

Engineering Technician (Civil), GS-0802-09

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					6. PAY PLAN	8. SERIES	7. GRADE
4. TITLE Engineering Technician (Civil)					GS	0802	09
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Engineering Technician (Civil)							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A	
GS	0802		09	MONTH	DAY	YEAR	17. CLASSIFIER
				<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	
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	
1. Knowledge Required	Level 1-5		750		6. Personal Contacts		
2. Supervisory Controls	Level 2-3		275		7. Purpose of Contacts	Level 3/B	
3. Guidelines	Level 3-3		275		8. Physical Demands	Level 8-3	
4. Complexity	Level 4-3		150		9. Work Environment	Level 9-2	
5. Scope and Effect	Level 5-4		225		27. TOTAL POINTS ▶		27. 1,855
						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

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)

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	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	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	2. FIN. DIS. REQ. (1) 0Y		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C		4. POS. SENS. (1) 1N		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

This position is assigned to the area staff. The incumbent assists in carrying out a coordinated and comprehensive program of soil and water conservation within the assigned area.

DUTIES

Prepares designs for the more complex structural conservation systems exceeding the engineering approval authority of field office (FO) staffs. Reviews designs submitted to the area office (AO) by the FO staff.

Trains Natural Resources Conservation Service (NRCS) and conservation partners in the planning, design, and installation of conservation practices, engineering surveys, proper use and maintenance of survey equipment, and construction inspection and documentation. Develops and uses oral and/or written presentations during training activities.

Makes engineering computations, advises FO staff on adequacy of designs, and provides guidance in the use and application of the electronic Field Office Technical Guide (eFOTG).

Performs construction inspections on simple and complex structures for conservation systems. Trains conservation contractors in proper construction of practices according to requirements in specifications.

Performs spot checks for the purpose of identifying the adequacy of technical standards, identifying training needs, learning improved techniques for sharing with others, and identifying areas needing improvement.

Independently directs field investigation and surveys to provide information for development of engineering designs, plans, and specifications for erosion and water control conservation practices.

Maintains a working knowledge adequate to carry out work assignments for all soil and water conservation programs being implemented in the area.

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, 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 1-5, 750 points

Knowledge of engineering instruments, equipment, and systems appropriate to the civil engineering technician level.

Ability to read and interpret engineering plans and specifications.

Ability to do design work relating to NRCS engineering practices and measures.

Knowledge of construction, fabrication, and manufacturing techniques and procedures.

Knowledge of appropriate NRCS safety practices and procedures.

Ability to communicate effectively with other NRCS employees, representatives from other governmental agencies, landowners, and the general public in order to ensure effective interaction between the parties.

Ability to prepare and present inspection and testing reports and documentation requiring a high degree of precision using a variety of techniques.

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

The supervisor of this employee is a professional engineer on the area staff. The supervisor outlines the requirements of the work, establishes work priorities, and furnishes general instructions to the employee on new assignments. Completed work is reviewed for adequacy and conformance with NRCS policies and sound engineering concepts and usage.

3. Guidelines, Level 3-3, 275 points

Guidelines are available in the form of both oral and written instructions in reference material such as engineering standards, technical guides, engineering handbooks, and other precedent situations. Judgment is needed by the incumbent in finding and choosing appropriate criteria or instruction. Where significant deviations from guidelines or the absence of adequate guidelines occur, the supervisor is consulted for guidance.

4. Complexity, Level 4-3, 150 points

The workload in the area involves the design and establishment of animal waste systems, irrigation and drainage systems, stock water developments, stock water pipelines, terraces, recreation developments, flood controls, erosion and sediment control, pollution abatement measures, and wetland and shallow water developments. The incumbent works with all federal and state conservation cost-share programs.

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

The incumbent provides engineering assistance and guidance to field personnel located in the area in the application of conservation practices where the services of a professional engineer are not required, but the problems are beyond the responsibility levels of the local technicians. 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 3/B, 110 points

Personal contacts are primarily with NRCS personnel, local public and governmental officials, contractors, rural, and community residents.

Contacts are for such purposes as providing information and advice regarding practices, methods, and techniques. Contacts are also for solving technical questions on a particular engineering practice.

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

The majority of the incumbent's duties are outside on farm and construction sites, road ditches, rough terrain, and stream banks where footing is treacherous. Activities involve lifting, hauling, and stretching when working with survey equipment.

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

Work at this level is outside the majority of the time and involves wearing protective gear and clothing at construction sites. Work involves exposure to heavy farm and construction machinery.

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