

POSITION DESCRIPTION						
1. Position Number			2. Explanation (show any positions replaced)			
3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other						
4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field	5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent)					
6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No			7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required		10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk	
		8. Miscellaneous Functional Code: -- BUS: --	9. Full Performance Level Pay Plan: Grade:			
11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory		12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST			15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
	13. Duty Station	14. Employing Office Location	16. Cybersecurity Code #1:                      #2: --                      #3: --	17. Competitive Area Code: Competitive Level Code:		
18. Classified/Graded by	Official Title of Position		Pay Plan	Occupational Code	Grade	Initial      Date
a. Department, Bureau, or Office						
b. Second Level Review			--		--	
19. Organizational Title of Position (if different from, or in addition to, official title)			20. Name of Employee (if vacant, specify)			
21. Department, Agency, or Establishment U.S. Department of the Interior			c. Third Subdivision			
a. Bureau/First Subdivision			d. Fourth Subdivision			
b. Second Subdivision			e. Fifth Subdivision			
22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.						
a. Typed Name and Title of Immediate Supervisor			b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)			
Signature		Date	Signature		Date	
23. Classification/Job Grading Certification. 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.			24. Position Classification Standards Used in Classifying/Grading Position			
Typed Name and Title of Official Taking Action						
Signature		Date				
25. Position Review	Initials	Date	Initials	Date	Information for Employees. 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.	
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD**  
**PD# DI00400**  
**Developmental Position**

**Classification: Civil Engineer, GS-0810-07**

**INTRODUCTION**

This position is located in an operating office (Office) within a bureau or bureau equivalent (Bureau) within the Department of the Interior (Department). This position serves as a developmental engineer carrying out conventional or routine civil engineering assignments meant to provide experience that advances and enhances the incumbent's knowledge, skills, and abilities in engineering. Work can include design, studies, analyses, construction administration, documentation, inspections, assessments, investigations, reviews, cost estimating, specifications writing, compliance evaluations, and evaluating facility capacities and operations. The purpose of this position is to perform work that may involve one or more specialties in hydraulic, hydrologic, geotechnical, structural, highway, and construction management that have features to include bridges, oil and gas producing facilities, concrete and embankment dams, roads, levees, canals, pipelines, tunnels, pumping plants, power plants, waterways, reservoirs, water and wastewater systems, buildings, irrigation systems, recreation sites, and related appurtenant systems.

**MAJOR DUTIES (80-100%)**

**Engineering Analysis:** Performs conventional and routine engineering analyses associated with segments of engineering assignments or projects of broader scope to include technical planning activities; data collection; modeling and data analyses; risk estimation and analyses; analyses of site location and/or conditions; and analyses of instrumentation data. Analysis assignments may involve specific assignments in one or more specialty areas of civil engineering. Makes engineering recommendations or draws conclusions based on engineering analysis.

**Design:** Prepares or evaluates conventional and routine engineering designs and/or participates, in a developmental capacity, in engineering design studies and projects. Provides engineering design, analyses, review, inspection, and/or documentation for conventional and routine civil assignments, selecting the best solution from several precedented alternatives.

**Documentation and Presentation:** Drafts technical documentation for conventional or routine engineering assignments or for assigned portions of broader projects. Makes internal presentations of technical documentation. Prepares routine engineering documentation and participates in investigations and in the planning process.

**Investigations, Assessments, and/or Inspections:** Participates in civil engineering facility examinations, reviews, and/or inspections which include conventional and routine tasks associated with conducting condition assessments and construction and transfer inspections; identifying deficiencies relative to design criteria, applicable codes and standards, or state or federal statutes or regulations; calculating preliminary estimates for repairs; documenting results; identifying future needs for the asset investment such as extraordinary maintenance and rehabilitation; and project management planning. Assignments may also include developmental

assignments associated with hydrologic analyses and investigations such as flow studies and statistical hydraulic studies.

**Other Duties:** Performs developmental assignments and tasks associated with any of the following: project management; administration of contracts and agreements; compliance; and database operation.

Performs other duties as assigned.

## **FACTORS**

### **Factor 1. Knowledge Required by the Position**

**Level 1-6 950 pts**

Professional knowledge of, and skill in applying civil engineering theories, concepts, principles, standards, and methods sufficient to perform conventional or routine engineering analyses and design assignments.

Familiarity with the principles and practical concepts and processes of other related engineering and physical and biological/environmental science disciplines.

Ability to perform and interpret calculations, analyses, and computations involving well-understood mechanisms.

Understanding of common engineering data collection methods. Ability to identify and assess the data needed for engineering assignments.

Knowledge of automated engineering systems and applications in order to gather the appropriate data for input into the system, and assess, interpret, and analyze the validity of the generated results for conventional and routine assignments. Skill in using computers, software applications, databases, and automated systems to accomplish conventional or routine engineering assignments which may include programming, scripting, and/or coding

Skill in effectively conveying information to individuals or groups, taking into account the nature of the information (e.g., technical). Skill in writing in a clear, concise, and organized manner. Ability to establish collaborative working relationships; identify and analyze problems; and determine relevancy of information to make logical decisions and develop solutions.

Knowledge of and skill in applying qualitative and quantitative analytical techniques and conventional project management principles, methods, tools, and techniques in order to monitor assigned portions of project plans and resources.

### **Factor 2. Supervisory Controls**

**Level 2-2 125 pts**

The supervisor or higher graded engineer instructs the incumbent on the objectives of the assignment and its scope, limitations, expected deadlines, and priorities. The supervisor provides specific instructions on work methods and new assignments. The incumbent is expected to work independently, but within the framework established by the supervisor; follow established practices and prescribed procedures; and refer problems not covered by instructions or guides to the supervisor for help or a decision. The supervisor or higher graded engineer reviews

completed work closely to verify accuracy and conformance to required procedures and any special instructions; reviews findings and conclusions to ensure they are supported by facts; and they typically review the more difficult and/or unfamiliar work in greater detail.

**Factor 3. Guidelines**

**Level 3-2 125 pts**

Guidelines for the engineering assignments are directly applicable and there are clear precedents. The incumbent refers any situation where the guidelines cannot be applied or require significant deviation to the supervisor or higher graded employee for interpretation and additional guidance. The incumbent uses judgement to select and apply the most appropriate guidance and references and decides on the appropriateness of minor deviations within the guidelines.

**Factor 4. Complexity**

**Level 4-3 150 pts**

As a developmental engineer, engineering assignments are conventional and routine and are meant to advance and enhance the knowledge, skills, and abilities of the incumbent. Assignments will range from performing related tasks to assignments involving different and unrelated processes and methods. The incumbent analyzes and evaluates the assignment and selects appropriate course of action from precedent alternatives. The incumbent must analyze and evaluate phases, conditions, and problems related to the conventional engineering assignment. Assesses implemented and planned actions for accuracy, feasibility, and adequacy in meeting the objectives of the engineering assignment and selects the most appropriate course of action from many acceptable alternatives.

**Factor 5. Scope and Effect**

**Level 5-2 75 pts**

This position serves as a developmental engineer carrying out conventional or routine assignments meant to provide experience that advances and enhances the incumbent's knowledge, skills, and abilities in engineering. Assignments involve performing engineering tasks that require application of specific standards, methods, and procedures and comprise a complete segment of an assignment or project with a broader scope. By performing assigned tasks, the incumbent impacts the work of the Office by completing the detailed and routine portions of the broader work assignment thus helping other engineers, architects, or scientists and contributing to the timeliness, reliability, acceptability, and accuracy of the finished solution, product, or service.

**Factors 6 & 7. Personal Contacts and Purpose of Contacts**

**Level 6-2 and 7A 45 pts**

Personal contacts include counterparts and employees within the immediate Office and other offices throughout the Bureau, as well as from industry such as manufacturers' representatives and contractors. Contacts are for the purpose of obtaining, clarifying, and exchanging information and data as part of engineering activities.

**Factor 8. Physical Demands**

**Level 8-1 5 pts or Level 8-2 20 pts**

(Level 8-1) The work is typically performed in an office setting with no special physical demands. However, work is also performed in the field which involves periods of walking,

bending, climbing, or driving motor vehicles to worksites. The work may also involve some overnight travel for training, meetings, and site visits.

(Level 8-2) The work regularly combines both office and field assignments. Field work requires physical exertion, such as long periods of standing, or recurring and considerable walking, stooping, bending, crouching, crawling, and climbing such as in regular and periodic construction activities and field inspections. Work may also include frequent lifting of moderately heavy items weighing less than 50 pounds. Field assignments may also involve driving motor vehicles to work sites, some of which may be remote, and include overnight stays in remote locations.

**Factor 9. Work Environment**

**Level 9-1 5 pts or Level 9-2 20 pts**

(Level 9-1) The work is usually performed in an office setting. However, work time may also be spent periodically visiting field sites. Field site visits are typically performed in either an outdoor setting subject to weather changes, diverse terrain, and safety hazards associated with working around complex features and/or construction, or an industrial setting subject to noise, fumes, and moving machinery. Both settings may require the use of personal protective equipment. Safety precautions and protocols are observed at all times and the incumbent complies with safety instructions and regulations and ensures individual and others' safety by promptly reporting unsafe acts, unsafe conditions, and accidents to the supervisor.

(Level 9-2) The work involves regular and recurring exposure to moderate risks, discomforts, and unpleasantness such as: high noise levels, infectious materials, or toxic or irritating chemicals; travel in safety approved small aircraft and water craft; high winds and low or high temperatures; infestation of dangerous reptiles or poisonous plants, snakes, or insects; adverse weather conditions; noxious fumes; flammable liquids; or radiation. The work involves performing tasks in close proximity to rotating heavy mechanical and electrical machinery and may involve working within confined spaces for extensive periods of time. Special safety precautions such as protective clothing and gear are necessary. Safety precautions and protocols are observed at all times and the incumbent complies with safety instructions and regulations and ensures individual and others' safety by promptly reporting unsafe acts, unsafe conditions, and accidents to the supervisor.

**Total Points and Grade Conversion**

Total Points = 1480 (low) 1510 (high)  
Point Range = 1355-1600  
Grade = GS-07

**OTHER SIGNIFICANT FACTS**

Functional Classification (FC): Completed by servicing human resources office and annotated on PD Cover Page.