsibility for the execution of the station's duties rest upon me. The conduct and work of my assistant is included in my duties.

My duty at all times, is not only to superintendent the work on the station, but to take as much of an active part in it, as does my Assistant.

(SGD) JOHN V CAMERON, Keeper