

## Position Description

Labor Category/ FLSA: Exempt

\_\_\_\_ Current or  X  Proposed Specific Description

Date Prepared: 06/25/2003

Approving

Official:

Name: Carolyn C. London Signature: Carolyn C. London

Title: HR Specialist

ORGANIZATION: Division of Property Management, NIEHS

Standards Used: General Schedule Supervisory Guide, dated 4/98, PCS for Engineering Group, GS-0800, dated 3/90 and GEG for Professional Engineering Positions.

Position Title/Series/Grade: Supervisory Facilities Management Engineer, GS-0801-14

The proposed title, series and grade for the position is Facilities Management Engineer, GS-0801-14. The position is properly classified in the Engineering Group, GS-0800. This standard covers "all classes of positions the duties of which are to advise on, administer, supervise, or perform professional, scientific, or technical work in engineering research, in the investigation or development of engineering projects, or in the development, design, construction, inspection, production, application, standardization, test, operation or maintenance of engineering facilities". The series definition adequately describes the position under evaluation, since the duties and responsibilities involve directing and implementing all of the activities related to facilities engineering, management, operations and maintenance, as well as utility generation and distribution of NIEHS facilities in Research Triangle Park, North Carolina.

The titling practices are not specifically addressed in the standard; however, the basic principles for titling positions are implied, based on information derived from the U.S. OFM "Introduction to the Position Classification Standards". The standard states that the series assigned to a position is represented by "the primary work of the position, the highest level of work performed, and the paramount qualifications required". In this case, the primary work of the position is that of Engineer, whose primary responsibilities are to direct a wide variety of maintenance, repair and construction projects. The range of this activity requires planning, organizing, coordinating and supervising a staff of skilled and professional employees, to establishing operating criteria and plans for new construction, renovation and repair projects, ensuring compliance with the terms, conditions of the specifications and accreditation requirements with JCAHO and AAALAC. The title of "Engineer" requires practical application of basic scientific principles, fundamental engineering concepts and terminology, the units of measurement, and their interrelationship throughout all branches of engineering and a thorough understanding of engineering techniques and methods gained from four (4) years of engineering training

from an accredited college or university. These requirements are critical to the successful performance of the subject position, thus title of “ Facilities Management Engineer” is appropriate.

The incumbent has responsibility for planning, organizing, coordinating and supervising a staff of employees, including professional and skilled trades personnel. The application of the General Schedule Supervisory Guide is appropriate since the position evaluated relies on the accomplishment of assignments through direction of employees supervised and the major duties of the subject position occupies at least twenty-five (25) percent of the major duties of the position.

The grade level criteria are based on the evaluation of program scope and effect, organizational setting, supervisory and managerial authority exercised, personal contacts, difficulty of typical work directed and other conditions considered in assigning points as described in the General Schedule Supervisory Guide (GSSG).

**Conclusion:**

Factor 1 – Program Scope and Effect	Level 1-3	550 points
Factor 2 – Organizational Setting	Level 2-3	350 points
Factor 3 – Supervisory and Managerial Authority Exercised	Level 3-3	775 points
Factor 4 – Personal Contacts/Purpose of Contacts	Level 4A-3	75 points
	Level 4B-3	100 points
Factor 5 – Difficulty of Typical Work Directed	Level 5-8	1030 points
Factor 6 – Other Conditions	Level 6-4	1120 points
<b>Total Points:</b>		<b>4000 = GS-14</b>

**Installation:** National Institute of Environmental Health Sciences, National Institutes of Health, Research Triangle Park, NC  
**Title:** Supervisory Facilities Management Engineer  
**Occ Series:** 801  
**Pay Plan:** GS  
**Grade:** 14

**Introductory Statement:** The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD. This position is organizationally and physically located within the DPM organizational subcomponent responsible for the provision of real property management services for the NIEHS facilities in Research Triangle Park, NC.

### **DUTIES**

The incumbent serves as the NIEHS MEO Manager and NIEHS (Real) Property Manager.

Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, etc.

Oversees, directs and administers the construction and maintenance of facilities, structures, or landscapes.

Conducts and provides professional engineering advisory services pertaining to the observation, examination, measurement, analysis, mapping and description of physical and cultural features and phenomena.

**Manages and Supervises the NIEHS Real Property MEO**

35%

Supervises the NIEHS real property Most Efficient Organization (MEO) that is comprised of an interdisciplinary workforce that includes professional engineers, trades and crafts as well as technical and clerical employees. Communicates with colleagues, agency management and other contacts outside the agency to gain information and corroboration on findings. Writes study proposals, project plans, scientific and technical papers, publications, etc. Oversees, directs or administers the construction and/or maintenance of facilities, structures, or landscapes. Conducts and/or provides professional advisory services pertaining to the observation, examination, measurement, analysis, mapping and description of physical and cultural features and phenomena.

Directs the work of the NIEHS MEO and establishes policies and procedures for implementing and monitoring programs and preventive and demand maintenance of buildings, building systems, equipment, grounds and utilities for the NIEHS campus. Establishes and monitors programs designed to identify existing or potential facilities deficiencies and ensures that appropriate actions are taken to correct noted deficiencies.

Supervises work in professional, trades and crafts, technical and administrative areas. Provides administrative and technical supervision necessary for accomplishing the work of the unit. Performs the administrative and personnel management functions relative to staff supervised. Establishes guidelines and performance expectations for staff, which are clearly communicated through the formal performance management system. Observes workers' performance; demonstrates and conducts work performance critiques. Provides informal feedback and periodically evaluates employee performance. Resolves informal complaints and grievances. Develops work improvement plans, recommending personnel actions as necessary. Provides advice and counsel to workers related to work and administrative matters. Effects disciplinary measures as appropriate to the authority delegated in this area. Review and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

Supports the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, the incumbent initiates nondiscriminatory practices and affirmative action for the area under supervision in the following: (1) merit promotion of employees and recruitment and hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills. Keeps informed of, supports and communicates to employees' EEO policies, plans, and programs. Responsible for furthering EEO by demonstrating fairness in selections, encouragement and recognition of employee achievements, fair treatment of minority group employees and sensitivity to the developmental needs of all employees, including minority groups,

women and the handicapped. Seeks out and utilizes available resources, including appropriate personnel generalists/specialists, EEO specialists, EEO specialists, and training resources in carrying out these responsibilities. Incumbent will be appraised on the effectiveness of his/her EEO performance.

Supervises a staff of employees to accomplish the work of the organizational unit. Exercises supervisory authorities and responsibilities involving work assignment and review, as well as the administrative and personnel management functions relative to the staff supervised.

This position directs more than one kind of work, each kind representing a requirement for a distinctly different additional body of knowledge, and for which this position provides both technical and administrative supervision.

This position supervises an operation carried out on at least two fully staffed shifts. The work of this position is regularly made more difficult by the need to make provision for significant unsafe or hazardous conditions occurring during the performance of the work of the organization.

**Performs Planning/ Design Work**

15%

Determines requirements, reconnaissance, location, and prepares designs, specifications and estimates. Exercises recognized technical leadership, outstanding creativeness, and exceptional scientific and engineering judgment to prove or disprove the feasibility of ideas and devices. Incumbent has a far-reaching effect on the work and programs of extensive engineering and scientific activities.

Provides final expert opinion on the design of projects characterized by constantly, and sometimes greatly changing physical environment or other similar variables and unknowns affecting planning and design criteria and critical problems with respect to costs and economics. Serves as expert consultant and advisor to subordinate activities. Initiates investigations and studies to prove or disprove design criteria and to find solutions to critical problems in design, construction/production, or operation. Establishes validity criteria of studies to guide field or contract personnel specializing in various facets of the problems.

**Provides Professional Engineering/Architectural Advice**

25%

Provides professional advice to peers, subordinates or non-professional administrators or managers. Provides final expert opinion on projects characterized by constantly, and sometimes greatly changing physical environment or other similar variables and unknowns affecting planning and design criteria and critical problems with respect to costs and economics. Serves as expert consultant and advisor to subordinate activities. Initiates investigations and studies to prove or disprove design criteria and to find solutions to critical problems in design, construction, or operations. Establishes validity criteria of studies to guide field or contract personnel specializing

in various facets of the problems.

Provides professional oversight and/or project management for construction or maintenance efforts.

**Performs Construction Administration Work**

10%

Performs scheduling and layout of operations, and inspection and surveillance of materials, methods, and equipment used in construction. Provides final expert opinion on the administration of projects characterized by constantly, and sometimes greatly changing physical environment or other similar variables and unknowns affecting planning and design criteria and introducing critical problems with respect to feasibility, costs and economics. Serves as expert consultant and advisor to subordinate activities during construction. Initiates investigations and studies to prove or disprove design criteria and to find solutions to critical problems. Establishes validity criteria to guide field or contract personnel in completing construction projects.

**Performs Operation, Maintenance and Repair of the Central Utility Plant and Maintenance Administration Work**

15%

Provides guidance, development and coordination for the planning, design, and oversight of maintenance projects. Furnishes highly advanced technical guidance and information to top level administrative and technical agency personnel, other Government agencies and outside organizations. Serves as authoritative expert in specialty areas on agency and interagency maintenance panels and committees. Serves as expert consultant and advisor to subordinate activities during novel or highly controversial maintenance projects. Initiates investigations and studies to prove or disprove design criteria and to find solutions to critical problems during maintenance. Establishes validity criteria to guide field or contract personnel in completing maintenance projects.

Responsible for managing the resources necessary to prepare, administer and direct, as well as execute, the service contract for generation of chilled water and high temperature hot water; incineration of medical-pathological and hazardous waste, and distributing electricity for the combined NIEHS/EPA campuses.

Responsible for managing the resources necessary to prepare, administer and direct, as well as execute those general facilities management service contracts supporting NIEHS research efforts. These contracts include grounds maintenance, janitorial services, repair and maintenance of environmental control rooms, elevators, surveillance equipment, and kitchen equipment.

### Nature of Assignment

Incumbent must have a mastery of a range of specialized areas of engineering disciplines that enable them to serve as an expert in two or more of the facilities systems for the NIEHS. Serves as a technical authority in issues associated with high temperature hot water heating systems, chilled water systems involving chillers up to 3500 ton capacity and above, or electrical utilities and their distribution.

Manages facilities services involving the expenditure of millions of dollars and which can require planning five years and longer in advance of the expenditure of funds.

Contracts involve a broad range of activities and highly specialized facilities and engineering functions. As a technical expert for NIEHS, the employee continually makes far-reaching contracting decisions regarding approach and service quality. The employee is frequently confronted with novel and obscure problems which require innovative modification of existing methods and creative development of new approaches. The complexity of the decisions made by the incumbent relating to providing essential heating, cooling and electrical utilities to the NIEHS are exacerbated by the relationship with the EPA.

The purpose of the work is to provide direction and expert technical advice for all major facilities contracts for the NIEHS and for utility services to the EPA. Contracts for which the employee makes decisions are most often valued in the half million-dollar range although the impact of aspects of the job affect hundreds of millions of dollars worth of research. Reliability in performance of support systems in biomedical research facilities is of utmost importance; the employee must provide leadership in achieving this reliability. Work performed and decisions made by the employee could have significant impact on the success of important research efforts carried on by NIEHS and the EPA.

### Level of Responsibility

The incumbent plans for and carries out all aspects of his/her areas of responsibility essentially without any guidance. The development of requirements for procuring essential contract services and decisions related to operating those contracts is completely within the scope of authority of the incumbent. Changes that conflict with master plans, deviations from agency policies, altered budget needs, and major changes that could impact the quality of services provided or alter operational characteristics of any contract are discussed with the supervisor prior to execution. Discussions shall include recommended courses of action by the incumbent. The incumbent keeps the supervisor informed of potentially controversial matters which he/she identifies through an ongoing contract analysis, or issues with far-reaching implications. Otherwise, actions, decisions, and commitments are considered technically authoritative and are accepted without change. The supervisor, however, is available for consultation on policy matters. Incumbent must exercise judgment to determine priority of competing requirements when priority not defined by supervisor.

## Supervisory Factors

### FACTOR 1: PROGRAM SCOPE AND EFFECT

- a. SCOPE. Directs real property management services activities for the NIEHS as a whole. Supports NIEHS and EPA staff members with facilities activities both locally and as needed by NIEHS staff in Bethesda, Maryland and other off-site locations.
- b. EFFECT. The quality of services provided significantly will significantly impact both the Institute and EPA research operations and objectives.

### FACTOR 2: ORGANIZATIONAL SETTING

The position is accountable to the NIH Property Manager within the Office of Research Facilities Development and Operations.

### FACTOR 3: SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

Plans and assigns ongoing organizational activities on a day-to-day, quarterly, and annual basis, and adjusts staffing, as necessary, to maintain a balanced workload for group members and to accommodate changing requirements from various offices of the DHHS, NIH, NIEHS and the EPA. Adjusts staffing assignments and work procedures to accommodate changing priorities resulting from regulatory changes, budget allocations or emergency requirements from various NIEHS or EPA program offices, typically based upon workloads and existing expertise, priority status, level of difficulty, and potential conflicts with work schedules and absences.

1. Evaluates work performance of subordinate supervisor and employees;
2. Approves leave;
3. Gives advice, counsel, and instruction to subordinates on both work and administrative matters;
4. Interviews candidates for positions in the MEO;
5. Approves promotions or reassignments;
6. Hears and resolves complaints from employees;
7. Effects disciplinary measures, such as warnings, reprimands, and suspensions, recommending other action in more serious cases;
8. Identifies developmental and training needs of employees;

9. Assures that production and quality requirements are met; monitors quality of performance; decides on the acceptability, rejection, or correction of work products or services, and similar matters which may affect the schedules of Branch; and
10. Develops and implements performance standards and ratings.

Is responsible for liaison with officials at all levels of the DHHS, NIH, NIEHS, the EPA and other private sector organizations, frequently providing advice to management officials of higher rank. Generates facilities support service statistics and other information needed for use in Congressional, EPA, NIH, and Department studies and reports, as well as for any other requesting sources, to reflect facilities support service contracting trends and the need for varying emphases on goals and objectives. Directs the NIEHS MEO, which is responsible for significant funding efforts up to million dollar levels. Oversees the development of budget, staffing plans and other administrative requirements prepared by subordinates. Make selections for subordinate supervisory positions. Hears and resolves group grievances and serious complaints. Recommends and approves awards or bonuses personnel and changes in position classification, subject to approval by higher level supervisors and officials. Ensures that ways to eliminate or reduce significant bottlenecks and barriers to providing timely services are identified and implemented; emphasizes team efforts; and improves office methodology and business practices. Approves new/revised forms, guidelines, and procedures, which enhance facilities contract service support work methods and improve the work products and resulting reports. Determines the methodologies to be used by the NIEHS MEO to maintain high productivity as well as superior quality for all MEO activities. Approves the purchase of new equipment the MEO uses, as well as, additional ADP services to improve the productivity of the MEO.

#### FACTOR 4: PERSONAL CONTACTS

##### SUBFACTOR 4A. NATURE OF CONTACTS

Frequently contacts members of the business and engineering community and the general public; all levels of managers, supervisors and staff members of the NIEHS and EPA at the RTP campuses and representatives from the NIH at Bethesda; and Congressional members and staff assistants, and state Government representatives relative to activities relating to operation of the CUP, etc.

##### SUBFACTOR 4B. PURPOSE OF CONTACTS

The purpose of contacts is to justify and defend annual and long-term budgets, and operational strategies; to provide accurate and consistent information to others; to coordinate the work performed by the MEO with the work of others within and outside the NIEHS; and to resolve conflicts and differences of opinion among managers, supervisors, employees, contractors, and others. The purpose is also to influence, motivate, and persuade others to accept the operational strategies and objectives of the

NIEHS facilities management activities. Intense resistance and philosophical differences may frequently be encountered and contacts may be confrontational, requiring considerable communication and negotiation skills on the part of the incumbent.

**FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED**

Serves as a first level supervisor for employees (up to GS-13 level) involved with highly complex and diverse facilities management activities.

**FACTOR 6. OTHER CONDITIONS**

Incumbent has overall responsibility for supervision and oversight, including coordination, integration, and consolidation of complex assignments performed by subordinates to insure a comprehensive facilities management program for the NIEHS. Required coordination insures consistency of services, interpretation, and advice; and insures conformance with formal regulations as well as Institute, NIH, DHHS and EPA policies. The incumbent coordinates with supervisors and managers of other groups to deal with problems or requirements affecting the entire Research Triangle Park federal site including the Institute and the EPA.