

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# DI00500  
Developmental Position**

**Classification: Civil Engineer, GS-0810-05**

**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 developmental 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 trainee level engineering analyses associated with segments of engineering assignments to include technical planning activities; data collection; modeling and data analyses; analyses of site location and/or conditions; and analyses of instrumentation data. Analysis assignments may involve trainee level assignments in one or more specialty areas of civil engineering.

**Design:** Completes limited engineering designs in a developmental capacity.

**Documentation and Presentation:** Carries out, interprets, and explains basic computations and calculations. Reads, understands, manipulates, analyzes, interprets, and conveys findings.

**Investigations, Assessments, and/or Inspections:** Participates in and performs developmental tasks associated with facility examinations, reviews, and/or inspections.

**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 1-5 750 pts**

Professional knowledge of, and skill in applying, basic theories, concepts, principles, and methodology for practicing engineering in order to accomplish developmental engineering assignments using basic techniques, procedures, and methods; carry out, interpret, and explain basic computations and calculations; and convey findings.

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.

Knowledge of automated engineering systems and applications and ability to use computers, software applications, databases, and automated systems to accomplish developmental engineering assignments.

Ability to effectively convey 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 apply common qualitative and quantitative analytical techniques and common project management principles, methods, tools, and techniques.

**Factor 2. Supervisory Controls**

**Level 2-1 25 pts**

The supervisor or higher graded employee provides developmental assignments with detailed instructions, deadlines, and priorities. The incumbent is expected to perform the work as instructed and consult with supervisor or higher graded employee when clarification of instructions or additional guidance is necessary. Work is reviewed closely and is checked in progress so as to evaluate accuracy and developmental rate of progress. As the incumbent progresses professionally and becomes more competent in certain work areas, supervisory control over work in progress relaxes gradually. However, the supervisor will continue to carefully review and evaluate work results for technical accuracy.

**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.

**Factor 4. Complexity**

**Level 4-2 75 pts**

The work involves performing related tasks which provide experience in the methods, practices, and procedures of the engineering field. The incumbent decides what needs to be done by recognizing differences among a few easily distinguishable situations and then choosing a course of action from various standard steps, processes, methods, and procedures. The incumbent recognizes the differences among a few easily distinguishable situations.

**Factor 5. Scope and Effect**

**Level 5-1 25 pts**

This position serves as a developmental engineer carrying out developmental assignments meant to provide experience that advances and enhances the incumbent's knowledge, skills, and abilities in engineering. The work results facilitate the work of others but have little impact beyond the immediate work unit.

**Factors 6 & 7. Personal Contacts and Purpose of Contacts****Level 6-1 and 7A 30 pts**

Personal contacts include counterparts and employees within the immediate Office and possibly other offices throughout the Bureau. 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 = 1040 (low) 1070 (high)

Point Range = 855-1100

Grade = GS-05

**OTHER SIGNIFICANT FACTS**

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