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. 1450 *Sheet No.* 1(b)-68

Space reserved for the use of the Board

1. Mathie, Ernest H. (Surname) Alexander (Given name) (Initial)
2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Saddleback Ledge Light Station
   (b) Subdivision First District.
   (c) City or town Vinal Haven, State Maine
6. Pay roll title Light Keeper
7. Customary office title Second Assistant Keeper
8. Present administrative allocation $1440-1760
9. Present gross rate of pay $ 1560.
10. Deduction for allowances $ ——
11. Net rate paid in cash $ 1560.

12. Indicate by an "X" in the proper box or boxes the kind of allowances, if any, received by the employee: None
☐ House ☐ Room { ☐ Furnished ☐ Heat ☐ Fuel ☐ Uniform Meals per day: ☐ 1 ☐ 2 ☐ 3 ; ☐ Unfurnished ☐ Light ☐ Laundry ☐ 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: the cost depending upon quality of cut cloth selected by employee--estimate $20 per annum.

15. (a) Regular hours of work: From 8:00 A.M. to 5:00 P.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 the principal keeper in the routine duties of the station and similarly by the 1st assistant keeper in the absence of the principal keeper.

20. What is the name, official position, and sheet number of the employee's immediate superior? Babbitt, James T. Keeper., Sheet No. 1(b)-65

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?
Practical acquaintance to handling sail and row boats in all weathers.

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	
	At 12 O'clock midnight I go on watch, look after the light until sunrise, then put it out. Then I get the light ready for the night again. I also help to keep a watch for thick weather, to start the bell at the moment it gets thick for night either fog, snow or vapor, to keep the bell wound up and striking regularly. Help to keep watch of the weather during the day. At night I go into the tower 30 minutes before sunset light alcohol torch and heat the lamp until the oil vaporizes, then light up, Keep watch until midnight, call the next watch. Keep my quarters in excellent condition all the time, cook every third week. The cook keeps the kitchen and hall way clean. To help shine brass often. To help keep the station in excellent condition all the time. To help in the general house cleaning spring and fall. We clean thoroughly from lantern to cellar, boathouse, bell tower, etc. TO help paint buildings once a year inside and outside, white wash boathouse, cellar, boat slip. To help keep bell tower and fog signal in first class shape. Help clean and wash out the cisterns. To help keep power boat painted, cleaned up and in good operating condition. To help chip and paint iron work on slip, bell weights and breakwater, masts, etc. To go ashore for mail and provisions. To help the workmen in any way I can, also help repair temporarilly, damage done by storms.

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) Alamander Alley.
(Signature of Employee)

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 4th order I.O.V. Light.
Care and operation of a mechanical bell fog signal.
Cleaning and minor repairs of above apparatus.
Cleaning, painting and making minor repairs to structures.
Observing weather conditions and aids to navigation.

26. How long have the employee's duties been substantially as described above? Since March 2d, 1925.

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 5 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 5 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 $ 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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