



## ARMY POSITION DESCRIPTION

**PD#:** GWSAD64

**Sequence#:** 3294407

**Replaces PD#:** [GUS0161](#)

### SUPERVISORY CIVIL ENGINEER

**GS-0810-13**

**Opt:** SUPERVISORY ARCHITECTURE - 0808  
**Opt:** SUPERVISORY CIVIL ENGINEER - 0810  
**Opt:** SUPERVISORY MECHANICAL ENGINEER - 0830  
**Opt:** SUPERVISORY ELECTRICAL ENGINEER - 0850

#### POSITION LOCATION:

**Servicing CPAC:** SOUTHEAST ATLANTIC  
**Installation:** GWCEW07405K6M1DF0  
 US ARMY CORPS OF ENGINEERS,  
 SAVANNAH  
 CONSTRUCTION DIVISION  
 BENNING OMA RESIDENT OFFICE  
 FORT BENNING, GA 31905

**Agency:** ARMY  
**Army Command:** CE

**Region:** SOUTH CENTRAL

**Command Code:** CE  
 US ARMY CORPS OF ENGINEERS (EXC CIV  
 PRGM FIN)

#### POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:

**Citation 1:** OPM JFS PROF WORK ENG & ARCHITECTURE GROUP, NOV 2008

**Citation 2:** OPM GENERAL SCHEDULE HRCD-5 JUNE 1998, APRIL 98

**Supervisory Certification:** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

**Supervisor's Name:** KENNETH GRAY

**Date Certified:** 01/16/2019

**Classification Review:** *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel*

Management or if no published standards apply directly, consistently with the most applicable published standards.

**Classified By:** SM BYRD

**Date Classified:** 01/16/2019

**Position Cursory Review:** This position description (PD) has been reviewed and it is determined that: the major duties equal 100%; the statement Performs other duties as assigned (PODAA) is present; where applicable, the factors, levels, and points are identified directly under PODAA, add up correctly, and the Point Range for the grade is present; and, the Conditions of Employment are properly identified in the Conditions of Employment & Notes section and at a minimum include Temporary Duty Travel (TDY) 25% or more (may be less if requested by management). The PD is in the format of the classification standard of record, and the standard(s) is/are cited properly, and the title/series/grade are properly determined based on the standard. The FLSA is correct and when it is determined that the position is Exempt, a complete explanation is provided, and all outdated/obsolete forms are removed. (All position descriptions require a cursory review upon initial verification in FASCLASS and updated once a year thereafter or whenever the PD is updated).

**Reviewed By:**

**Date Reviewed:**

**POSITION INFORMATION:**

**Cyber Workforce:**

- **Primary Work Role:**
- **Additional Work Role 1:**
- **Additional Work Role 2:**

**FLSA:** EXEMPT

**FLSA Worksheet:** EXEMPT

**FLSA Appeal:** NO

**Bus Code:** 8888

**DCIPS PD:** NO

- **Mission Category:**
- **Work Category:**
- **Work Level:**

**Acquisition Position:** YES  
\*\*\*

- **CAP:** No
- **Career Category:** CONTRACTING
- **Career Level:** INTERMEDIATE LEVEL II

**Functional Code:** 21

**Interdisciplinary:** YES

**Supervisor Status:**  
Supervisor or Manager

**PD Status:** VERIFIED

**DCA Override:** NO

**CONDITION OF EMPLOYMENT:**

**Drug Test Required:** POSN  
NOT REQ DRUG TEST

**Financial Management Certification:**

**Position Designation:** Tier  
1 – Non-Sensitive, Low Risk

**Position Sensitivity:**  
NONSENSITIVE (NS)  
NATIONAL SECURITY RISK

**Security Access:** No  
Access Required;  
ENTNAC/NAC

**Emergency Essential:** No  
[N: Position Not Designated  
Emergency-Essential Or  
Key]

**Requires Access to Firearms:** NO

**Personnel Reliability Position:** Not Valid PRP  
Code

**Information Assurance:** N

**Influenza Vaccination:**  
NO

**Financial Disclosure:** YES  
\*\*

**Enterprise Position:**

**POSITION ASSIGNMENT:**

**Competitive Area:** 01

**Competitive Level:** AAC0

**Career Program:** 18

**Career Ladder PD:** NO

**Target Grade/FPL:** 13

**Career Pos 1:**

**Career Pos 2:**

**Career Pos 3:**

**Career Pos 4:**

**Career Pos 5:**

**Career Pos 6:**

**POSITION DUTIES:**

THIS IS A STANDARDIZED POSITION DESCRIPTION USED BY CORPS OF ENGINEERS, SOUTH ATLANTIC DIVISION DISTRICTS.

This is an interdisciplinary position classifiable in any of the following:

GS-0808-13 Supervisory Architect  
GS-0810-13 Supervisory Civil Engineer  
GS-0830-13 Supervisory Mechanical Engineer  
GS-0850-13 Supervisory Electrical Engineer

#### SUPERVISORY CONTROLS

Works under the general supervision of the Area Engineer. Receives assignments in the form of plans and specifications covering work to be accomplished by contractors and schedules for completion of the work. Is expected to initiate action to begin work and maintain schedules using means available. On questions or problems in connection with the construction, incumbent is expected to resolve those within his/her authority to settle; on those reserved to others, recommends solution. Overall review of work of the incumbent is made by review of reports and correspondence, conferences with officials visiting the project concerning features of the work, inspection of completed structures, and overall results obtained from contractors and Government employees.

#### MAJOR DUTIES

Projects being constructed include a wide variety of complex and unique facilities located at military installations, USARCs and civil works projects. As Resident Engineer organizes, supervises, and directs the activities for field and office engineering functions for the Resident Office. Projects include a wide variety of complex and unique facilities and structures frequently requiring specially adapted construction methods and equipment. Directs a staff of a varied number of employees including engineers, technicians and administrative personnel.

Performs and/or directs performance of the following duties: 25%

- a. As Administrative Contracting Officer, exercises delegated authority to direct work changes and negotiate and resolve contract modifications not to exceed the limits of the contracting warrant. Exercises authority to stop work that is defective or not in compliance with contract or where safety hazards exist. Performance of work requires a knowledge of all engineering disciplines, contract administration, office administration, safety and personnel management, as well as regulations, policies and procedures applicable to work.
- b. Participates in design and planning review conferences with designers or A-Es and construction contractors, or other interested parties, to discuss construction aspects and problems. Supports the source selection process.
- c. Reviews project plans and specifications prior to contract advertisement to determine such things as practicability from construction standpoint, whether physical obstructions or other construction difficulties have been anticipated, and whether materials selected are readily available.
- d. Conducts pre-bid and bid opening conferences to discuss and clarify principal construction features, and inform contractors of requirements concerning construction scheduling, progress reporting<sup>1</sup> safety measures, wage and hour law observance, labor

relations, and payroll records.

e. Exercises overall coordination of construction planning and scheduling with contractors and representatives of the Using Agencies involved with new construction and modifications to existing structures change orders, time extensions and claims.

f. Observes, investigates construction at all stages to identify major problems, and takes timely corrective action.

g. Keeps Area Office and Construction Division personnel informed on project operations, and maintains public relations through news media and personal contact with civic and business groups.

Has final authority to:

a. Approve contractors' construction schedules and quality control procedures.

b. Make controlling interpretations of intent of drawings and specifications and final engineering determination on whether methods and materials employed meets the requirements of contract specifications and will result in safe structures. (Finality of Resident Engineer's determination in these matters does not preclude submission of claims by contractor, which are acted upon by Government contracting Officers.)

c. Determine that contractors' operations comply with wage and hour law or other applicable labor laws and regulations.

d. Determine that contractors are properly recording work accomplished and materials used.

- Maintains liaison with customers. Contacts with the customers include assistance of all kinds which will contribute to the activation and timely completion of the facilities and the construction of functional and sound engineering structures.

15%

- Plans and assigns work to subordinates, determining work schedules and priorities. Evaluates performance of subordinates and administrative matters and determines training needs. Interviews applicants and selects or recommends selections to fill vacant positions. Resolves minor complaints and disciplinary problems and recommends action on more serious cases. Reviews work of subordinates for adequacy and compliance with instruction or policy. Periodically reviews job descriptions of subordinates for currency and accuracy. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary ones and achieve optimum content in those remaining. 25%

- Assures full integration of EEO principles; takes active role in implementing the District's AA plan; gives full consideration to all qualified candidates in the selection and promotion of employees; and assures like treatment for all members in training, recognition, upward mobility and discipline. 5%

Responsible for the full application of the General Safety Requirement Manual EM 385-1-1 and other District and contractual safety requirements to the work being performed under his/her supervision; on supervision of contractor activities, is responsible for inspecting work area, making safety recommendations, and noting safety recommendations and corrective action taken on daily reports. 5%

Performs other duties as assigned.

Factor 1. Program Scope and Effect FL 1-3 550 points

The work involves a broad range of projects being constructed includes a wide variety of complex and unique facilities located at military installations, USARs and civil work projects. These projects, facilities and structures frequently require specially adapted construction methods and equipment. Work is carried out by multiple projects under several contractors. The work is technical and professional in nature and impact construction and engineering functions assigned to the resident office.

Factor 2. Organizational Setting FL 2-1 100 points

Accountable to the Area Engineer, which is two levels below the first SES.

Factor 3. Supervisory and Managerial Authority Exercised FL 3-2c 450 points

Plans and assigns work to subordinates, determining work schedules and priorities. Evaluates performance of subordinates and administrative matters and determines training needs. Interviews applicants and selects or recommends selections to fill vacant positions. Resolves minor complaints and disciplinary problems and recommends action on more serious cases. Reviews work of subordinates for adequacy and compliance with instruction or policy. Periodically reviews job descriptions of subordinates for currency and accuracy.

Factor 4. Personal Contacts

Subfactor 4A - Nature of Contacts FL 4a-2 50 points

Has frequent contact with installation commanders and community leaders.

Subfactor 4B - Purpose of Contacts FL 4b-2 75 points

The purpose of the contacts is to ensure customers' satisfaction and also ensure proper planning and coordinating of work and continuous information flow.

Factor 5. Difficulty of Work Directed FL 5-7 930 points

The work coordinated and integrates a wide range of projects of professional and technical work, which is comparable in difficulty to the GS-12 level.

Factor 6. Other Conditions FL 6-5 1225 points

Position requires substantial coordination and integration of numerous elements in planning, design and construction of various facilities. Manages work comparable in difficulty to the GS-12 level=.

Total points = 3380 = GS-13  
GS-13 point range - 3155-3600

**\*\* Incumbent is required to submit a Financial Disclosure Statement, OGE-450, (5CFR Part 2634, Subpart I USOGE, 6/08). Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DoD Directive 5500-7-R, Joint Ethics Regulation, dated 17-Nov-2011.**

\*\*\* This is an Army Acquisition, Technology, and Logistics (AT&L) Workforce position.

The employee must meet DoDI 5000.66 requirements applicable to the duties of the position.

**Fair Labor Standards Act (FLSA) Determination = (EXEMPT)**

- ☐ **1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- ☐ **2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption - [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- ☒ **3. Executive Exemption:**
  - ☒ a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
  - ☒ b. Customarily and regularly directs 2 or more employees, AND
  - ☒ c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- ☒ **4. Professional Exemption:**
  - ☒ a. Professional work (primary duty)
  - ☒ b. Learned Professional, ([See 5 CFR, 551.208](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
  - ☐ c. Creative Professional, ([See 5 CFR, 551.209](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
  - ☐ d. Computer Employee, ([See 5 CFR, 551.210](#)) ( must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- ☐ **5. Administrative Exemption:**
  - ☐ a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

☒ **FLSA Conclusion:**

☒ **Exempt**

☐ **Non Exempt**

**FLSA Comments/Explanations:**

Meets professional and executive exemption as supervisory interdisciplinary engineer.

**CONDITIONS OF EMPLOYMENT & NOTES:**

This position may be required to obtain and maintain a Secret clearance. If so, the employee must sign a Condition of Employment Statement to that effect.

Professional Engineer or Professional Architect Registration is Required.

**POSITION EVALUATION:**

Not Listed