Singer, Floyd E.

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. 1415 *Sheet No.* 1(b)-23

Space reserved for the use of the Board

1. Tuttle (Surname) Ernest (Given name) V (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service, Light
5. (a) Field station Monhegan Island [illegible] Station
(b) Subdivision First District
(c) City or town Monhegan, State Maine.

6. Pay roll title [illegible] 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 Uniform; its cost depending upon quality of material selected by employee - estimate $20 per annum.

15. (a) Regular hours of work: From 1st Shift 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 routine duties of the station, which duties are shared by the two keepers equally. In the absence of the principal he assumes full charge of the station.

20. What is the name, official position, and sheet number of the employee's immediate superior?
Woodward William H. Keeper. Sheet No. 1(b)-22.

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	X 8	1	2	3	X 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 sail and row boats in all weathers.

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

My work as a lightkeeper is to assist in the operation of a fog signal station. The station consists of an engine house with two crude oil engines with air compressors attached. Clock works for regulating the whistle blast, air tanks and air sirens.

50% I stand a regular watch of six hrs. alternating with the other keeper which make 12 hrs. of watch per man in the 24 hrs., 6 hrs in the day time and 6 at night. The object of this watch is to note the approach of fog, snow, vapor, heavy rains or smoke and start the fog signal.

12% I operate the engines and assist in keeping the engine cleaned, engine room cleaned and painted inside and out.

There are also two dwelling houses, two sheds, two oil houses, one barn, one donkey boiler house and one boat house and boat. I assist in keeping these

15% buildings cleaned and painted inside and out, whitewash cellar walls and basement and doing such repair work as we are capable also help keep grounds in order.

There is also a track with a car which will hold about a ton of coal This track and car is used to transport coal, oil and lumber or any other heavy material from the wharf at the shore to the oil houses and dwellings.

3% I assist in loading and unloading the car, storing the coal 16 tons and kerosene oil from 200 to 400 gals., 100 brls. of crude oil for engines, lumber and paint and other material which is landed yearly. I operate the donkey boiler and hoister which is used to haul the car up the hill. The wood work of this track is covered yearly with a wood preservative and the rails painte with red lead on which I help.

See attached sheet.

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) Ernest V. Talbot (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 Compressed Air fog signal (no light)
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 October 9, 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 (Date), 1928 — 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 $1200 to $1500.

OCT 5 1928 (Date), 1928 — 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 $ 1200, to $ 1500

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

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ITEM #23.

10% I go for mail and household supplies to another island daily weath r permitting.

1% When the lighthouse machinist is on the station the station to overhaul the engines or make repairs, I assist him when called on to help handle heavy parts of the machinery, cut pipes or cut threads on the pipes or such work as I am capable of doing when it does not interfere with my regular station duties.
I give such assistance as I can to working parties at the station.

I give assistance or summon aid to vessels in distress And assist in saving life and property when it is practicable to do so.

8% Recreation and Leave of Absence.

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