

POSITION DESCRIPTION (Please Read Instructions on the back)										1. Agency Position No S0235	
2. Reason for Submission NEW		3. Service		4. Employing Office Location			5. Duty Station			6. OPM Certification No	
Explanation		7. Fair Labor Standards Act Non-Exempt			8. Financial Statements Required			9. Subject to IA Action NO			
		10. Position Status		11. Position is NON-SUPERVISORY	12. Sensitivity		13. Competitive Level Code			14. Agency Use	
		15. Drug Test Required NO						16. ADP Status			
17. Classified/Graded by	Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date		
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review	Civil Engineer				GS	0810	05	L . P	01/01/2002		
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
18. Organizational Title of Position (if different from official title)					19. Name of Employee (if vacant, specify)						
20. Department, Agency or Establishment Department of the Interior					c. Third Subdivision						
a. First Subdivision U.S. Geological Survey					d. Fourth Subdivision						
b. Second Subdivision					e. Fifth Subdivision						
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)						
Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, 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 statutes or their implementing regulations.											
a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)						
Signature /s/Mark Sogge			Date 07/30/2015		Signature			Date			
23. Classification/Job Grading Certification <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>					24. Position Classification Standards Used in Classifying/Grading Position GS-800, GGEG for NonSupv Prof Eng Positions						
Typed Name and Title of Official Taking Action Lorilee Penn Human Resources Specialist					Information for Employees <i>The standards and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S Office of Personnel Management.</i>						
Signature Lorilee Penn /s/			Date 01/01/2002								
25. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (Optional)											
b. Supervisor											
c. Classifier											
26. Remarks											
27. Description of Major Duties and Responsibilities (See Attached)											

Major Duties

This trainee position performs duties directed toward the acquisition and analysis of basic data and the development of professional competence in the area of civil engineering and hydrology. Duties may include, but are not limited to the following:

FIELD WORK

Assists in conducting field surveys involving measurement of surface-water flow, water levels, sediment characteristics, and flood profiles.

Provides assistance in collecting samples and performs analyses of surface water, ground water, and chemical data.

Participates in the selection of field coefficients and assists in the design and installation of structures for measuring surface-water flow and water levels.

Provides assistance with drilling and pumping tests to determine hydraulic characteristics and properties.

Operates surveying instruments during normal leveling and direct-measurement work.

OFFICE WORK

Under the direct supervision of senior modelers, applies established digital modeling and numerical analysis methods to answer specific hydraulic and hydrologic questions.

Prepares illustrations or brief sub-sections of reports.

Inspects, maintains, and repairs data recorders of various types.

Operates a government motor vehicle.

Factor Statements

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION (Level 1-5, 750 Points)

- A professional knowledge of the basic theories, principles, practices, and techniques of civil engineering to be used in obtaining hydrologic and hydraulic data.

- A general knowledge of computer hardware and general application software.

- Skill in written and oral communication.

FACTOR 2 - SUPERVISORY CONTROLS (Level 2-1, 25 Points)

The supervisor assigns work in detail and fully reviews work in progress. The incumbent consults with the supervisor on all matters that are not covered by specific guidelines and instructions. Completed work is reviewed for compliance with instructions and to assure the quality of work.

FACTOR 3 - GUIDELINES (Level 3-1, 25 Points)

Guidelines consist of technical manuals, published standard procedures and instructions that are detailed and directly applicable. The incumbent works in strict adherence to the guidelines and any deviations are referred to the supervisor.

FACTOR 4 - COMPLEXITY (Level 4-2, 75 Points)

Assignments require the use of a variety of standard principles, methods, and practices in order to solve limited engineering problems. Duties require the consideration of factors and conditions that are apparent and readily available.

FACTOR 5 - SCOPE AND EFFECT (Level 5-1, 25 Points)

Project work at this level typically provides basic engineering and hydrologic information. Work assignments have an impact on project results and facilitate the work of others in the organization.

FACTOR 6 - PERSONAL CONTACTS (Level 6-1, 10 Points)

Personal contacts are typically limited to within the immediate organization.

FACTOR 7 - PURPOSE OF CONTACTS (Level 7-1, 20 Points)

Contacts external to the organization are limited to obtaining and exchanging information of a factual nature.

FACTOR 8 - PHYSICAL DEMANDS (Level 8-2, 20 Points)

Field work is physically demanding and includes walking, bending, climbing and lifting of equipment up to 100 lbs., and is often performed during adverse weather conditions. Office work is sedentary.

FACTOR 9 - WORK ENVIRONMENT (Level 9-2, 20 Points)

Office conditions are normal; field conditions may include extreme heat cold, rain, or snow, and hazardous conditions such as ice and flooding.

TOTAL POINTS - 970

GRADE CONVERSION - GS-05

GS-810, Civil Engineering Series, 06/66

General Grade Evaluation Guide for Nonsupervisory Professional Engineering Positions, 06/71

(Source Document Std PD S0235)