

Evaluation of Position Description

Labor Category/FLSA: Nonexempt

Current Position Description
 Proposed Position Description

Date Prepared: 06/25/03

Approving Official: Name: Carolyn C. London

Signature: Carolyn C. London

Title: HR Specialist

Position Title/Series/Grade: Construction Representative, GS-0809-10

ORGANIZATION: Division of Property Management, NIEHS

SEE THE EVALUATION STATEMENT THAT WAS ATTACHED TO THE PD.

Installation: National Institute of Environmental Health Sciences, National Institutes of Health, Research Triangle Park, NC

Title: Construction Representative

Occ Series: 809

Pay Plan: GS

Grade: 10

Introductory Statement: The Division of Property Management (DPM) serves all of the NIH Community by providing support for renovations, new construction and maintenance of existing facilities, utilities and grounds. The Division provides professional leadership for the engineering programs of the National Institutes of Health (NIH). The scope of DPM operations is such that the effectiveness with which they are carried out has a major and direct effect on the worldwide biomedical research programs of the NIH. In addition to the main facilities at the Bethesda Campus and in Poolesville, MD, NIH has facilities at Research Triangle Park, North Carolina, Rocky Mountain Laboratory in Montana and the Gerontology Research Center in Baltimore, MD. This position is organizationally and physically located within the DPM organizational subcomponent responsible for the provision of real property management services for the NIEHS facilities in Research Triangle Park, NC.

POSITION DESCRIPTION

Construction Representative, GS-809-10

I. INTRODUCTION

Organizational Location: Office of Management, Facilities Engineering Branch, Maintenance Management Section, NIEHS.

NIEHS conducts, fosters, and coordinates (in its own laboratories and through contracts, grants, and support of Environmental Health Sciences Centers) research and research training on the biological effects of chemical, physical and biological substances in the environment to 1) develop understanding of the mechanisms of action of such substances; 2) provide the scientific basis for evaluating their extent and severity on a national scale; 3) establish the toxicity of chemical substances of significant public health concern; 4) define and develop methods for diagnosis and treatment of environmentally-induced illnesses; and 5) collect and disseminate information in furtherance of the program.

The Facilities Engineering Branch (FEB) plans, directs, supervises, and coordinates all facilities engineering activities which include, but are not limited to, budget formulation; engineering design; facilities inspection, construction and master planning; operation of utility plants and related systems; maintenance and repair of all real property (buildings, grounds, surfaced areas, utility plants and systems); maintenance of facilities operations equipment; fire prevention and protection; custodial and security services; refuse collection and disposal; design, fabrication, alteration and repair of scientific instrumentation; and storage and supply of construction and maintenance materials

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as a Construction Representative performing contract administration functions at the NIEHS with responsibility for the quality assurance and inspection of construction of assigned work for compliance with plans and specifications; acceptability of materials; methods of workmanship; and required safety and labor laws and regulations. He surveys and controls numerous and varied construction projects up to a year or more in duration, and ensures work is performed on schedule and in compliance with contract requirements, that observed deficiencies are corrected, and that periodic and final payments are certified. Coordinates with the Contracting Officer, engineers, and others to assure quality contractor performance.

Reviews and recommends changes to plans, specifications, schedules, and estimates. Exercises a practical knowledge of engineering practices and techniques as well as thorough knowledge of construction practices, technical service fields, methods, techniques, costs, materials, and equipment and ability

to read and interpret engineering and architectural plans and specifications. Inspects materials, installation, and testing of sophisticated electrical, mechanical, and structural aspects of construction for multi-story, special purpose buildings and facilities, including those of non-conventional design (e.g., laboratories). Projects typically include a variety of structures and facilities, some containing custom-built features or specialized equipment or requiring completion under accelerated schedules to accommodate concurrent operation or modification of related facilities. Incumbent must often interpret plans and specifications relating to problems where precedents may not exist or those with unusual complications.

Reviews project plans and specifications prior to contract advertisement to determine practicability from a construction standpoint, whether physical obstructions or other construction difficulties have been considered or if materials specified are readily available.

Attends pre-bid and pre-construction conferences to discuss features and requirements. Observes and investigates construction and technical services at all stages to identify and report problems. Takes timely action to recommend changes and solve problems such as unusual conditions, unforeseen site conditions discovered during construction, or design errors or omissions. Prepares notes, drawings, and sketches of changes made in the field to facilitate the preparation of record drawings.

Investigates need for contract change orders, considering conditions at work site, field measurements and computations, and local prices, and negotiates cost for changes required.

The incumbent inspects facilities for damage, wear, deterioration, and maintenance needs and makes a determination of action to be taken from knowledge of building trades and practices. He also determines how work will be accomplished based on manpower and resource availability. The incumbent routinely reviews the work order system for long-standing work orders and identifies problem areas and backlogs, and then provides recommendations to eliminate problems and facilitate work accomplishment.

The incumbent writes detailed reports on the status of facility maintenance needs, facility conditions, and the MP2 work order system with recommendations and serves as the focal point for preparing solicitation documents for contracts, including developing statements of work, JOFOC's, RFC's, and clearances for one-time maintenance needs, and acts as project officer on one-time contracts in the Maintenance Management Section. He also maintains an accurate list of contractors in the MP2 vendor table.

The incumbent conducts periodic inspections of leased facilities while renovation projects are in progress, and notifies the space management specialist of performance deficiencies.

The incumbent coordinates and conducts site visits with potential contractors and technical personnel to ensure complete understanding of the work or service needed. The incumbent insures that the contractor provides quality and timely work performance; monitors technical efforts and progress; material quality; resolves problems; and evaluates performance against contractual requirements. The incumbent inspects completed work and notifies the ~~Maintenance~~ *NIEM'S MED MANAGER* ~~Management Supervisor~~ and Contracting Officer of deficiencies, particularly in the area of performance adequacy. The incumbent maintains a resource file for special purchase materials and supplies. The incumbent is also responsible for obtaining new product clearance through safety by submission of material safety data sheets.

Communicates with colleagues, agency management, and other contacts outside the agency to gain information and corroborate findings.

Interviews contractor representatives to insure that labor laws and regulations are observed and observes work site and activity to insure that safety standards are maintained. Maintains a daily log of the project, recording facts concerning work activity, work force, equipment in use, inspection activities, accidents, visitors, weather conditions, and unusual happenings.

III. SUPERVISION AND GUIDANCE RECEIVED

The supervisor makes assignments in terms of total projects and indicates overall objectives and priorities, furnishing guidance and consultation on critical issues and policy matters. Employee is responsible for planning and carrying out the work, including time allocations to many ongoing projects.

Coordinates with others, and resolves most field problems. Completed work is reviewed only for adequacy of results and compliance with policy and basic objectives.

Guidelines include standard instructions, technical literature, standards, policies, regulations, manufacturers' catalogs, handbooks, building codes, etc. The incumbent independently selects, interprets, and applies these guidelines and makes necessary modifications, adaptations, and compromises necessary to meet the requirements of individual projects. Incumbent exercises considerable judgment in applying guidelines.

IV. OTHER SIGNIFICANT FACTORS

The incumbent inspects construction work in a large multi-story research facility containing many state-of-the-art building systems and construction features. Construction includes alterations and completions of laboratory areas and building systems to meet research requirements. Work is performed by many different contractors and involves a broad range of inspection functions for a variety of construction operations, materials, and methods under varying conditions and requirements. The work requires knowledge of construction trades such as carpentry, plumbing, HVAC, and electrical.

The incumbent must have knowledge of construction practices and techniques and a practical knowledge of methods and techniques of engineering; knowledge of algebra, geometry, and trigonometry in order to perform calculations and cost and material estimates; and substantial knowledge of inspection practices and procedures and of the safety practices and regulations that apply to construction activities.

The incumbent must be able to read and interpret architectural and engineering plans and specifications, inspect materials, workmanship, construction, and the installation of various systems. Work requires the ability to apply good judgment in the inspection situation and to communicate effectively with contractors, public officials, and Institute personnel.

Incumbent must be able to prepare written and oral reports and to work effectively in stressful situations.

The incumbent has authority to direct work stoppage when hazardous conditions exist; direct testing of equipment; and pass upon the acceptability of contractors' workmanship and materials, and to determine the need for additional work or modification.

EVALUATION STATEMENT

NATURE OF ACTION: New position.

LOCATION/BACKGROUND: This position is in the Facilities Engineering Branch, Office of Management, NIEHS.

REFERENCE: U.S. OPM PCS for Construction Control Series, GS-809, dtd 2/69 (TS-78); U.S. OPM PCS for Civil Engineering Series, GS-810, dtd 12/64 (TS-54).

SERIES AND TITLE DETERMINATION: The primary duties of this position are to monitor and control construction projects within the NIEHS research facility. The employee surveys and controls numerous and varied construction projects up to a year or more in duration, ensuring work complies with contract requirements, that observed deficiencies are corrected, and that periodic and final payments are certified. Incumbent coordinates with the Contracting Officer, engineers, and others to ensure quality contractor performance. Although this position makes determinations of an engineering nature, it does not require the application of professional engineering knowledge and theory. Rather, knowledge required by the position is based on practical field experience and practical application of engineering methods and techniques; knowledge of construction practices, methods, techniques, costs, materials, and equipment; ability to read and interpret engineering and architectural plans and specifications; ability to read and interpret engineering and architectural plans and specifications; and ability to deal tactfully with contractor personnel to maintain good relations that positively affect the work and adherence to construction schedules.

These duties are covered by the Construction Control, GS-809, series. The title Construction Representative applies to positions in this series that involve monitoring and control of construction operations.

GRADE DETERMINATION: In accordance with evaluation criteria on pages 8-9 of the GS-809 standard, the grade level criteria in Part III of the GS-810 standard is used for evaluation purposes. Part III, Construction, is intended to cover engineering positions concerned with surveillance and supervision of construction operations, and uses two elements for evaluation purposes: 1) Level and Kind of Authority Exercised, and 2) Scope and Complexity of Construction Operations.

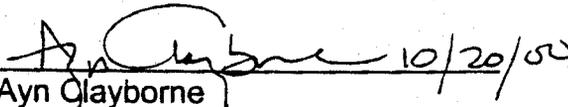
Element 1 – Level and Kind of Authority Exercised: Subject position is responsible for determining that all conditions of construction contract plans and specifications are being accomplished for several projects at any given time. Responsibilities include initial review of plans and specifications, on-site inspection, estimating, and making authoritative decisions to resolve technical problems and settle controversial matters. Works with considerable authority to make determinations concerning methods of installation and deviation from schedules, to correct deficiencies, and to meet unforeseen conditions. Degree A (20 points) is exceeded because the employee has the authority to accept

contractor's work, not only to make recommendations. This position does not meet Degree C (40 points) because the employee is not responsible for projects of the magnitude and complexity described in the standard. Degree B (30 points) is assigned.

Element 2 – Scope and Complexity of Construction Operations: Level 3 (30 points) is assigned. Projects are considered to be more complex than allowed for in Level 1, which includes small projects requiring several months to a year to complete. Level 3 is considered most appropriate since the employee works with highly mechanical and complex operations or installations, and on several kinds of projects.

CONCLUSION: Based on this analysis, 60 points are assigned, and the conversion equates to GS-10.

FLSA Determination: This position meets professional exemption criteria under the FLSA and is designated **FLSA Exempt**


Ayn Clayborne 10/20/00
Personnel Management Specialist