Pindell, John L.

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. Sheet No. 1(b)-37

CP Street, Arthur E.

Space reserved for the use of the Board

1. Moore (Surname) Everett (Given name) E (Initial)

2. Department Commerce
3. Bureau Lighthouses
4. Field service Lighthouse Service
5. (a) Field station Halfway Rock Light Station
(b) Subdivision First District
(c) City or town Portland, State Maine

6. Pay roll title Light Keeper
7. Customary office title First Assistant Keeper
8. Present administrative allocation $1560-$1960 1560
9. Present gross rate of pay $ ---
10. Deduction for allowances $ 1560
11. Net rate paid in cash $ None

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 not ex fixed

15. (a) Regular hours of work: From Irregular m. to Irregular m. (b) How many hours per week excluding unusual or irregular overtime work? ---
Summer ---- Winter ---- (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 care, operation and upkeep of the station, the duties of which are equally shared by the three keepers.
(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.

Arthur R. Stevens, Sheet No. 1(b)-38.

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 all duties pertaining to the operation of the station. In absence of principal keeper this employee is in full charge of the station.

20. What is the name, official position, and sheet number of the employee's immediate superior?
Wesley Gray, keeper, Sheet No. 1(b)-36.

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	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 boats and rowboats 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	
33	33 per cent of my time is spent doing watch duty which is watching the light at night, watching the weather day and night.
23	23 percent of the time is spent painting oil house, bell tower, oil tanks, dwelling house and whitewashing a 70-ft light tower, also painting the above named buildings inside and doing small repair jobs on the same.
20	20 per cent of time is spent in taking care of engines, fog alarm, power boat and rowboat. There are 2 oil engines, 1 gas engine, 2 air compressors, air tanks, fog horn, lens clock, 2 boats to be kept in good order. All the above must be kept in running order and clean at all times.
24	24 per cent of time is spent in cleaning, cookingm washing clothes.
100	The brass must be kept clean, the lens, the windows, the machine, clothes must be washed, bedding, floor & walls of tower and dwelling must be washed so as not to show marks of any kind.

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) EVERETT E MOORE
(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. 15.

Care and operation of a 3rd order incandescent oil vapor light and lens revolving clock.
Care and operation of a compressed air 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 December 4, 1926.

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 17 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 $1560 to $1860.

_____, 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 $1560 to $1860

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