Civil Engineer, GS-810-13
(State Conservation Engineer)

REASON FOR THIS POSITION

1. NEW ☐ | 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER ☐ | 3. REPLACES PD NUMBER ☐

POSITION DESCRIPTION COVER SHEET

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
Supervisory Civil Engineer	GS	0810	13

8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)
State Conservation Engineer	

OFFICIAL

10. TITLE: Supervisory Civil Engineer

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE (MONTH / DAY / YEAR)	16. I/A	17. CLASSIFIER
GS	0810	91	13		☐ Yes ☐ No	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	33. OPM CERTIFICATION NUMBER
This position is determined to be EXEMPT from the provisions of FLSA based on the EXECUTIVE/PROFESSIONAL Exemption criteria. Evaluation statement on file.	

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)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
	AG 16	5275	022259	13	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFF. TITLE (38)
GS	0810	91	S0001	Supvy Civil Engr

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	8. CLASS. STD. CD. (1)	9. INTERDIS. CD. (1)	10. DT. CLASS (6)
◀ 1 = HQ, 2 = FLD	◀ 1 = Sup. SGEG, 3 = Mgr. SGEG, 4 = Sup. CSRA, 5 = Mgmt. CSRA, 6 = Leader LGEG, 8 = All Others	X ◀ X = New Std. Applied, Blank = NA	N = No, Y = Interdis	MO | DAY | YEAR

11. EARLY RET. CD. (1)	12. INACT / ACT (1)	13. DT. ABOL. (6)	14. DT. INACT / REACT (6)	15. AGCY. USE (10)
◀ 1 = Primary, 2 = Secondary, 3 = Foreign Svc., Blank = NA	◀ I = Inactive, A = Active	MO | DAY | YEAR	MO | DAY | YEAR	

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)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)
E ◀ E = Exempt, N = Nonexempt	4 ◀ 0 = None, 1 = CD 219, 2 = CD 220, 3 = SF 278, 4 = AD 392, 5 = SF 849	◀ A = Sched A, B = Sched B, C = Sched C, 0 = Excepted but not A, B, C	1N ◀ 0 = Nonsensitive, 1 = Noncritical, 2 = Critical Sensitive	0810

6. WK. TITLE CD. (4)	7. WK. TITLE (38)
4840	State Consv Engr

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)	13. DUTY STATION (9) State (2)	City (4)	County (3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST. (6)
		◀ Blank = N/A, Y = Yes	20	4900	169	8888	MO | DAY | YEAR	◀ Blank = N/A, 1 = PAS	MO | DAY | YEAR

18. GD. BASIS. IND. (1)	19. DT. REQ. REC. (6)	20. NTE. DT. (6)	21. POS. ST. BUD (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	MO | DAY | YEAR	MO | DAY | YEAR	Y ◀ Y = Perm, N = Other

22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	5 = Series Change	9 = Other
2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	6 = Pos. Upgrade	
3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	7 = Pos. Downgrade	
◀ 4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change	8 = New Pos.	

23. DT. EMP. ASGN. (6)	24. DT. ABOL. (6)	25. INACT / ACT (1)	26. DT. INACT / REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)
MO | DAY | YEAR	MO | DAY | YEAR	◀ 1 = Inact., 2 = Act.	MO | DAY | YEAR	0020		

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

FORM AD-332 (Revised) (4/86)

INTRODUCTION

The incumbent of this position serves as state conservation engineer on the Engineering Staff for Kansas. The incumbent serves as advisor to the State Conservationist (STC) on all engineering phases of Natural Resources Conservation Service (NRCS) programs in Kansas and is responsible for establishing technical engineering standards and procedures (within the framework of national engineering standards and policies), methods of operation, training field personnel, and for the engineering phases of the work in the state.

DUTIES AND RESPONSIBILITIES

Maintains close working relationship with other members of the Management Team to ensure integration of engineering phases of the work with associated technical phases of the overall NRCS program. Maintains relationship with engineers and scientists of Kansas Department of Health and Environment, U.S. Army Corps of Engineers, state colleges, Kansas Division of Water Resources, and the State Conservation Commission, as well as the Kansas Land Improvement Contractors' Association.

Provides staff leadership in all phases of the engineering programs of NRCS in the state, including formulation of standards, specifications, engineering planning, design and construction; analyzes engineering work and training needs; and recommends training and placement of engineering personnel. Formulates and recommends state technical policies and procedures that adapt all phases of mechanical practices for floodwater protection, soil erosion, animal waste control, mined land reclamation, water quality, and ground and surface water conservation.

Works with the assistant state conservationist for water resources (ASTC-WR) in relating the engineering phases of watershed operations to the total field job, including scheduling and coordination of operational phases involved. Furnishes technical assistance and advises contracting officer (CO) in connection with the contractual phases. Responsible for preparation of plans and specifications for contracting and construction and overall supervision. Makes the final inspection of construction work done under the Watershed Protection and Flood Prevention Program (PL-566) before final payment is made to the contractors. Reviews draft of work plans and project measures for adequacy of the engineering aspects.

Keeps engineering standards and procedures up to date and trains field engineers in their use. Develops and keeps current state engineering handbooks and guides in keeping with latest research and experience data. Prepares specifications and guidelines for planning, design, and construction of the mechanical practices installed under NRCS programs. Develops engineering forms, worksheets, job sheets, charts, and tables for the use of engineers, engineering and conservation technicians, and soil conservationists in applying practices. Reviews and analyzes available engineering material for the purpose of adapting to local situations and disseminating applicable material to field engineers. Reviews completed work for technical adequacy and conformance with policy and regulations of the NRCS and state and other federal agencies.

Provides leadership and guidance in the approval and use of the Technical Service Providers (TSPs). Ensures applications are certified in a timely manner and coordinated with other states. Reviews TSP performance to ensure that TSPs maintain NRCS standards and specifications. Coordinates with Kansas State University (KSU) on TSP training issues.

Recommends, through research liaison representative, whatever additional research is needed to improve engineering practices, or to resolve special engineering problems in soil erosion control, irrigation, or drainage. Collaborates with other engineers on the development of guidelines, criteria, designs, and specification for structures. Coordinates NRCS responsibilities for Environmental Quality Incentives Program (EQIP) with Farm Service Agency (FSA) and other involved agencies.

Works closely with lower grade engineers on the more complex engineering problems, and ensures that structures coming under the Kansas State Engineers' administrative legal authority conform to state law and regulations. Assists in developing and encourages the use of appropriate operating principles in the fields of assigned responsibility, and makes and interprets analyses of accomplishment in these fields. Coordinates specifications and standards for complex structures.

Provides direct supervision to subordinate staff, exercising a full range of supervisory authorities and responsibilities.

Identifies opportunities and forwards recommendations to reduce field level workload, as appropriate.

Performs other duties as assigned.

Prepares reports, maintains records, and identifies opportunities and forwards recommendations to reduce field level workload, as appropriate. 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.

Provides and maintains a safe and healthy work environment, assuring that subordinates have received available safety training and literature and requiring that employees and others use safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Provides leadership and guidance in the design, development, and implementation of administrative procedures to assure that civil rights policies regarding the delivery of NRCS programs and services and the application of personnel rules and regulations are carried out without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental handicap. Actively supports civil rights policies regarding personnel rules and regulations.

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

Requires the incumbent be a registered professional engineer with an extensive knowledge of hydraulics, hydrology, design principles, soil mechanics, irrigation, water management, drainage, soils, stream mechanics, bioengineering techniques, and geology. Incumbent must have the ability to review plans and designs to make sure that quality control is built into all NRCS programs. Requires the knowledge to plan, design, and install projects from simple on-farm projects to complex multi-county (group) projects. Requires a good working knowledge of NRCS policies, and federal and state laws governing NRCS projects.

Ability to inspire, motivate, and guide individuals and groups in order to accomplish program objectives.

Ability to identify and analyze problems, generate alternatives, and make decisions in order to ensure efficient processes and quality products.

Ability to communicate with others (e.g., orally, Text Telephone [TTY], sign language or lip reading, etc.) in order to express ideas and facts, make effective presentations, and facilitate an open exchange of ideas.

Ability to utilize marketing, total quality management, and team building, in order to work effectively with individuals, groups, and units of government.

Knowledge of computer systems required in order to effectively perform assigned duties.

2. Supervisory Controls

The STC outlines the objectives of the various programs to the incumbent and gives administrative guidance on such matters as availability of funds and personnel and priorities of work. They discuss problems relating to policy and NRCS procedures, especially where it would influence interagency relations or relations with the public, conservation districts, or other organizations. Results of work are considered technically authoritative and are accepted without significant change or review.

3. Guidelines

In many cases, guidelines are either nonexistent or require considerable adaptation to fit specific problems. The incumbent must develop and adapt guidelines, standards, and criteria for use by NRCS engineers. Must initiate special studies and investigations to develop new methods and procedures, which must be correlated and proven sound for use in the work of the NRCS. General guidance is obtained from the General Manual, Natural Handbook of Conservation Practices, National Engineering Manual, National Engineering Handbook, and technical releases.

The incumbent is required to exercise judgment and show initiative to ensure that engineering is technically sound, economically feasible, and is within NRCS policy.

4. Complexity

Engineering work requires the solution of problems under a wide variety of complex conditions such as saline, alkaline, and highly stratified and variable soils; high intensity summer storms which create extremely high peak, instantaneous floods; varied seasonal distribution of precipitation; extremes in climatic conditions; subsurface drainage problems; and steep watercourses. All these factors complicate problems of water control, storage, sedimentation, distribution, application, wastewater control, and construction.

Technical problems are solved by the incumbent. Technical decisions and recommendations involve large sums of money that are usually accepted as final, except when matters of NRCS policy are involved. Initiative and originality are needed because of the variety of programs carried on by the NRCS in the state and the varied and complex physical features encountered.

The solution of soil and water conservation problems involves the direction of investigation, design, and construction and repair of large structures and complex practices, including irrigation storage dams. Major irrigation reorganization projects are designed and constructed. Numerous large river stabilization projects on rivers are completed. Many environmentally sensitive projects are undertaken in the state because of the numerous mining operations and repairs. Large watershed type projects are planned that cover large land areas, diverse land uses, and numerous group objectives.

This work involves technical coordination and review of the work schedules of NRCS specialists, private engineers and consultants, conservation districts, group enterprises, and the FSA state and county committees. The coordination and review of the work and schedules requires extensive, and often times complex interagency relations and consultations, as well as a full understanding of their policies and requirements.

5. Scope and Effect

Engineering work is developed for individual landowners, groups, units of government, and other agencies. Significant amounts of federal, local, and/or private money is invested and demands a high quality product. Proper management, training, review, and quality control are required for each project.

The development and improvement of land usually coincided with the extension of irrigation canals. Many parallel and inefficient canal systems have resulted. An abundance of water, inefficient irrigation methods, inadequate wastewater disposal systems, and complex soils have created numerous subsurface drainage problems. Group work involves reorganization and modernization of irrigation systems. Construction and enlargement of irrigation reservoirs, relocation and lining of large canals, construction of diversion dams, construction of water disposal systems, and major control works create a complex and heavy engineering workload.

Duties require coordination of work and policies across the state lines.

6. Personal Contacts

Personal contacts are with other NRCS personnel in state offices; local, federal, and state government officials; landowners; and contractors.

The incumbent works with engineers, geologists, soil scientists, agronomists, soil conservationists, contractors, equipment suppliers, consultants, trade organizations, government officials, educators, and others interested in various aspects of engineering.

7. Purpose of Contacts

Resolves conflicting engineering criteria between federal, state, and local agencies for water quality structures. Negotiates controversial policy pertaining to engineering and design requirements for development of animal waste storage structures. Works with special interest groups and organizations to resolve controversial standards pertaining to wetlands and water quality issues. Works with contractors and contractor associations to convince them to develop and utilize sound, quality procedures and resources in the construction and inspection activities.

8. Physical Demands

The work is sedentary and usually performed while the incumbent is seated at a desk. However, there may be times when the incumbent's work will require some walking on rough terrain and climbing steep banks.

9. Work Environment

Work is typically performed in an office setting. Occasional trips to field sites involve exposure to equipment and environmental factors.

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