

## APPENDIX C

**FUNCTIONS AND DUTIES OF PERSONNEL**

The following is a list of personnel duties for specific positions found within the three GS maintenance units discussed in this manual. All TOE positions are not included. Only those positions with duties that are unique to a maintenance organization are covered here. Those positions are of a more or less universal nature within the Army (Battalion Commander and Company Commander) and are not included in this appendix. Further information on the duties inherent with those jobs can be found in AR 611-201.

Each position is listed by TOE, paragraph and line number, grade, and MOS. A brief description of the duties of these personnel is provided.

## (1.) Headquarters and Headquarters Detachment

## MATO MAINTENANCE OPERATIONS SECTION

<u>PARA</u>	<u>LINE</u>	<u>DESCRIPTION</u>	<u>GRADE</u>	<u>MOS</u>	<u>DUTIES</u>
c	01	Battalion Commander	05	91A	Commands the battalion. Establishes policies. Provides recommendations to higher headquarters. Plans, supervises, and inspects operations.
c	01	Company Commander	03	91B	Responsible for the Commander effective and efficient accomplishment of all functions required to properly feed, clothe, equip, house, assign, and train personnel.  He is also responsible for the welfare and the maintaining of morale and health of all personnel under his command.  NOTE: This duty description applies to the position of company commander for all units listed in this appendix.
c	03	Maintenance Officer	04	91A	Exercises staff supervision over the battalion's technical support mission and resources. Establishes reports and controls to assure mission accomplishment. Advises the commander and staff on technical aspects of the battalion mission. Conducts staff visits to higher, attached, and supported units. Maintains close coordination with the MMC. Reviews reports, summaries, and digests to keep track of accomplishments and to identify problems.

<u>PARA</u>	<u>LINE</u>	<u>DESCRIPTION</u>	<u>GRADE</u>	<u>MOS</u>	<u>DUTIES</u>
C	01	Materiel Management Officer	03	91B	Provides advice and assistance to the maintenance officer and to subordinate units on maintenance problems, procedures, and requirements relative to their commodity specialties. They also make recommendations to eliminate or alleviate problems in the areas of technical inspections, excessive backlog, low production ratio, repair parts shortages, personnel shortages, or any other problems related to the maintenance mission.
C	02	Electronics Officer	03	91B	See "Materiel Management Officer."
C	04	Supply Management Officer	03	92B	See "Materiel Management Officer."
C	05	PT/ST Maintenance Technician Officer	W4	915E	See "Materiel Management Officer."
C	06	Communications Equipment Maintenance Chief	E8	29X	See "Materiel Management Officer".
C	07	Maintenance Operations NCO	E8	63Z	Assigns duties to enlisted members of the section. Assists in planning, scheduling, and maintenance management functions.
C	08	Armament Maintenance Sergeant	E7	45Z	Provides advice and assistance to the Maintenance Operations officer and other officers of battalion headquarters and attached units, with respect to planning, scheduling, and managing or maintenance operations. Assists in the development of plans, policies, and recommendations. Collects and maintains data relative to maintenance performance and problems, and makes recommendations. Assists in conducting of inspections of the maintenance activities of attached units. Assists in the establishment of maintenance standards and controls.

<b>PARA</b>	<b>LINE</b>	<b>DESCRIPTION</b>	<b>GRADE</b>	<b>MOS</b>	<b>DUTIES</b>
C	09	Construction Equipment Maintenance Sergeant	E7	62B	See" Armament Maintenance Sergeant."
C	10	Materiel Management Supervisor	E7	76P	See" Armament Maintenance Sergeant."

**(2.) Ordnance Maintenance Company, Light Equipment, GS TOE 43-237J5.**

**QUALITY ASSURANCE (QA)/QUALITY CONTROL (QC) SECTION**

02	01	CE Equipment Repair Technician	WO	256A	Performs initial and QC inspections of CE equipment assemblies and components.
02	02	Radio Repair Inspector	E6	29E30	Performs initial and QC inspections for radio receivers, transmitters, and associated equipment.
02	03	TAC\SAT Microwave Supervisor	E6	29M30	Performs initial and QC inspections on tactical satellite, microwave, multi-channel radio, multiplexer and associated equipment.
02	04	Technical Inspector	E6	52D30	Performs initial and QC inspections on power generation equipment up through 200 KW (except for turbine engine driven generators).
02	05	Technical Inspector	E6	52D30	Performs initial and QC inspections of refrigeration equipment, air conditioning units, forced air heaters, bottle cleaning and charging station, gasoline engines, and electrical motors peculiar to equipment supported.

**MAINTENANCE CONTROL SECTION**

03	01	Maintenance Officer	LT	91B	Responsible to the company commander for the efficient accomplishment of the technical mission of the unit and maintenance of shop records. Assumes command in absence of the commander.
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03	02	Maintenance Control Chief	E7	29W4K	As senior technical NCO of the unit, advises the control officer concerning technical operations of each of the elements subordinate to the control section. Serves as NCO in charge of the inspectors assigned to the section. Supervises preparation and flow of records and reports.
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<b>PARA</b>	<b>LINE</b>	<b>DESCRIPTION</b>	<b>GRADE</b>	<b>MOS</b>	<b>DUTIES</b>
(3.) Ordnance Maintenance Company, Heavy Equipment (GS) TOE 43238J5.					
QA/QC SECTION					
02	01	SPT/STAF Maintenance Technician	WO	915E	Performs initial and QC inspections of major disassembly, assembly, and repair of automotive equipment.
02	02	Armament Maintenance Inspector	E6	45K30	Performs initial and final inspection of turret mechanisms and weapons of tanks and cupolas, towed artillery, self-propelled artillery, and small arms.
02	03	Technical Inspector	E6	63H30	Performs initial and final inspection of track/wheel vehicles, materials handling equipment (MHE), chemical and quartermaster equipment (less office machines), and fuel and electrical systems.
02	04	Technical Inspector	E6	62B30	Performs initial and final inspection of construction equipment.
03	01	Maintenance Control Officer	LT	91B	Responsible to the company commander for the efficient accomplishment of the technical mission of the company, maintenance of required records, QC production control, establishment of shop policy, and effective use of available personnel. Assumes command in the absence of the commander.
03	02	Maintenance Control Sergeant	E7	63H4K	Assists the control officer in the performance of his duties. Directs and coordinates jobs within the shop and supervises maintenance of shop records.