

Evaluation of Position Description

Labor Category/FLSA: Exempt

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: Equipment Specialist, GS-1670-12

ORGANIZATION: Division of Property Management, NIEHS

REFERENCES: USOPM PCS Equipment Specialist Series, GS-1670, dated Nov 94.

SERIES AND TITLE DETERMINATION: This position involves work that requires primarily an intensive, practical knowledge of equipment and its characteristics, properties, and uses in order to (1) collect, analyze, interpret and provide specialized information about equipment together with related advice to those who design, test, produce, procure, supply, operate, repair or dispose of equipment; (2) identify and recommend practical solutions to engineering design and manufacturing defects and recommend use of substitute testing or support equipment when the equipment requested is unavailable; or (3) develop, install, inspect, or revise equipment maintenance programs and techniques. This work is consistent with the GS-1670 Series.

DETERMINATION OF GRADE: This standard is in the Factor Evaluation System format. An evaluation of each of the 9 factors of the standard in accordance with the duties performed resulted in a total of 2890 points. This equates to the GS-12 grade level.

CONCLUSION: Equipment Specialist, GS-1670-12.

Installation: National Institute of Environmental Health Sciences, National Institutes of Health, Research Triangle Park, NC
Title: Equipment Specialist
Occ Series: 1670
Pay Plan: GS
Grade: 12

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.

DUTIES

The incumbent serves as the Equipment Specialist for all aspects of the real property management services for the NIEHS in Research Triangle Park, NC. The NIEHS facilities consist of a large multi-storied highly complex biomedical research and special purpose laboratories facility, dedicated equipment and systems, animal care facilities, and administrative facilities and support spaces including a central utility plant, all of which encompass in excess of a million square feet of space located on a 375 acre campus and housing approximately 1,500 occupants. Additionally, the central utility plant also provides support for an additional million square foot Environmental Protection Agency (EPA) Research and Administrative facility and National Computer Center housing an additional approximately 2300 occupants and located on an adjacent 134 acre campus. The incumbent coordinates and manages the automated preventive maintenance program for all facility equipment. The incumbent also plans, directs, supervises and coordinates the operation and maintenance of the NIEHS campus central utility plant, site utility distribution systems, and all facility emergency generators and medium voltage electrical equipment through development and administration of a service contracts.

Preventive Maintenance Program Management

50%

The incumbent will manage the preventive maintenance (PM) program which includes the maintenance of equipment installed at the NIEHS site. Equipment maintained at the NIEHS site includes: facility electrical, electronic, mechanical, pneumatic, and HVAC systems. The NIEHS' preventive maintenance program uses Datastream's MP2 application software, for the automated component of the preventive maintenance program, and as such the employee will be the primary user of the Equipment module of the MP2 system.

As the Equipment Specialist, employee will collect, analyze, interpret, and/or develop operating and maintenance information pertaining to installed equipment in order to develop and implement the equipment maintenance program. The employee will write, edit, and revise maintenance procedures, preventive maintenance instructions, operating procedures, and technical bulletins and will maintain (add, delete, and revise) data for all maintained equipment. The employee will evaluate design specifications and models of new or extensively modified components, conduct appropriate tests, recommend practical design changes to reduce procurement, operating or repair expenses, and determine the maintenance procedures required to support the equipment during its use.

The employee will provide contractors, procurement specialists, etc. with technical descriptive and performance data, develop maintenance policies and procedures, and recommend replacement of defective equipment and/or disposal of equipment which is obsolete. The employee will establish schedules for preventive maintenance inspections, including the issuance of PM work orders to the parties responsible for performing the work and will maintain a library of technical documentation for all equipment. The employee will consult with appropriate staff, supervisors, contractors, etc., concerning the results of preventive maintenance inspections. On the basis of these consultations, the employee will make recommendations for repair and/or replacement of defective and/or obsolete equipment and/or will revise maintenance procedures and/or frequency of inspections as appropriate.

The employee will coordinate with project officers for service contracts, maintenance and operations supervisors, and contractors responsible for performing maintenance of installed equipment to ensure preventive maintenance is being performed and that the NIEHS PM program is meeting necessary maintenance requirements. Particular attention will be paid to the content of preventive maintenance procedures and instructions and their schedule of performance to ensure they are appropriate to the equipment and system requirements.

Manage Central Utility Plant & Program Building Operations & Maintenance Service Contract 50%

The incumbent manages the operations & maintenance of the central utility plant and

provides 24/7 continuous operation of the NIEHS facilities through a service contract. The contract requirements include operation of major complex functions such as electrical plants and systems, heating plants and systems, air conditioning/refrigeration, medical-pathological and hazardous waste incineration, implementation of the NIEHS preventive maintenance program, renovations and other services performed by the Operations and Maintenance contractor. In this capacity, the employee monitors the contractor's technical efforts and progress to insure that quality and timely work performance is provided in accordance with the contract requirements. The employee reviews the contractor's progress and/or inspects completed services to determine if there has been technical and/or physical progress commensurate with the contract requirements and/or payment requests. The employee is responsible for notifying the Contracting Officer and the contractor of violations and deficiencies noted, particularly in the areas of schedule, cost and technical performance and for recommending appropriate action (i.e. withholding payment, renegotiation of certain clauses, partial or complete termination) to the Contracting Officer.

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION

The employee possesses the ability to conduct strategic planning studies designed to provide data needed to conduct long-range plans for the successful, maintenance, operations, repair, replacement and/or modifications to facility equipment so as to ensure sufficient capabilities for long-term building operations. These recommendations can involve the expenditure of considerable dollars and can require planning years in advance for the expenditure of funds. The employee will have the ability to analyze the impact on facility equipment created by additions or modifications and the ability to plan and coordinate the necessary system changes prior to installation of the new equipment. The employee has expertise in evaluating completed drawings of components of mechanical utility generation and distribution systems, building heating, ventilating, air-conditioning, plumbing, fire protection and monitoring and control systems in a campus-type biomedical research facility.

FACTOR 2 SUPERVISORY CONTROLS

The supervisor assigns continuing areas of responsibility and sets the overall objectives and resources available.

The incumbent plans and carries out the work, resolves most of the conflicts that arise, coordinates the work with others, and interprets policy on own initiative in terms of established objectives.

The equipment specialist keeps the supervisor informed of progress and with potentially controversial matters or issues with far-reaching implications. Otherwise, actions, decisions, and commitments are considered technically authoritative and are accepted

without change. Incumbent must exercise judgment to determine priority of competing requirements.

The supervisor reviews completed work only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

FACTOR 3 GUIDELINES

The incumbent uses a wide variety of guidelines in order to accomplish assigned tasks. These guidelines consist of agency policy and procedures, maintenance and operations instructions, contract and related documents, (e.g. specifications and technical data). Due to the range of issues, products, and contract requirements involved, guidelines covering all of the situations encountered are frequently not available. When available, the incumbent is expected to use broad judgment in interpreting these guides in relation to the specific issue involved, including those that impact the conduct of the Institute's work.

The specialist uses judgment in selecting the appropriate checklist guide, or reference for application to work (e.g., using annotated drawings, or specifications as source documents for inspection characteristics), and in making minor changes to tailor the guidelines to specific assignments, such as adjusting the number of items sampled.

FACTOR 4 COMPLEXITY

The incumbent is responsible for the planning, development and implementation of quality plans and systems for the purpose of assuring contractor compliance with contract requirements. Contractor assignments involve one or more complex products (e.g. specially designed material, treatment processes, and testing methods) having numerous critical quality characteristics. The specialist is required to have a sophisticated knowledge of a variety of complicated industrial processes and production methods to identify accurately the cause of defects.

The specialist makes decisions concerning schedule complications, e.g., reviewing and interpreting voluminous technical specifications and drawings, determining adequacy of the contractor's quality or inspection system, adjusting verification and surveillance of contractor's operation based on quality data evaluation and determining the extent of the corrective action to be taken.

Assignments involve a broad range of activities the accomplishment of which require highly specialized technical expertise. The employee is frequently confronted with problems which require experience and judgment to analyze complex systems quickly and concentrate efforts on areas of greatest impact where significant costs or energy are involved or where poor design or the inappropriate operations & maintenance of equipment would cause serious disruption to planned research programs.

FACTOR 5 SCOPE AND EFFECT

- a. **SCOPE:** The work effects the efficiency, economy, and safe operation of the Institutes' systems and equipment which support the research mission of the Institute. Supports NIEHS and EPA staff members with facilities service activities both locally and as needed by NIEHS staff in Bethesda, Maryland and other off-site locations. The NIEHS facilities encompass in excess of a million square feet of space located on a 375 acre campus and housing approximately 1,500 occupants. Additionally, the central utility plant also provides support for an additional million square foot Environmental Protection Agency (EPA) Research and Administrative facility and National Computer Center housing an additional approximately 2300 occupants and located on an adjacent 134 acre campus.
- b. **EFFECT:** The services provide support for and significantly affect Institute and EPA research operations and objectives. Reliability in performance of support systems and services in biomedical research facilities is of utmost importance; the employee must achieve this reliability. Work performed by the employee has significant impact on the important research efforts carried on by NIEHS. The incumbent's work is judged by its overall effectiveness in meeting the needs of the Institute.

FACTOR 6 PERSONAL CONTACTS

The specialist communicates with contractor management officials, quality control supervisors, trades staff and engineering personnel, administrative, procurement, and contract personnel. Contacts are also made with employees and officials of other federal agencies and the private sector.

FACTOR 7 PURPOSE OF CONTACTS

The purpose of contacts is to justify and defend specific service operational methodology or strategies, and to provide accurate and consistent information to others. The incumbent is required to coordinate the work performed by the NIEHS MEO property maintenance and operations contractor staff with the work of others within and outside the NIEHS MEO; and to resolve conflicts and differences of opinion among employees, contractors, and others. Contacts manufacturer's representatives to obtain information on latest products.

The specialist confers with contractors to resolve problems with conflicting contractual requirements. The specialist is required to use considerable skill and tact in persuading responsible contractor officials with the need to comply with contractual quality requirements in situations which are complicated because of technical disagreements

and/or contract quality requirements. Contacts between agencies are to exchange information, coordinate work efforts, and to discuss technical solutions. Considerable skill is required to influence and motivate individuals to correct deficiencies which would otherwise result in unacceptable product or delay services which could shut down the Institute.

FACTOR 8 PHYSICAL DEMANDS

Work involves office work as well as extended periods of walking, standing, or bending while evaluating contractor performance, witnessing tests, examining material and processes, and walking throughout the Institute for the purpose of surveying newly installed equipment. Work may frequently involve lifting of moderately heavy items.

FACTOR 9 WORK ENVIRONMENT

Work is performed primarily in an office setting, with some site visits to the laboratory and animals areas where bio-hazard exposure can occur; some visits to mechanical equipment rooms and power plants where exposure to noise, high voltage and moving parts is common, when making field inspections. Site surveys and investigations of system construction problems require climbing on ladders, and considerable bending, stooping, squeezing through tight places, etc. Occasionally a change to work clothes is required.