

**This position is identified as interdisciplinary, classifiable to any of the following titles and series, depending upon the qualifications of the incumbent:**

<b>A. Lead General Engineer</b>	<b>GS-0801-14</b>
<b>B. Lead Civil Engineer</b>	<b>GS-0810-14</b>
<b>C. Lead Mechanical Engineer</b>	<b>GS-0830-14</b>
<b>D. Lead Electrical Engineer</b>	<b>GS-0850-14</b>
<b>E. Lead Environmental Engineer</b>	<b>GS-0819-14</b>
<b>F. Lead Architect</b>	<b>GS-0808-14</b>

### **MAJOR DUTIES**

Serves under the administrative supervision of the Engineering Division Chief or the Chief of the Programs Management Directorate of a USACE Major Subordinate Command, who outlines broad program objectives for provision of technical public works and O&M services and support to Army MACOM and installation Directors of Public Works (DPW). Serves as Chief of the Installation Support Office (ISO), leading a staff of GS-12 and GS-13 professional and technical personnel working in fields of civil, general, architectural, mechanical, electrical, environmental, and facilities engineering, in support of regional Real Property Maintenance Activities (RPMA), Real Property Master Planning (RPMP), and installation Environmental Programs (EP). Supervises and directs these personnel in the establishment of guidance and standards, work planning, personnel management, program management, and customer interface. Ensures that technical services are provided to customers utilizing established business practices and procedures. Serves as member of the HQUSACE Installation Support Division (ISD) customer advisory board.

1. Personnel management responsibilities include the authority to plan work and set work priorities, make standing and ad-hoc work assignments, provide technical and administrative assistance to subordinates, and review and accept, reject, or modify completed work. Leads a staff of three or more engineers and other specialists. Provides justification and recommendations for resources needed for operations of the ISO and for projects assigned. Provides administrative advice and counsel to employees, provides background information and recommendations for disciplinary cases, identifies developmental training needs and developmental assignments, recommends awards, promotions, etc., and promotes compliance with EEO and affirmative action policies. (25%)

2. Program management responsibilities include guidance, coordination, and technical assistance to installations on specific service requirements, identifying project scope of work, project schedule, costs, method of accomplishment, and products to be delivered. Partners with USACE activities, i.e. other ISOs, Districts, CTXs, Corps FOAs, for execution of specific work requirements. Coordinates and keeps customer

informed of work progress, recommend changes and modifications to existing work requirements, and makes provision for RPMA project quality assurance. Manages regional contracts for the ISO. Works in partnership with PM forward positions. (25%)

3. Work planning responsibilities include the direction, planning and organizing the work of the ISO office. Performs short and long-range planning, making work assignments and adjustments as necessary to accomplish the mission. Converts overall workload into positions. Sets priorities and justifications to obtain fiscal resources. Advises higher level supervisor of work relationships to broader programs. Provides periodic work progress reports to supervisor. Work involves constant changes in work processes and technologies and various levels of internal and external coordination. Chairs joint MSC, MACOM, and installation meetings for developing ISO programs (30 %)

4. Customer interface responsibilities include maintaining liaison throughout DOD; DA; USACE; Federal, state, and local governments; and the private sector to influence decisions, justify, defend, and resolve difficult or controversial issues related to development, acquisition, and implementation of the ISO mission. Contacts and briefs them on critical factors that influence decisions regarding additional requirements and funding. Conducts on site field investigations and evaluations to installations, and meets with MACOM engineers and installation DPW staffs to market services provided by the ISO. Requests, analyses and takes action on customer feedback regarding services rendered and makes provisions for statements of services provided. Represents the MSC at HQ USACE ISD meetings to receive information and guidance for ISO, and provides input and recommendations on the operations of ISOs. Participates in senior level conferences, workshops (e.g. the World Wide DPW Training Workshop), and seminars, providing expert knowledge and highly advanced technical guidance and information related to RPMA, RPMP and EP programs. (20%)

Performs other duties as assigned.

### **TEAM LEADER ADDENDUM**

Performs all of the first seven and at least fourteen of the following duties.

1. Ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives,
2. work plans and work products and services;
3. Articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion;
4. Coach the team in the selection and application of appropriate problem solving methods and techniques, provide advice on work methods, practices and procedures, and assist the team and/or individual members in identifying the parameters of a viable solution;

5. Lead the team in: identifying, distributing and balancing workload and tasks among employees in accordance with established work flow, skill level and/or occupational specialization; making adjustments to accomplish the workload in accordance with established priorities to ensure timely accomplishment of assigned team tasks; and ensuring that each employee has an integral role in developing the final team product;
  6. Train or arrange for the training of team members in methods and techniques of team building and working in teams to accomplish tasks or projects, and provide or arrange for specific administrative or technical training necessary for accomplishment of individual and team tasks;
  7. Monitor and report on the status and progress of work, checking on work in progress and reviewing completed work to see that the supervisor's instructions on work priorities, methods, deadlines and quality have been met;
  8. Serve as coach, facilitator and/or negotiator in coordinating team initiatives and in consensus building activities among team members;
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9. Maintain program and administrative reference materials, project files and relevant back-ground documents and make available policies, procedures and written instructions from the supervisor; maintain current knowledge to answer questions from team members on procedures, policies, directives, etc.;
  10. Prepare reports and maintain records of work accomplishments and administrative information, as required, and coordinate the preparation, presentation and communication of work related information to the supervisor;
  12. Represent the team in dealings with the supervisor or manager for the purpose of obtaining resources (e.g., computer hardware and software, use of overtime or compensatory time), and securing needed information or decisions from the supervisor on major work problems and issues that arise;
  13. Report to the supervisor periodically on team and individual work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs;
  14. Represent the team consensus and convey the team's findings and recommendations in meetings and dealings with other team leaders, program officials, the public and other customers on issues related to or that have an impact on the team's objectives, work products and/or tasks;
  15. Estimate and report to the team on progress in meeting established milestones and deadlines for completion of assignments, projects and tasks, and ensure that all team members are aware of and participate in planning for achievement of team goals and objectives;

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16. Research, learn and apply a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products;
  17. Lead the team in assessing its strengths and weaknesses and provide leadership to the team in exploring alternatives and determining what improvements can be made (e.g., in work methods, processes and procedures);
  18. Approve emergency leave for up to three days; eight hours or less for medical appointments; and/or other types of leave as delegated by management;
  19. Resolve simple, informal complaints of employees and refer others, such as formal grievances and appeals, to the supervisor or an appropriate management official;
  20. Communicate team consensus and recommendations to the supervisor on actions affecting team and individual awards, rewards and recognition;
  21. Inform employees of available employee benefits, services and work related activities;
  22. Intercede with the supervisor on behalf of the team to inform the supervisor of performance management issues/problems and to recommend/request related actions, such as: assignments, reassignments, promotions, tour of duty changes, peer reviews and performance appraisals.