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. 1t. Sheet No. 2(b)-38

Space reserved for the use of the Board

1. Stevens (Surname) Arthur (Given name) R (Initial)
2. Department Commerce
3. Bureau Lighthouse
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 Second Assistant Keeper
8. Present administrative allocation $1500-$1800
9. Present gross rate of pay $ 1500.
10. Deduction for allowances $ ---
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 ☐ 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; its cost depending upon quality of material selected by employee - estimate $20 per annum.

15. (a) Regular hours of work: From not fixed 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 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?
Grey, Wesley, 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 | 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?
Personal acquaintance with handling boat and surf boats in all weathers.

10—1556

22. 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 | |
|---|---|
| 70% | My duties at this station are keeping watch seventy two days, it is a twelve hour watch and one hundred days it is a twelve hour watch.<br>Keeping the light in condition which is on the top floor and there are six floors below that to keep washed and painted, also the walls and ceilings There are two kerosene engines with air compressors which operate the fog signal. There is quite a lot of brass to keep polished also a lot of glass. We have a kitchen and sleeping room to keep in condition and a boat house under these rooms and a bell tower which has a bell run by machinery in case we have trouble with the kerosene engines. There is also a oil house separate from the light tower where gasoline, kerosene and lubricating oil is kept. The light tower has to be whitewashed on the outside and the height is about seventy feet. This light is ten miles from where I land when on shore liberty. There are times when it is dangerous going off or coming on to the station on account of rough sea. There is an eighteen foot boat with a seven horse power engine which I use when I go ashore. And a dory which I have to use going to and from the motor boat to keep in good condition. There is an iron rail that goes to the belltower that has to be kept free from rust, also iron braces on the bell tower and oil house. After the rust is chipped off they are given a coat of red lead and then gone all over with metallic paint. |
| 30% | I have to cook one hundred and twenty days a year or a period of ten days each month and this is separate from the time on watch. |

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) Arthur R. Stevens.
(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 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 11, 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.

SEP 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 $1500. to $1800.

SEP 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 $1500, to $1800

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

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