

Agricultural Engineer, GS-0890-11

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 Agricultural Engineer					5. PAY PLAN GS	6. SERIES 0890	7. GRADE 11			
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)					
OFFICIAL										
10. TITLE Agricultural Engineer										
11. PP GS	12. SERIES 0890	13. FUNC 51	14. GRADE 11	15. DATE MONTH DAY YEAR			16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No	17. CLASSIFIER Kayla D. Ascher		
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						6. Personal Contacts				
2. Supervisory Controls						7. Purpose of Contacts				
3. Guidelines						8. Physical Demands				
4. Complexity						9. Work Environment				
5. Scope and Effect						27. TOTAL POINTS ▶			27. 0	
								28. GRADE ▶		28.
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 EXEMPT from the provisions of FLSA based on the PROFESSIONAL Exemption criteria. Evaluation statement on file.						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/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6) 040898	5. GRADE (2) 11	6. IP NO. (6)

B. MASTER RECORD										
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0890	3. OCC. FUNC. CD. (2) 51	4. OFF. TITLE CD. (5) 0001	5. OFF. TITLE (38) Agrl Engr						
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 (6) MO DAY YEAR 05/15/03	
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)										
17. INTERDIS. TITLE CD. (50)										

C. INDIVIDUAL POSITION																		
1. FLSA CD. (1) E E = Exempt N = Nonexempt		2. FIN. DIS. REQ. (1) 4			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) 0890								
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 Vacancy 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			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. 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. NATF											
32. REMARKS																		

INTRODUCTION

Incumbent of this position serves as agricultural engineer assigned to the area office (AO) staff. The incumbent provides technical guidance and assistance on engineering phases of all conservation work in the area. This responsibility includes the planning, design, and installation of works of improvements, subject to the limitations set forth in Form KS-CPA-1, Kansas Practice Approval Certification.

DUTIES

Provides technical guidance and leadership to Natural Resources Conservation Service (NRCS) field offices (FOs), conservation districts and/or non-point source pollution managers, and local farmers in the development and implementation of agricultural waste management systems.

Prepares and develops engineering plans for agricultural waste management systems and assumes responsibility for the proper implementation of these plans.

Participates in the development and implementation of a sound engineering program in the area. Works with the area engineer in preparing an analysis of the need for engineering assistance in the non-point source pollution area and schedules time, in concurrence with the area engineer, to meet that need.

Prepares, develops, and interprets various technical guides, tables, and charts useful in planning, designing, constructing, and applying engineering conservation practices. Reviews technical guides and handbooks to determine and/or recommend additions/revisions needed to keep material current.

Makes field investigations, reviews, or spot checks of completed work of FO personnel in the area. Approves field sheets for jobs requiring engineering approval and makes recommendations for improving designs, specifications, and construction methods.

Participates in meetings, demonstrations, and tours to explain engineering functions and provides training relative to agricultural waste systems and conservation application. Writes news articles, as required.

Keeps a record of time spent on various activities and prepares periodic narrative reports to the supervisor on activities and accomplishments, as required. Prepares and completes additional records and reports, as required. Makes monthly safety inspection of assigned vehicle. Takes proper care of all property and equipment assigned.

Performs other 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.

SCOPE OF WORK

The incumbent must make a complete hydrologic, hydraulic, structural, and economic analysis to determine the structure best suited for the purpose intended. He must recognize the complex problems and plan sound solutions to them. He works with farmers or groups of farmers and contractors in the application and maintenance of soil and water conservation practices.

The incumbent assists the area engineer who is responsible for the quality and quantity of all engineering works of improvement planned and constructed in the area. He is responsible for assisting the area engineer in training FO personnel, reviewing their engineering work, revising or adapting technical guides to meet conditions within the area, and for personally developing plans for agricultural waste management systems. He provides agricultural engineering assistance on soil and water problems to farmers, landowners, and others in the area. The incumbent develops complete sets of plans, specifications, and estimates for the development of agricultural waste management systems.

The installation and design of engineering structures are made complex due to the geological characteristics and physical features of the area. The soils in this area are developed from loess, alluvium, and sandstone parent materials. Topography varies from fairly level to gently rolling to steep breaks. Often the transition is very abrupt thereby increasing the difficulty of agricultural waste systems.

SUPERVISION RECEIVED AND GIVEN

The incumbent is under the general supervision of the area engineer. In addition to the area engineer, the incumbent receives technical guidance from the state conservation

engineer and staff. The incumbent works independently without direct supervision, but maintains close liaison with the area engineer in coordinating their activities in the assigned area. He works within the framework of NRCS policies, procedures, and standards. Periodic reviews and inspection of his work are made by the supervisor. Guidelines include national and state engineering handbooks, irrigation guides, technical guides, technical standards, and NRCS policy. Personal contacts typically include state, area, and FO personnel, contractors, other state and federal agencies, and private groups in order to exchange information, explain situations, and reach agreement on controversial issues with contractors and groups.

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