

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

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| A. Supervisory General Engineer | GS-0801-14 |
| B. Supervisory Civil Engineer | GS-0810-14 |
| C. Supervisory Mechanical Engineer | GS-0830-14 |
| D. Supervisory Electrical Engineer | GS-0850-14 |
| E. Supervisory Environmental Engineer | GS-0819-14 |
| F. Supervisory Architect | GS-0808-14 |

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), directing and supervising 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, review and accept, reject, or modify completed work, and evaluate performance. Supervises a staff of eight or more engineers and other specialists. Provides justification and recommendations for resources needed for operations of the ISO and for projects assigned. Responsible for interviewing job applicants and making selections for ISO positions. Establishes performance standards and evaluates the performance of employees assigned to the ISO, conducts periodic evaluations of the quality and quantity of subordinates' work, and initiates performance awards as warranted. Provides administrative advice and counsel to employees, effects minor disciplinary actions, provides background information and recommendations for severe disciplinary cases, identifies developmental training needs and developmental assignments, recommends awards, promotions, etc., and promotes compliance with EEO and affirmative action policies. (35%)

2. 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 %)

3. 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. (15%)

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.

of formality, to include formal briefings, conferences and meetings, contacts on the telephone, internet, and other informal contact.

SUBFACTOR LEVEL 4B-3 PURPOSE OF CONTACT - 100 Points

The purpose of these contacts with HQDA, Major Commands and installations, is to justify, defend and negotiate projects, program management and mission responsibilities; obtain or commit resources from customers; and gain compliance with established policies, regulations, or contracts from HQs. Position is actively involved in many HQDA and Major Command workshops, conferences and committee meetings, to include participation and briefings at the World Wide DPW training workshop. Position is expected to meet with people of many different levels of command responsibility and diverse viewpoints, goals, and objectives, and build and achieve common understandings that result in developing mutual solutions through consensus and team-building.

FACTOR 5: DIFFICULTY OF TYPICAL WORK DIRECTED

LEVEL 5 – 8 1030 Points

Position is responsible for oversight of the operations and maintenance (O&M) and technical public works services to Army installations. Work responsibilities include the oversight of the execution and implementation of O&M services in support of Army Real Property Maintenance Activities (RPMA), Real Property Master Planning (RPMP), and installation Environmental Program (EP). The mission requires the position to lead a government employee and contractor team in developing guidance, performing analyses, identifying trends, conducting training, and developing tools to help the Army implement these services and programs. The full performance level of the work directed is at least 50% at GS-13.

FACTOR 6: OTHER CONDITIONS

LEVEL 6 – 6 1325 Points

Position is responsible for the management and supervision of the ISO. The position is quite challenging due to the broad variety of very complex and important Army programs and supervising professional, technical and administrative work at the GS-13 level. The work involves constant changes in work processes and technologies, and various levels of internal and external coordination of subordinate's work. Position is responsible for the supervision of a professional staff that consists of architects, engineers, planners and public works management specialists. Their work normally requires substantial coordination, integration and consolidation to produce completed work products and services.

TOTAL POINTS 3780