

Construction Control Inspector, GS-0809-07

REASON FOR THIS POSITION										POSITION DESCRIPTION COVER SHEET					
<input type="checkbox"/> 1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER			3. REPLACES PD NUMBER										
RECOMMENDED													4. TITLE	5. PAY PLAN	6. SERIES
Construction Control Inspector										GS	0809	07			
8. WORKING TITLE (Optional)							9. INCUMBENT (Optional)								
OFFICIAL															
10. TITLE Construction Control Inspector															
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER							
GS	0809		07	MONTH	DAY	YEAR	<input type="checkbox"/> Yes <input type="checkbox"/> No	Jane Medina							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)															
1st	Natural Resources Conservation Service						5th								
2nd	KS State Conservationists Off						6th								
3rd							7th								
4th							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 1-4		550		6. Personal Contacts									
2. Supervisory Controls		Level 2-3		150		7. Purpose of Contacts		Level 3B		110					
3. Guidelines		Level 3-3		150		8. Physical Demands		Level 8-3		50					
4. Complexity		Level 4-3		275		9. Work Environment		Level 9-2		20					
5. Scope and Effect		Level 5-3		275		27. TOTAL POINTS ►				27. 1,580					
								28. GRADE ►		28. GS-07					
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

A. KEY DATA					
1. FUNCTION (1) A/C/D/DIR	2. DEPT. CD./AGCY-SUR-CD. (4) AG 18	3. SON (4) 5275	4. MR. NO. (6) 085341	5. GRADE (2) 07	6. IP NO. (8)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0809	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0002	5. OFF. TITLE (38) Const Insp						
6. HQ. FLD. CD. (1) 1 - HQ 2 - FLD	7. SUP. CD. (1) 8	1 - Sup. SGEG 3 - Mgr. SGEG 4 - Sup. CSRA		5 - Mgmt. CSRA 6 - Leader LGEG 8 - All Others		8. CLASS. STD. CD. (1) X X - New Std. Applied Blank - NA		9. INTERDIS. CD. (1) N - No Y - Interdis		10. DT. CLASS (5) MO DAY YEAR
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 (5) MO DAY YEAR		15. AGCY. USE (10)
16. INTERDIS. SER. (40) (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)										

C. INDIVIDUAL POSITION														
1. FLSA CD. (1) N E - Exempt N - Nonexempt		2. FIN. DIS. REQ. (1) DY 0 - None 1 - CD 219 2 - CD 220			3. POS. SCHED. (1) A - Sched A B - Sched B C - Sched C			4. POS. SENS. (1) 1N 0 - Nonsensitive 1 - Noncritical 2 - Critical Sensitive		5. COMP. LEV. (4) 0809				
6. WK. TITLE CD. (4)		7. WK. TITLE (38)												
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC. REV. CD. (1) 0 - Position Action A - No Change B - Lower Grade C - Higher Grade D - Different title and / or series E - New Position / New FTE						
10. TARGET GO. (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	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. (5) MO DAY YEAR					
18. GD. BASIS. IND. (1) 1 - Rev. when vacant 2 - Impact of Person 3 - Sup. / SGEG 4 - Sup. / Program 5 - RREG 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 N - Perm N - Other					
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results) <table border="0" style="width:100%"> <tr> <td>Normal Act 1 - Desk Audit 2 - Sup. Audit 3 - Paper Rev. 4 - PME / Activity Rev.</td> <td>Maintenance Review Act 5 - Desk Audit 6 - Sup. Audit 7 - Paper Rev. 8 - Panel Rev.</td> <td>Results 1 - No Action Req. 2 - Minor PD Change 3 - New PD Req. 4 - Title Change</td> <td>5 - Series Change 6 - Pos. Upgrade 7 - Pos. Downgrade 8 - New Pos.</td> <td>9 - Other</td> </tr> </table>										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
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23. DT. EMP. ASGN. (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. ASGN. SER. (4)		29. AGCY. USE (8)		
30. CLASSIFIER'S SIGNATURE						31. DATE								
32. REMARKS														

INTRODUCTION

The incumbent of this position serves as a construction control inspector and has responsibility for conducting surveys and gathering information for the design and maintenance of floodwater retarding structures; emergency repair work, and other complex conservation structures, and for inspection during construction of such measures and works. The position is assigned to an area office (AO) which has responsibility for a variety of watershed areas and complex conservation projects.

DUTIES

Directs or serves as the leader of a designated party in making topographic, cross-section, profile, and detailed surveys to gather data and information for use by professional engineers in the design, layout, and checkout of structures and measures. Summarizes, reduces, and plots survey notes; prepares rough field sketches; and computes volumes or quantities of materials. Makes recommendations to the design engineer regarding interpretation of the surveys, site geology, structural layout, and other pertinent data.

Briefs contractors on policies, procedures, and regulations to be followed in construction work by going over the construction site with the contractor prior to beginning of construction. Works closely with contractors in explaining details of plans and specifications as necessary and making periodic checks of the progress the contractor is making.

For contract work, makes necessary tests, observations, and inspections of construction work in Emergency Watershed Protection (EWP) Program projects, Public Law 83-566 (PL-566) watershed projects, and complex conservation projects to determine that work performed by contractors is in accordance with the plans, specifications, terms, and conditions of the contract. Tests made or supervised include moisture and compaction tests on fill materials and slump and air entrainment tests on concrete. Observations include examining pipe placement; checking fill and borrow operations; checking rock gradation, quality, and placement; and checking placement of forms and steel prior to concrete pours. Determines that needed materials certifications are received, recommends issuance of suspend and resume work orders, and that safety and sanitary requirements are met on the job site. Reports to the project engineer, government representative, or contracting officer's representative (COR) any conditions which differ from those contemplated in the plans and specifications.

Supervises a field survey party in the surveying, staking, and layout of specified items for floodwater retarding structures, and EWP Program projects according to plans and specifications. Reviews contractor's schedule of operations and keeps pace with this schedule by staking lines, grades, and locations of respective work operations. Makes

the necessary resurveys and changes in design plans following completion of portions of the construction work as an aid to the project engineer in preparing a set of "As Built" plans.

Maintains accurate daily records including job diary and daily inspector's reports. Records in detail all work interruptions, losses of efficiencies, and other observed or reported factors affecting the contractor's performance.

Makes certain that no extra work is performed by the contractor until notified by the government representative that such work is authorized by the contracting officer (CO).

Maintains a daily activities record and a record of time distribution. Keeps field notes and sketches of work surveyed and laid out. Attends safety meetings as requested. Takes proper care of all property and equipment assigned in accordance with instructions received from the supervisor.

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 which 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 mental or physical 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 1-4, 550 points

Knowledge of civil engineering practices, procedures, and methods sufficient to interpret plans and specifications; assess the quality and suitability of work done by contractor

and partner organizations; and recognize and report errors, inconsistencies, and other deficiencies in structures.

2. Supervisory Controls, Level 2-3, 150 points

This incumbent reports to the professional engineer responsible for the structure or area, provides broad guidance, and is available to assist with unusual problems having no clear precedent. The incumbent receives guidance and training from professional engineers, particularly in construction supervision activities. The work is spot-checked by the supervisor for adherence to NRCS policies, procedures, and specifications.

The incumbent consults with the supervisor when unusual or difficult problems are encountered; however, he takes considerable independent action during construction inspection.

3. Guidelines, Level 3-3, 150 points

Guidelines available include the National Engineering Handbook (NEH), technical standards and guides, construction inspection manual, and NRCS memoranda; however, the incumbent is required to exercise judgment and initiative in interpreting and adapting those materials to the specific project.

4. Complexity, Level 4-3, 275 points

Construction projects are of moderate complexity requiring detailed observation and accuracy. The incumbent must analyze a variety of data in order to determine the best course of action for problem resolution.

5. Scope and Effect, Level 5-3, 275 points

The work involves individually applying a variety of established tests to assess the design, durability, quality, and functionality of structures inspected.

6. Personal Contacts

7. Purpose of Contacts, Level 3B, 110 points

The incumbent normally works individually inspecting construction but has frequent contacts with the CO and contractor. Inspections require repeated contacts with contractors and landowner representatives in order to coordinate work and resolve operating problems.

8. Physical Demands, Level 8-3, 50 points

The work requires working in areas where footing can be treacherous such as open excavations, pond and lake shores, stream beds, and earthen structures that have not settled.

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

The work involves regular and recurring exposure to outdoor conditions such as rain, cold/hot weather, moving water, insects, and poisonous plants on normal to small construction sites.

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