

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		
a. Supervisor						
b. Classifier						
26. Remarks						

**DOI Standard PD  
PD# DI01200**

**Classification: Engineering Technician, GS-0802-05**

**INTRODUCTION**

This position is located within an operating office (Office) within a bureau or bureau equivalent (Bureau) within the Department of the Interior (Department). This position works as an Engineering Technician performing clearly defined assignments aligned with and/or supporting professional engineering and architecture staff within the Office. Specializations of technical engineering work may include architecture, civil, drafting, electrical, materials, and mechanical.

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

**Technical Evaluation and Analysis:** Performs technical work assignments that involve application of standard procedures or operations. Extracts data from a variety of sources and recognizes and reports errors, inconsistencies, and other deficiencies in technical data. Completes precise measurements using standard procedures and formulas.

**Drafting:** Interprets plans and specifications. Prepares drawings from layouts or sketches. Drawings may include several cross-sectional and subassembly drawings; dimensions, tolerances, fits, and fabrication techniques; standard parts identification; and information from the design originator, technical handbooks, manuals, and manufacturers' publications.

**Instrumentation and Equipment:** Uses, adapts, or adjusts equipment for optimum operation. Inspects and tests a variety of equipment and materials. Evaluates data, applications, or engineering problems that require non-precise, qualitative, or subjective analytical approaches and reports findings or suggestions for proposed solutions. For testing, places instrumentation in accordance with test plans and specifications and observes recorded test data for unusual responses; visually examines test items or materials for apparent damage or change; verifies accuracy of data; and reports findings.

**Documentation and Communication:** Drafts technical documentation for assigned technical engineering work assignments. Selects the method for presenting data for internal use. Keeps records and prepares routine reports.

Performs other related duties as assigned which may include tasks associated with compliance and records management.

**FACTORS**

**Factor 1. Knowledge Required by the Position (Level 1-4 550 points)**

Practical knowledge of, and skill in applying, standard technical engineering procedures and operations requiring training or experience sufficient to carry out standard, procedural

assignments involving extracting and evaluating data, engineering drafting, inspecting and testing materials and other test items using equipment and instrumentation and reading and reporting on results and findings, and keeping records and preparing routine reports.

Skill in using, adapting, adjusting, and reading instruments for data collection. Skill in recognizing errors, inconsistencies, and deficiencies in technical data.

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

Skill in interpreting plans and specifications and presenting data in the form of drawings, models, or tables.

Knowledge of basic mathematical principles sufficient to complete exact measurements using standard formulas.

Knowledge of and skill in using automated engineering systems, applications, and instrumentation in order to perform technical engineering support assignments such as drafting drawings, performing calculations using standard formulas, and assessing the validity of generated results.

Skill in effectively conveying information to individuals or groups, taking into account the nature of the information (e.g., technical). Skill in writing and presenting data in a clear, concise, and organized manner. Ability to establish collaborative working relationships.

## **Factor 2. Supervisory Controls (Level 2-2 125 points)**

The supervisor instructs the employee on the purpose of the assignment and its scope, limitations, expected deadlines, and priorities and advises the employee on peculiarities of new assignments. The employee works independently, but within the framework of established practices and prescribed procedures, and refers problems not covered by the supervisor's instructions or guides to the supervisor for help or a decision. The supervisor or designated employee reviews completed work to verify accuracy and conformance to required procedures, including special instructions; reviews findings and conclusions to ensure they are supported by facts; and typically reviews in detail the more difficult work the employee has not previously performed.

## **Factor 3. Guidelines (Level 3-2 125 points)**

The employee uses a number of established procedures and guidelines directly applicable to assignments. Guidelines prescribe established procedures and provide clear precedents. The employee is familiar with many written guidelines, oral instructions, and other reference material and is expected to exercise judgment in selecting and applying the most appropriate. The employee is expected to be able to determine when minor deviations from the existing guidelines are appropriate.

#### **Factor 4. Complexity (Level 4-2 75 points)**

Work consists of related steps, processes, and methods in completing assignments. The employee chooses the appropriate approach from among established methods and procedures to complete recurring assignments. The employee follows prescribed processes and methods as assignments increase in difficulty and recognizes the different actions to be taken depending on the source of information or any factual differences.

#### **Factor 5. Scope and Effect (Level 5-2 75 points)**

This position works as an Engineering Technician performing clearly defined assignments aligned with and/or supporting professional engineering and architecture fields. Specializations of technical engineering work may include architecture, civil, drafting, electrical, materials, and mechanical. The work affects the accuracy, quality, and timeliness of the processes or services of the Office.

#### **Factors 6 & 7. Personal Contacts/Purpose of Contacts (Levels 6-2/7A 45 points)**

Contacts include employees, supervisors, and managers within the Department, both inside and outside of the immediate office or related units. Contacts may also include vendors and members of the general public in a structured setting. Contacts are to acquire or exchange information or facts needed to complete an assignment.

#### **Factor 8. Physical Demands (Level 8-1 5 pts; 8-2 20 pts; 8-3 50 pts)**

(Level 8-1) The work is primarily sedentary, although there is some walking in offices, production areas, utility plants, maintenance, and work areas. Work may involve carrying lightweight items, such as briefcases, notebooks, test equipment, and work papers or may involve operating a motor vehicle. The work does not require any special physical effort or ability.

(Level 8-2) The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, rocky, or slippery surfaces; recurring bending, crouching, stooping, stretching, climbing, or similar activities; recurring lifting of light to moderately heavy items weighing less than 50 pounds (i.e., 23 kilograms), such as testing or measuring equipment; and/or regular visits to construction, industrial, marine, or other outdoor sites.

(Level 8-3) The work requires considerable and strenuous physical exertion, such as: frequent climbing of tall ladders, staging, or scaffolding in dry-dock and vessel areas; working in areas where footing can be treacherous (e.g., on rocky banks of bodies of fast-water, slippery docks, or steep hillsides); lifting heavy objects weighing 50 pounds (i.e., 23 kilograms) or more; and frequent crouching or crawling in restricted areas.

**Factor 9. Work Environment (Level 9-1 5 pts; 9-2 20 pts; 9-3 50 pts)**

(Level 9-1) The work area is usually an office setting adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts requiring normal safety precautions.

(Level 9-2) Work involves regular and recurring exposure to moderate risks and discomforts, such as the following: dust, strong odors, or fumes from fuels, chemicals, or engine exhaust; high levels of noise and vibration, dust, grease, electrical hazards, uncovered moving parts of machinery, moving machinery; or outdoor conditions involving moderate exposure to rain, cold/hot weather, icy streams, and rivers. The work environment requires the employee to stay alert continually and to take special safety precautions including wearing special protective items of clothing.

(Level 9-3) The work environment involves high risks of exposure to potentially dangerous situations or unusual environmental stress requiring a range of safety and other precautions where conditions cannot be controlled (e.g., working at great heights under extreme outdoor weather conditions).

**Total Points and Grade Conversion**

Point Range = 1005 (low) to 1095 (high)

Grade Conversion Point Range = 855-1100 for GS-05

Final Grade = GS-05