

Engineering Technician (Civil), GS-0802-08 (Ottawa, 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 08
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Engineering Technician (Civil)							
11. PP GS	12. SERIES 0802	13. FUNC	14. GRADE 08	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				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	
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	275	7. Purpose of Contacts	Level 3C	180		
3. Guidelines	Level 3-3	275	8. Physical Demands	Level 8-2	20		
4. Complexity	Level 4-3	150	9. Work Environment	Level 9-2	20		
5. Scope and Effect	Level 5-4	225	27. TOTAL POINTS ▶			27. 1,695	
					28. GRADE ▶		28. GS-08
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/I/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (8) 133491	5. GRADE (2) 08	6. IP NO. (8)

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)									
17. INTERDIS. TITLE CD. (50) (5) (5) (5) (5) (5) (5) (5) (5) (5) (5)									

C. INDIVIDUAL POSITION										
1. FLSA CD. (1) N = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0Y 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 = Nonresponsive 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								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			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 of this position works in multiple urban field offices (FOs) in Kansas. The position provides technical support services to district conservationists and FO staff in carrying out a complete soil and water conservation program. The incumbent also assists landowners, conservation districts (CDs), and nonagricultural customers throughout the multi-county area.

DUTIES

Applies complicated conservation practices to land units, characterized by diverse and complex systems and practices, both in the rural and urban sector.

Uses current technology to estimate runoff and measure watershed and design conservation practices. Designs and implements, within the assigned Engineering Design Approval Authority (EDAA) rating, soil and water conservation measures for land users and state and local units of government. Agriculture conservation practices include, but are not limited to, gradient terraces, underground outlet terraces, parallel terraces, grassed waterways, subsurface drains, ponds, grade stabilization structures, water and sediment control structures, floodway, animal waste systems, stream bank stabilization structures, fence, gradient diversions, underground outlet diversions, wetland restoration and new wetlands, spring development, underground outlet, pipeline, stock water pipe, and pond pipe replacement. Urban practices include, but are not limited to, access roads, channel stabilization, filter strip, riparian buffer, land reconstruction, critical area planting, and wetlands.

Integrates established conservation practices in nontraditional settings to meet standards and specifications, yet also addresses urban ordinances and challenges. Assists with the development of urban conservation plans with a systematic application schedule for landowners, homeowner associations, utility companies, and city and county departments.

Provides technical assistance to CDs by reviewing county and city plat reviews, zoning and rezoning applications, Division of Water Resources permit applications, Corps of Engineers permit applications, County Special Permit applications, etc.

Provides technical consultation to nonagricultural clients addressing their resource concerns utilizing the Natural Resources Conservation Service (NRCS) standards and specifications. This includes completing inventory and evaluations and environmental assessments.

Determines feasibility of standard conservation designs and makes modifications where precedent is available and within EDAA rating; makes site selection and suggests alternative design; and refers engineering problems to professional engineer.

Develops and revises complete conservation plans for land units involving diverse agricultural objectives and conservation treatment measures; advises land users regarding changes to established conservation plans based on interpretations of soil capability maps, field survey, and recommends schedule for application of a full range of measures including conservation cropping systems, grade control structures, critical area treatment practices, wetlands enhancement, water quality, and waste management controls. As conservation plans are written, contacts farmers and ranchers to develop a systematic application schedule for practices included in the plan. Schedules on-site assistance required in the application of practices.

Takes an active role in ensuring technical integrity of conservation planning and application in area of responsibility. Provides technical assistance to the CDs in assigned multi-county area to assist in the implementation of their various programs and services. This includes meeting formally with CDs; providing technical information and data on conservation measures, scheduling application activities and recent changes in conservation techniques.

Determines priorities and scheduling of the application workload in assigned counties.

Explains cost-share payment procedures to landowners, city and county officials, urban landowners, and utility companies; inspects proposed sites, determines need and feasibility of conservation practices; performs layout work; and supervises construction of practices for which NRCS has technical responsibility. Checks completed practices to determine that specifications are met. Completes field sheets and recommends acceptability of completed practices to the supervisor for final certification. Recommends payment to landowners under cost-sharing provisions where conservation practices have been properly completed.

Establishes and/or carries out a follow-up schedule to check progress made in implementing conservation plans. Suggests best methods and time for installing additional practices, recognizes when revision in plans are needed, and obtains data which expedites revision of plans.

Assists with public information activities. Provides environmental education to youth groups, civic clubs, and other interested parties. As appropriate, conducts practice demonstrations. Discusses conservation practices with tour groups. Presents material on practice application and specifications at community or contractor meetings. Writes news releases and prepares information for local news media.

Provides hands-on technical training for producers, rural and urban landowners, student trainees, new soil conservationists, volunteers, When Actually Employed (WAE) employees, district employees, and new and nontraditional conservation contractors.

Utilizes computer in carrying out administrative activities such as keeping daily record of activities performed, timekeeping, Performance Results System (PRS), data entry, maintenance of engineering equipment. Enters planning information in Customer Service Toolkit and application data into approved geographic information systems (GISs) such as ArcGIS.

Assists in the development and application of land treatment contracts, modifications, payment application, and status reviews with engineering practice reviews in assigned multi-county area.

Provides information on sources of agricultural assistance through NRCS to rural and urban community residents; is alert to reports of agricultural problems in the county; stays aware of general conservation attitudes and trends and acceptance of agency efforts by area landowners.

Performs other 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, heavy traffic areas, 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 and the ability to interpret engineering plans, standards, and specifications in order to assist with the plans, designs, and directions of the layout and application of complex engineering practices and structures. Ability to conduct engineering surveys and to design mechanical practices to be utilized in conservation planning.

Skill in the operation of engineering instruments, equipment, and computers in order to perform construction layout, detailed topographic surveys, and construction quality assurance testing.

Knowledge of written and oral communication sufficient to provide clear and logical responses to technical inquiries and communicate effectively in order to provide assistance and/or training to FO personnel, landowners, and other local government personnel in the planning, design, and installation of engineering practices.

Practical knowledge of complex natural resources conservation methods, techniques, and measures applicable to the area served. Practical knowledge of crops and soil and water conservation measures, techniques, practices, and procedures sufficient to develop complete conservation plans for basic established agricultural enterprises such as grain, livestock, or dairy operations; applies knowledge to revise conservation plans consistent with landowners' objectives and sound conservation techniques.

Knowledge of federal, state, and local cost-share natural resource conservation programs, and state and local government conservation functions, jurisdictions, and regulations sufficient to design, install, and maintain a wide range of soil erosion and water quality measures consistent with community and area objectives, and advise landowners on eligibility prerequisites and conditions that must be satisfied to qualify for program acceptance and payments.

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

The incumbent receives assignments from the supervisory district conservationist, who assigns annual conservation priorities including objectives to be accomplished. The incumbent independently plans and carries out scheduled operations for the application of planned conservation measures; revises conservation plans to implement recent technical improvements, and devises solutions to problems including costly construction delays or installation of complicated conservation systems for groups of landowners. The supervisor and area office specialists provide assistance on technical assignments where design specifications are inadequate or agency program requirements are not specifically applicable to local conditions.

3. Guidelines, Level 3-3, 275 points

NRCS procedures cover assigned work and include the FO plan of operations; engineering handbook; technical standards, specifications, and supplements; cost-sharing program requirements; soil survey data; and textbooks on natural resources conservation and the General Manual.

The performance of fieldwork requires using judgment given the environmental conditions of the agricultural, urban, or community land unit under consideration. The incumbent identifies appropriate conservation measures from among available alternatives and modifies procedures for specific details of assigned as necessary. Where procedural guidance is insufficient or modifications complex, referral is made to the appropriate specialist or supervisor.

4. Complexity, Level 4-3, 150 points

The work involves performing assignments for multiple urban and rural counties. There are extensive urban concerns in a multiple county area. The incumbent must be knowledgeable and aware of ordinances and laws of more than 30 cities in four counties as they relate to storm water runoff, grading codes, and permit codes within city limits.

The work includes providing technical advice to disparate groups with divergent interests regarding conservation practices. This requires assessing the nature and severity of conservation problems, evaluating a variety of conditions, practices, and operations.

5. Scope and Effect, Level 5-4, 225 points

The work involves consideration of a wide range of unique land conditions in order to apply conventional engineering and conservation practices for a variety of rural and/or urban land units. A wide range of conservation and engineering practices may be combined when needed, and integrated into a resource management system (RMS).

6. Personal Contacts

7. Purpose of Contacts, Level 3C, 180 points

Personal contact is made with landowners and operators, contractors, community residents, engineering firms, and local public officials to provide and/or obtain conservation information through formal planned meetings and on an ad hoc basis. Typical NRCS contacts are with professional and technical personnel at both the area and state office levels. There is also contact with employees of other agricultural-related state and federal agencies.

Contacts are to resolve technical and operational questions and provide advice regarding conservation practices and issues. Usually, the incumbent recommends installation, modification, and maintenance of conservation practices, describing the advantages and disadvantages of specific practices in terms of preventing erosion and conservation problems in order to persuade individuals and groups to support or participate in conservation activities and programs. Contacts are made with private contractors to coordinate site work efforts.

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

The work requires regular and recurring prolonged walking over field terrain and bending, lifting, and stretching when utilizing survey instruments and equipment.

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

The work involves regular and recurring exposure to agricultural and construction-type equipment while in operation. There may be exposure to heat, snow, and ice, as well as herbicide and chemical spray operations, which require safety precautions.

This position is nonexempt from the provisions of FLSA.