



ARMY POSITION DESCRIPTION

PD#: GW07761

Sequence#: 3736117

Replaces PD#:

CIVIL ENGINEER (GEOTECHNICAL)

GS-0810-12

POSITION LOCATION:

Servicing CPAC: SOUTHEAST ATLANTIC

Agency: ARMY

Installation: GWCEW2SR05K6L0NA0

Army Command: CE

U S ARMY ENGINEER DISTRICT,
SAVANNAH
ENGINEERING DIVISION
GEOTECHNICAL AND HTRW BRANCH
SOILS SECTION
SAVANNAH, GA 31402 K6L0NA0

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

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: TRACY HENDREN

Date Certified: 11/28/2018

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: PATRICIA WHITELEY

Date Classified: 11/28/2018

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The FLSA is correct and when it is determined that the position is Exempt, a complete explanation is provided, and all outdated/obsolete forms are removed.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:** 7777**DCIPS PD:** NO

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

Acquisition Position: NO

- **CAP:**
- **Career Category:**
- **Career Level:**

Functional Code: 21**Interdisciplinary:** NO**Supervisor Status:** Non-Supervisory**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:** NO
Enterprise Position:**POSITION ASSIGNMENT:****Competitive Area:** 01**Competitive Level:** 0A35**Career Program:** 18**Career Ladder PD:** YES**Target Grade/FPL:** 12**Career Pos 1:**
[GW516871](#) GS-0810-07**Career Pos 2:**
[GW516873](#) GS-0810-09**Career Pos 3:**
[GW502382](#) GS-0810-11**Career Pos 4:****Career Pos 5:****Career Pos 6:****POSITION DUTIES:****SUPERVISORY CONTROLS**

Works under the general supervision of the Chief, Soils Section, receiving instructions in general terms as to scope of the assignment. Incumbent works with relative freedom from supervision in selecting the proper methods and procedures for carrying assignments through to completion. Supervisor is kept apprised of controversial problems and informed of status of work, which is given a general review for compliance with pertinent criteria and results achieved.

MAJOR DUTIES

1. Performs foundation analysis and design for assigned civil works, military and Hazardous, Toxic, and Radiological Waste (HTRW) projects such as earth, dams, levees, dredge disposal dikes, bridges, buildings, and other structures supported by soil. Makes recommendations as to the most suitable site and type foundation for such structures with respect to soil conditions. Responsible for the coordination of planning and design efforts with those in other specialties to insure compatibility of approach and optimum results. Perform geotechnical engineering aspects associated with USACE dam and levee infrastructure risk management. (25%)
2. Prepares seepage, stability, and settlement analyses for earth embankments for landfills, levees, dikes, and dams. Participates in the development and review of risk assessments, analyses of potential failure modes, and issue evaluation studies. Prepares technical reports and design documents using the results of the above analyses. (25%)
3. Performs design of slope protection for river and harbor banks and beach preservation or restoration. Designs rock groins, jetties, and breakwaters using hydraulic data furnished by other District organizations. (10%)
4. Plans, assigns, schedules, and coordinates subsurface investigations for designated projects with other organizations and utility locators. Plans, assigns, schedules and coordinates the soil testing program for assigned projects. Analyzes subsurface investigation logs and laboratory test reports for the determination of soil strength and construction characteristics. Prepares foundation design and other reports related to site specific material evaluations, earthwork and site improvement requirements, and foundation design criteria. (10%)
5. Prepares drawings, earthwork specifications, and other design documents for geotechnical portion of assigned projects including landfills, levees, dikes, dams, shore protection, ocean groins and jetties, and building foundations. (10%)
6. Completes plans, specifications, and reports using appropriate computer software including Microsoft Office products, MicroStation, DAMRAE, Arc/GIS, and the Corps' Levee Inspection Tool. (5%)
7. Designs and coordinates the installation, monitoring, and reduction of data for instrumentation systems for civil, military, and HTRW projects. Prepares instrumentation design documents. (5%)
8. Provides continuity of operation of Soils Section, when designated, during temporary absences of Section Chief. Provides consulting services to other District elements and, as an expert in the field of geotechnical engineering, contributes to the solution of unusual and difficult soils problems. Interprets and presents subsurface information and explains new processes and approaches. Reviews plans, specifications, and analysis for Architect-Engineer designs to determine adequacy and to ensure that the best alternate and economical solutions are made to problems encountered. (5%)
9. Person-to-person relations include the mentoring of engineers of lesser grade and technicians; contact with personnel of Engineering, Project Management, Construction, Operations, and Real Estate Divisions of the Savannah District Office and personnel of other Engineer Districts and Divisions; contact with personnel of private engineering consulting firms and personnel of other State and Federal Government agencies for the purpose of coordinating work being done by other agencies or individuals. Participates in conferences with higher authority, making recommendations and giving explanations of various phases of projects to which assigned. (5%)

Performs other duties as assigned.

FACTOR 1. Knowledge Required by the Position - Level 1-7 - 1250 Points

- Professional knowledge of, and skill in applying, a wide range of engineering or architectural concepts, principles, standards, and practices sufficient to: determine and/or execute actions for a wide range of assignments involving combinations of complex features; prepare, present, and evaluate plans, designs, reports, and correspondence; or to formulate, execute, advise on, and explain recommendations or solutions to modify standard practices, equipment, devices, processes, and techniques and resolve a wide variety of complex problems.
- Practical understanding of engineering sciences and techniques and research and developmental activities and technological advances.
- Familiarity with related engineering fields to fully comprehend relationships between assigned and related areas of engineering.
- Ability to conduct an extensive search for guidance to define project requirements in order to review engineering plans and specifications for determination of acceptability and to recommend improvements.
- Ability to monitor engineering aspects of activities associated with assigned projects and programs.

FACTOR 2. Supervisory Controls - Level 2-4 - 450 Points

Incumbent receives assignments in terms of project objectives and priorities. The engineer has the total responsibility for planning and carrying out assigned projects, coordinating with others, determining approaches to take, and resolving problems. The supervisor or designated employee is informed of progress and critical problem matters. Completed work is reviewed for effectiveness in meeting requirements and dealing with problems.

FACTOR 3. Guidelines - Level 3-4 - 450 Points

Guidelines include engineering and contractual regulations, manuals, technical publications, established procedures, and agency policy. The variety of the workload is such that the incumbent is frequently confronted with problems or unusual projects for which guidelines are inadequate or non-existent, requiring experienced judgment, initiative, and resourcefulness in adapting guidelines or developing the guidelines for first-of-its-kind type projects.

FACTOR 4. Complexity - Level 4-4 - 225 Points

Assignments involve many different and unrelated engineering or architectural processes and methods, covering a broad range of work in engineering functions of assigned projects. The incumbent must be versatile and innovative in adapting and modifying guidelines for unique projects for which technical expertise is not available elsewhere in the district. The work also involves considerable planning and coordination with related engineering fields.

FACTOR 5. Scope and Effect - Level 5-4 - 225 Points

The purpose of the work is to originate new and/or improved applications and strategies for engineering or architectural concepts, theories, and principles; to assess project and/or program effectiveness; or to develop criteria, procedures, or instructions for a particular

functional or specialized area. The work has an impact on the feasibility, accuracy, adequacy, safety, economy, and efficiency of a wide range of Corps activities.

FACTOR 6. Personal Contacts & FACTOR 7. Purpose of Contacts - Level 3-C - 180 Points

Contacts are with other district engineers, contracting personnel, contractor's representatives, field personnel, and other agency engineers.

The purpose of the contacts is to influence and/or persuade persons or groups to comply with established policies or to accept established engineering methods. Contacts with engineers and field personnel are to give and receive information, to coordinate work efforts, and to resolve technical problems.

FACTOR 8. Physical Demands - Level 8-2 - 20 Points

Work may require regular and recurring construction inspections, in which there is considerable amounts of walking, stooping, bending, moderate lifting, and climbing.

FACTOR 9. Work Environment - Level 9-2 - 20 Points

Work may require regular and recurring exposure to moderate discomforts and unpleasantness, such as high levels of noise, high temperatures, or adverse weather conditions at projects and construction sites.

TOTAL POINTS: 2820 = GS-12 (2755-3150)

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 criteria for professional exemption in 5 CFR 551.

CONDITIONS OF EMPLOYMENT & NOTES:

There are Physical Requirements associated with this position. Wearing of protective equipment, e.g., safety shoes, safety glasses, etc. are required on project sites. Other protective equipment, such as respirators may be periodically required.

Must be willing and able to participate in the medical surveillance program and attend 40-hours of HTRW training and updates.

Physical Examination required.

Percentage of time to be spent TDY is 35%.

POSITION EVALUATION:

Not Listed