

Engineering Technician (Civil), GS-0802-09 (Salina, Kansas)

| REASON FOR THIS POSITION | | | | POSITION DESCRIPTION COVER SHEET | | | |
|--|---|--|-----------------|--|---|---|-------------------------------|
| <input type="checkbox"/> 1. NEW | <input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER | <input type="checkbox"/> 3. REPLACES PD NUMBER | | | | | |
| RECOMMENDED | | | | | | | |
| 4. TITLE Engineering Technician (Civil) | | | | 5. PAY PLAN GS | 6. SERIES 0802 | 7. GRADE 09 | |
| 8. WORKING TITLE (Optional) | | | | 9. INCUMBENT (Optional) | | | |
| OFFICIAL | | | | | | | |
| 10. TITLE Engineering Technician (Civil) | | | | | | | |
| 11. PP GS | 12. SERIES 0802 | 13. FUNC | 14. GRADE 09 | 15. DATE MONTH DAY YEAR | | 16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No | 17. CLASSIFIER Jane Medina |
| 18. ORGANIZATIONAL STRUCTURE (Agency/Bureau) | | | | | | | |
| 1st Natural Resources Conservation Service | | | | 5th | | | |
| 2nd KS State Conservationists Off | | | | 6th | | | |
| 3rd Engineering Staff | | | | 7th | | | |
| 4th Salina 760 S Broadway | | | | 8th | | | |
| SUPERVISOR'S CERTIFICATION | | | | | | | |
| I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations. | | | | | | | |
| 19. SUPERVISOR'S SIGNATURE | | | | 20. DATE | 22. SECOND LEVEL SUPERVISOR'S SIGNATURE | | 23. DATE |
| 21. SUPERVISOR'S NAME AND TITLE | | | | 24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE | | | |
| FACTOR EVALUATION SYSTEM | | | | | | | |
| FACTOR | | 25. FLD / BMK | 26. POINTS | FACTOR | | 25. FLD / BMK | 26. POINTS |
| 1. Knowledge Required | | Level 1-6 | 950 | 6. Personal Contacts | | | |
| 2. Supervisory Controls | | Level 2-3 | 275 | 7. Purpose of Contacts | | Level 2B | 75 |
| 3. Guidelines | | Level 3-3 | 275 | 8. Physical Demands | | Level 8-2 | 20 |
| 4. Complexity | | Level 4-4 | 225 | 9. Work Environment | | Level 9-2 | 20 |
| 5. Scope and Effect | | Level 5-3 | 150 | 27. TOTAL POINTS ▶ | | | 27. 1,990 |
| 28. GRADE ▶ | | | | | | 28. GS-09 | |
| CLASSIFICATION CERTIFICATION | | | | | | | |
| I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards. | | | | | | | |
| 29. SIGNATURE | | | | | 30. DATE | | |
| 31. NAME AND TITLE Jane Medina, Human Resources Manager | | | | | | | |
| 32. REMARKS This position is determined to be NONEXEMPT from the provisions of FLSA. | | | | | 33. OPM CERTIFICATION NUMBER | | |

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

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|------------------------------|--|--------------------|--------------------------|--------------------|---------------|
| A. KEY DATA | | | | | |
| 1. FUNCTION (1) A/C/D/M/R | 2. DEPT. CD./AGCY-BUR-CD. (4) AG 16 | 3. SON (4) 5275 | 4. MR. NO. (6) 133489 | 5. GRADE (2) 09 | 6. IP NO. (8) |

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|--|--------------------------|--|---|--|--|--|-----|--|-----|--------------------|-----|
| B. MASTER RECORD | | | | | | | | | | | |
| 1. PAY PLAN (2) GS | 2. OCC. SER. (4) 0802 | 3. OCC. FUNC. CD. (2) | 4. OFF. TITLE CD. (5) 0019 | 5. OFF. TITLE (38) Engrg Techncn (Civil) | | | | | | | |
| 6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD | 8 | 7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA | 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others | 8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA | 9. INTERDIS. CD. (1) N = No Y = Interdis | 10. DT. CLASS (6) MO DAY YEAR 05/05/08 | | | | | |
| 11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary | | 3 = Foreign Svc. Blank = NA | | 12. INACT / ACT (1) I = Inactive A = Active | | 13. DT. ABOL. (6) MO DAY YEAR | | 14. DT. INACT / REACT (6) MO DAY YEAR | | 15. AGCY. USE (10) | |
| 16. INTERDIS. SER. (40) | | | | | | | | | | | |
| (4) | (4) | (4) | (4) | (4) | (4) | (4) | (4) | (4) | (4) | (4) | (4) |
| 17. INTERDIS. TITLE CD. (50) | | | | | | | | | | | |
| (5) | (5) | (5) | (5) | (5) | (5) | (5) | (5) | (5) | (5) | (5) | (5) |

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|--|--|---|--|---|--|---|--------------------------|--|-------------------------|---|--------------------------------------|-------------------|
| C. INDIVIDUAL POSITION | | | | | | | | | | | | |
| 1. FLSA CD. (1) N | 2. FIN. DIS. REQ. (1) E = Exempt N = Nonexempt | | 0Y | 0 = None 1 = CD 219 2 = CD 220 | 3 = SF 278 4 = AD 392 5 = SF 849 | 3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C | | 0 = Excepted but not A, B, C | 4. POS. SENS. (1) 1N | 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive | 5. COMP. LEV. (4) 0802 | |
| 6. WK. TITLE CD. (4) | | 7. WK. TITLE (38) | | | | | | | | | | |
| 8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917820 | | | | | | | | 9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE | | | | |
| 10. TARGET GD. (2) | 11. LANG. REQ. (2) | 12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes | 13. DUTY STATION (9) State (2) City (4) County (3) | 20 | 4900 | 169 | 14. BUS. CD. (4) 7777 | 15. DT. LST. AUDIT (6) MO DAY YEAR | | 16. PAS. IND. (1) Blank = N/A 1 = PAS | 17. DATE EST. (6) MO DAY YEAR | |
| 18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use | | | | | | 19. DT. REQ. REC. (6) MO DAY YEAR | | 20. NTE. DT. (6) MO DAY YEAR | | 21. POS. ST. BUD (1) Y Y = Perm N = Other | | |
| 22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) | | | | | | | | | | | | |
| Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev. | | | Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev. | | | Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other | | | | | | |
| 23. DT. EMP. ASN. (6) MO DAY YEAR | | 24. DT. ABOL. (6) MO DAY YEAR | | 25. INACT / ACT (1) 1 = Inact. 2 = Act. | | 26. DT. INACT / REACT (6) MO DAY YEAR | | 27. ACCTG. STAT. (4) 0020 | | 28. INT. ASN. SER. (4) | | 29. AGCY. USE (8) |
| 30. CLASSIFIER'S SIGNATURE | | | | | | | 31. DATE | | | | | |
| 32. REMARKS | | | | | | | | | | | | |

INTRODUCTION

The incumbent serves as a civil engineering technician and has responsibility for performing design calculations, drafting work, and implementing Computer-aided Design and Drafting (CADD) for engineered works of improvement on the Engineering Staff in the state office in Salina, Kansas. The staff is responsible for developing plans and specifications for structures built with earth, concrete, or other materials for all conservation programs in Kansas.

DUTIES

Compiles information and develops preliminary designs of dams and related conservation measures. Develops data and makes breach routings to assist with the hazard classification of dams.

Makes quantity calculations for earthwork, concrete, and other construction materials. Estimates and computes the cost of structural designs.

Drafts, makes revisions, and reproduces land rights work maps and other similar maps, tables, and drawings for planning reports and construction plans.

Provides leadership and training in the use and operation of CADD to prepare construction drawings and maps.

Assists engineers in the field of hydrology, design, and geology in preparing profiles and maps for water resource measures and systems.

Independently lays out and drafts detailed drawings of engineered works of improvement, which involve scaling and/or transposing drawings showing several projections of various components and sections.

Makes design computations and quantity computations and checks computations compiled by design engineers. Checks alignment, pipe grade, and other features, which are a part of structure design.

Prepares and processes input data for computer floodrouting through reservoirs and streams.

Performs related duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner that actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental handicap.

CONDITION OF EMPLOYMENT

Operates a motor vehicle incident to the above duties. Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated.

EVALUATION FACTORS

1. Knowledge Required by the Position, Level 1-6, 950 points

Knowledge of engineering practices, standards, and specifications in order to draft, revise, and reproduce land rights work maps, tables, and drawings for planning reports and construction and to assist other engineers with the plans, designs, and directions of the layout and construction of more complex engineering structures.

Knowledge of NRCS engineering computer programs in order to compile information and develop preliminary designs of dams and related conservation measures and to develop data and make breach routings to assist with the hazard classification of dams.

Knowledge of computers and CADD software in order to prepare construction drawings, maps, and provide training to others in using the software, one-of-a-kind equipment, beta equipment and software, and related tools.

Knowledge of mathematical computations in order to make calculations of quantities of earthwork, concrete, and other construction materials and develop cost estimates for dams and other measures.

Ability to complete and document complex survey projects as well as train others in proper survey practices.

Ability to work with others in order to provide assistance and/or training to field office personnel and other local government personnel in the planning, design, and installation of engineering practices.

Ability to communicate effectively with other NRCS employees, representatives from other governmental agencies, landowners, and the public.

Skill in the operation of engineering instruments, equipment, and computers in order to assist other engineers and technicians in using CADD software.

Knowledge of construction techniques and manufactured appurtenances used in typical conservation construction in order to prepare construction drawings for watershed dams and conservation practice structures.

2. Supervisory Controls, Level 2-3, 275 points

The incumbent is under the supervision of the state conservation engineer who furnishes general instructions as to the scope of objectives and priorities on new assignments. The incumbent works independently on various assignments. The incumbent must perform the work with a high degree of accuracy and sound judgment. Completed work is reviewed for adequacy and conformance with NRCS policies and sound engineering concepts and usage.

3. Guidelines, Level 3-3, 275 points

Work is guided by NRCS procedures; however, the incumbent is expected to adapt these to unusual conditions encountered. Guidelines are available in the form of both oral and written instructions. These include references such as engineering standards, technical guides, and engineering handbooks. Guidelines can also be obtained from precedent situations. The incumbent must use judgment in choosing appropriate guidelines. Problems not covered by guides may be solved independently but are typically referred to the supervisor for prior review. Significant deviations from guides require approval.

4. Complexity, Level 4-4, 225 points

The incumbent has responsibility for performing the drafting activities and providing leadership for CADD for the Engineering Staff in the state. Assignments involve drafting complete sets of plans for floodwater retarding dams and designing both simple structures and parts of complex structures. The incumbent must study, analyze, and consider several possible courses of action, techniques, general layout or design, and select the most appropriate. Changes or deviations must often be made during progress of the project to incorporate additional factors requested and to adjust to findings and conclusions that could not be predicted accurately in the original plan.

5. Scope and Effect, Level 5-3, 150 points

The purpose of this position is to provide guidance and assistance to other engineers and field personnel located in the area in preparing profiles and maps for water resource measures and systems. The impact of the incumbent's services, knowledge, and reliability greatly affects the cooperator's attitude toward the NRCS programs and activities.

6. Personal Contacts

7. Purpose of Contacts, Level 2B, 75 points

Personal contacts are primarily with engineers and the geologist in the state office and engineers and civil engineering technicians in the area and project offices.

Contacts are for such purposes of coordinating work, providing information and training, and resolving mutual problems.

8. Physical Demands, Level 8-2, 20 points

The majority of the incumbent's duties are performed in an office setting; however, there may be occasional trips to the field that require physical exertion such as long periods of walking over rough uneven terrain and/or climbing steep banks. It may also involve lifting and hauling survey equipment, materials testing equipment, computers, and printers.

9. Work Environment, Level 9-2, 20 points

Office work includes the everyday risks and discomforts of offices and meeting rooms. Exposure to moderate discomfort from such extremes as heat, cold, and inclement weather may be encountered when performing site surveys.

This position is determined to be nonexempt from the provisions of FLSA.