Position Description

Labor Category/ FLSA: E

_____Current or __X_Proposed Specific Description

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Approving Official: **Name: Marcia Gosha-Caldwell** **Signature:** Marcia Gosha-Caldwell
Title: HR Specialist

Standards Used: General Schedule Supervisory Guide, dated 4/98, PCS for Engineering Group, GS-0800, dated 3/90 and Industrial Engineering Series, GS-0896, dated 1/75

Position Title/Series/Grade: Supervisory Engineer, GS-0801-13

The proposed title, series and grade for the position is General Engineer, GS-0801-13. 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 are to oversee, direct or administer the maintenance of utility facilities, structures or equipment. As such, serves as technical authority, providing expert advice in the administration of projects and oversight in the construction of facilities, structure, or landscapes in a large geographical region or in a complex functional specialization. The incumbent is recognized as a subject matter expert in the engineering field.

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. OPM "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 utility management team who is responsible for all aspects of operation and maintenance programs. The duties involve planning and conducting work in utility operation and management; overseeing the work of professionals such as engineers and/or architects; and providing technical and expert advice in the administration of projects and oversight in the construction of facilities, etc. This level of responsibility requires expertise in the field of engineering.

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 "Engineer" is appropriate.

The Industrial Engineering Series was used to evaluate the nature and variety of work, nature of available guidelines used to perform the work, nature of supervisory control exercised over the work, mental demands, purpose and nature of person-to-person work relationships, nature and scope of recommendations, decisions, commitments and conclusions made to ensure that the level of work, professional knowledge, abilities and qualifications are consistent with the requirements of the standard.

As Chief, Utilities Operations, the incumbent has responsibility for planning, organizing, coordinating and supervising a team in the utility services program. The team is composed of 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 the direction of employees supervised. As Chief, Utilities Operations, the duties occupy 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 2-2	250 points
Factor 3 – Supervisory and Managerial Authority Exercised	Level 3-2	450 points
Factor 4 – Personal Contacts/Purpose of Contacts	Level 4A-2 Level 4B-2	50 points 75 points
Factor 5 – Difficulty of Typical Work Directed	Level 5-7	930 points
Factor 6 – Other Conditions	Level 6-3	975 points
	Total Points:	**3280 = GS-13**

POSITION DESCRIPTION

Installation:

Title:	Supervisory Engineer
Occ Series:	0801
Pay Plan:	GS
Grade:	13

Introduction: 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), Department of Health and Human Services (DHHS). 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 located within the DPM and is responsible for the direction and implementation of all activities related to facilities operations and maintenance of NIH facilities that are the responsibility of the Most Efficient Organization (MEO) as determined by ORF/DPM management as part of the A-76 process.

This position is located in Utilities Operations of the MEO under the Division of Property Management. The MEO provides the management, architectural, engineering, technical, and services for operation, maintenance, alteration, improvement, and construction of the buildings and grounds for the NIH facilities and provides national leadership in biomedical research facilities design methodology to NIH and the extramural biomedical research community.

Utilities Operations is responsible for management of the utility services program at NIH Bethesda and Poolesville Campuses. This includes the operation and maintenance of the central boiler plants, central air conditioning plants, wastewater treatment plant at Poolesville and all underground utility distribution and collection systems. Other related functions include energy and water management.

Primary Purpose:

The incumbent serves as the Chief, Utilities Operations. As such, the incumbent is the supervisor of a utility management team who is responsible for all aspects of operation and maintenance programs assigned. The utility facilities and systems being operated and maintained are complex and unique to NIH.

Communicates with colleagues, agency management and other contacts to gain information and corroboration on findings related to utilities and energy conservation. Writes study proposals, project plans, scientific and technical papers, publications, etc. pertaining to utility operation, maintenance and function.

Oversees, directs or administers the maintenance of utility facilities, structures, or equipment.

Performs Planning/ Design Work

Oversees utility management team in determining utility system requirements, reconnaissance, location. Applies knowledge of methods, precedents, and standards to the subject-matter field. Frequently resolves unusual demands caused by extraordinary urgency, public interest, or economic restraints.

Recognized as subject matter expert in engineering field. Plans and conducts work in utility operation and management. Identifies new knowledge of fundamental significance which influences the procedures and ideas of others.

Provides Professional Engineering/Architectural Advice

Provides professional advice to peers, subordinates or non-professional administrators or managers. Oversees subordinate professionals (i.e., engineers or architects) work. Serves as technical authority, providing advice pertaining to the maintenance of facilities, structures, or landscapes. Reviews subordinates activity plans, specifications and cost estimates for technical projects. Provide advice on adequacy and feasibility. Establishes maintenance standards or guidance.

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

Performs Construction Administration Work

Performs scheduling and layout of operations, and inspection and surveillance of utility related materials, methods, and equipment used in construction. Oversees subordinate professionals (i.e., engineers or architects) work. Serves as technical authority, providing expert advice in the administration of projects and oversight in the construction of facilities, structure, or landscapes in a large geographical region, or in a complex functional specialization. Reviews subordinates activity plans, specifications and cost estimates for technical adequacy. Renders staff assistance to the project engineer, contractor and operation and maintenance engineers. Upon completion, conducts an exit interview with the engineers responsible for the activities to indicate findings and make recommendations for any immediate corrections.

Performs Maintenance Administration Work

Provides guidance, development and coordination for the planning, design, and oversight of utility maintenance projects. Oversees subordinate professionals (i.e., engineers or architects) work. Serves as technical authority, providing advice pertaining to the maintenance of facilities, structures, or landscapes. Reviews subordinates activity plans, specifications and cost estimates for technical adequacy and feasibility. Establishes maintenance standards. Oversees subordinate organizations. Conducts visits, rendering staff assistance to the project engineer, contractor and operation and maintenance engineers.

Performs team leader, work leader, supervisory, or managerial work that requires the accomplishment of work through the combined technical and administrative direction of subordinates and others.

Exercises supervisory and/or managerial authorities.

Supervises a group of employees performing work at the GS-12 level. 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 employee 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. Reviews and approves or disapproves leave requests. Assures that subordinates are trained and fully comply with the provisions of the safety regulations.

The incumbent is responsible for furthering 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, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her 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.

Supervises a staff of professional, technical and support employees to provide critical utility services. Exercises supervisory authorities and responsibilities involving work assignment and review, as well as the administrative and personnel management functions relative to the staff supervised.

Factor 1

Program Scope and Effect

Directs a segment of a professional and trades program which involves the development of major aspects of highly technical operations at one of the Government's largest complex industrial installations. Impacts NIH's headquarters operations and accomplishment of its primary mission through the furnishing of reliable critical utility services.

Factor 2

Organizational Setting

The position is accountable to a GS-14 position in the direct supervisory chain.

Factor 3

Supvy/Mgrial Authority Exercised

In addition to elementary supervisory authorities and responsibilities, this position plans and schedules ongoing production-oriented work on quarterly and annual basis. Adjusts staffing levels or work procedures within the organizational unit(s) to accommodate resource allocation decisions made at higher echelons. Justifies the purchase of new equipment. Improves work methods and procedures used to produce work products. Oversees the development of technical data, estimates, statistics, suggestions, and other information useful to higher level managers in determining which goals and objectives to emphasize. Decides the methodologies to use in achieving work goals and objectives, and in determining other management strategies.

Factor 4A

Nature of Contacts

Contacts may take place in meetings, conferences, briefings, speeches, presentations, and may require response to questioning. Preparation typically includes briefing packages or similar presentation materials, requires input by the employee and subordinates, and/or involves the assistance of a support staff. Frequent contacts are comparable to the following:

- Influential individuals or organized groups from outside the employing agency, such as executive level contracting and other officials of government contractors;
- Regional officers or comparable representatives of trade associations, public action groups, or professional organizations;
- Elected or appointed representatives of State and local governments;
-SES, or Executive Level heads of NIH's Institutes and Centers.

Factor 4B

Purpose of Contacts

The purpose is to provide information and advice to persons or groups to make decisions or take actions related to furthering the fundamental goals and objectives of the program and distribution of resources. Persons contacted require communication, negotiation, conflict resolution, leadership, and similar skills to be used to obtain the desired results.

Factor 5

Difficulty of Typical Work Directed

The highest graded non-supervisory work directed, which requires at least 25 percent of this position's duty time, is GS-12 or equivalent.

Factor 6

Other Conditions

Supervision involves substantial coordination and integration of a number of major work assignments, projects, or program segments of professional, technical, and trades work comparable in difficulty to the GS-11 and 12 level.

This position directs subordinate supervisors who each direct substantial workloads comparable to GS-10.