

CITATION TO APPLICABLE STANDARD

OPM PCS, GS-810, Part IV, Jun 66

Programs and Project Mgmt Div
Environmental Project Mgmt Br

Interdisciplinary
GS-xxx-12

FLSA Exempt

SUPERVISORY CONTROLS

Works under the direction of the Chief, Environmental Project Management Branch who provides very general supervision. Incumbent is fully responsible for assigned functional program and projects, referring to the supervisor only those matters impacting projects outside the employee's jurisdiction, requiring higher level intervention, requiring policy formulation, or matters likely to generate significant interest or controversy. Work is reviewed for achievement of results.

MAJOR DUTIES

The incumbent is responsible for managing the efficient and effective coordination and accomplishment of the planning, scoping, design, construction, and direction of projects to support a specific functional program (i.e., Department of Energy, Air Force, Formerly Used Defense Sites, Army, etc). Applies a knowledge of management concepts, principles, methods and practices as well as knowledge of methods, practices, and processes of disciplines necessary for assessment and remediation of environmental restoration sites. The position requires a broad technical background and experience in various functions; a full and in-depth understanding of the Corps of Engineers' procedures and authorization and appropriation processes; and a strong management background. The incumbent is required to integrate customer requirements and participation into a comprehensive management and regulatory plan that is fully coordinated with all contributing agencies and organizations including various functional elements within the district, establishing responsibilities and setting expectations; controlling and managing

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assigned projects' budget and schedule, assuring the District commitments to the customer and regulator are met; and serving as the district's primary point

of contact for customer and other external agencies on assigned projects.

1. Project Management.

Serves as Project Manager, responsible for the overall management, control, coordination and execution of assigned programs and projects. Implements corporate decisions, guidance, laws, regulations, and policy in the development of the project and intermediate products in support of the program. Negotiates and integrates all district functions (i.e., planning, design, cost engineering, construction, real estate, contracting, etc.), customer needs, regulatory requirements and other agencies' commitments in support of assigned projects into a comprehensive management plan. Within this plan, integrates project scope and criteria, schedules and milestones, budgets, and responsibilities of the participating parties, assumptions and risks, contingencies, and performance measurement criteria. Responsible for obtaining and maintaining the district corporate commitment to the management plan. Participates in district programming decisions affecting long and short range courses of action for assigned projects. Provides input to the district operating budget related to projects assigned.

2. Coordinates the planning, design, cost engineering, construction, and environmental considerations, etc., for environmental restoration projects of normal scope and complexity as measured by their diversity, geographical area, management demands, technical intricacies, and public/regulatory issues. Projects managed are complicated by local stakeholder interests; technical issues; interests of Federal, state and local government agencies, business and industry groups, and private citizens; a variety of statutes and regulations; a requirement for some special equipment, materials, design features; and agency scrutiny. Typical environmental project assignments include heavy metal sediment stabilization, hazardous landfill closure, groundwater extraction and treatment, vapor extraction, soil washing, incineration and assessment of sites containing explosive waste, and fuel related contaminants.

3. Controls and manages project milestones and budgets from preliminary assessments through remediation and initial operations. Allocates project funds to district elements, consistent with progress attained, and measures and monitors performance to assure commitments of all parties are being

maintained. Reviews and analyzes cost reports to assure charges are authorized and appropriate; identifies unauthorized charges and assures corrective actions are taken for the ultimate disposition of inappropriate charges. Reviews project progress, measuring performance and taking

necessary corrective actions to maintain agreed upon schedule and cost. Based on performance trends, forecasts schedule, budget, manpower, or quality problems and ensures proper resolution of issues raised. Reconciles sponsor/customer concerns, assuring that all participating parties are informed of project progress, issues and impacts. Reviews and approves, within authorities provided, project cost and schedule changes. Endorses all products produced in support of the project, and has the authority and responsibility to challenge those products. Manages project contingency funds to ensure efficient and effective utilization. Provides status reports on projects assigned (progress, issues and trends) to the district corporate leadership (Project Review Board).

4. Represents the District Commander, serving as the district's primary point of contact for projects assigned with customer, Federal, state and local government agencies, Congressional interests, other external organizations and higher authorities. Responsible for keeping the customer fully informed of project progress, issues and their resolution, and any impacts on costs. Assures that customer or other agencies' participation in the project is in accordance with the agreed upon management plan, that customer commitments including cash payments and in-kind services are being maintained, and that customer fiscal status remains secure and in accordance with established policies. Assures early identification of customer problems or issues and facilitates the resolution of identified problems or issues in the most appropriate manner. Responsible for the development of all required customer and Corps of Engineers agreements, leading the negotiation of such agreements on the part of the Corps of Engineers.

Performs other duties as assigned.

This is an interdisciplinary position classifiable to no more than 10 to 12 series selected f attached list.