

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

10930

2. Reason for Submission

Redescription
Reestablishment
Explanation (Show any positions replaced)

3. Service

New Dept'l Field
Other

4. Employing Office Location

Camp Lejeune, N.C.

5. Duty Station

7. Fair Labor Standards Act

Exempt Nonexempt

6. Employment/Financial Grant Required

Yes No

9. Subject to IA Action

Yes No

Supv. Chemist
GS-1320-9
PD#10731

10. Position Status

Competitive
Excepted (Specify)

11. Position is

Suprvsry
Managerial
Neither

12. Sensitivity

Critical
Noncritical
Nonsensitive

13. Competitive Level Code

14. Agency Use

Table with 7 columns: Classification/Grade/Job, Official Title of Position, Pay Plan, Occupational Code, Grade, Initials, Date. Row 1: Supervisory Chemist, GS, 1320, 10, [initials], 11/20/81

15. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

Marine Corps Base, Camp Lejeune, N.C.

a. First Subdivision

Base Maintenance Division

b. Second Subdivision

Natural Resources & Environ. Affairs Division

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position

c. Third Subdivision

Quality Control Laboratory

d. Fourth Subdivision

e. Fifth Subdivision

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships...

that this information is to be used for statutory purposes relating to appointment and payment of public funds...

a. Typed Name and Title of Immediate Supervisor

Supervisory Ecologist

Date

17 NOV 1981

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Maintenance Manager

Date

11/18/81

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5 Code...

Typed Name and Title of Official Taking Action

Classification Superintendent

Signature

Date

11/24/81

22. Standards Used in Classifying/Grading Position

FLSA: Exempt [checked] CFI XA
Nonexempt [] SPC E
Unit Status NS BOC []

Information for Employees. The standards, and information on their application, are available in the personnel office...

Table with 12 columns: Reviewer, Initials, Date. Rows for Employee (optional), Supervisor, Classifier.

23. Remarks

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DUTIES

The incumbent directs the operation of the Quality Control Laboratory located in the Natural Resources and Environmental Affairs Branch (NREAB), Base Maintenance Division, Marine Corps Base, Camp Lejeune. The mission is to implement legally mandated water quality monitoring programs and to provide professional chemistry assistance and laboratory support as required to achieve and maintain installation compliance with water quality standards. The incumbent is responsible for performing and/or supervising others in the performance of sampling, analysis and reporting required to carry out monitoring required by the Safe Drinking Water Act (NPDES Permit), Resource Conservation and Recovery Act and various Navy Preventative Medicine and Utilities operations guidelines.

- Adapts and modifies methods and procedures for sample collection, preparation and testing, as required.
- Directs the Quality Control Program, including making necessary revisions and updates, to assure data obtained is valid.
- Prepares reports of test results and related findings and interpretations for submission to Base, EPA, State and Navy authorities.
- Serves as point-of-contact with federal and state regulatory agencies on matters related to reports submitted in accordance with the Safe Drinking Water Act.
- Provides professional and technical assistance in the area of water pollution abatement, utilities operation and hazardous waste disposal.
- Develops and implements the Waste Analysis Plan applicable to the management of hazardous waste disposal in accordance with the Resource Conservation and Recovery Act.
- Prepares correspondence related to laboratory matters for signature by higher authority.
- Prepares base orders, bulletins, instructions, etc. for publication.
- Trains sewage and potable water treatment plant operators in the performance of laboratory related duties and responsibilities.
- Prepares an annual budget submission.
- Supervises the following: PD No. 10742, Chemist, GS-1320-09, responsible for the implementation of a boiler feedwater, condensate and steamline water chemistry monitoring and treatment program. (This program protects the vital, extensive, complex and expensive equipment in various locations on the base.) PD No. 10601, Physical Science Technician, GS-1311-7; PD No. 10022, Physical Science Technician, GS-1311-6; PD No. 10023, Physical Science Technician, GS-1331-6; and PD No. 1021-1, Physical Science Technician, GS-1311-5. Within the controls and guidelines for the position, the incumbent develops methods and procedures, establishes priorities, assigns work to be accomplished and ensures that the flow and quality of work performed is maintained. The incumbent is responsible for adapting laboratory organization and function.

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changes in environmental laws and regulatory requirements, including but not limited to purchase of new equipment, providing training to laboratory personnel, modifying budget requests and recommending organizational changes and staffing levels. Incumbent has the following administrative responsibilities on personnel matters: development and/or revision of position descriptions; participating on selection panels; approval of leave; and conducting annual and other routine performance evaluations of laboratory personnel, including recommending promotions, step increases and outstanding performance ratings.

FACTOR I - Knowledge required by Position

- Professional knowledge is required of chemical principles, theories, practices and established methodology sufficient to perform tests of hazardous materials, potable and wastewater products generated at the base.

- Professional knowledge is required to operate, calibrate and maintain laboratory instruments such as atomic absorption spectrophotometer, total organic analyzer, spectrophotometer, specific ion meters and other instruments used to conduct laboratory tests.

- Practical knowledge of Federal and State laws and regulations relating to treatment of potable and wastewater and disposal of toxic and hazardous wastes and substances.

- Professional knowledge of laboratory operations including scheduling if necessary to implement a monitoring program.

- Practical knowledge of the operation of water treatment, sewage treatment and steam generation plants and related pollution abatement/pre-treatment facilities.

FACTOR II. Supervisory Controls

The supervisory ecologist, PD No. 9775-1, assigns work to be performed by indicating overall objectives. The incumbent determines methods, procedures, etc. in carrying out the laboratory function, makes modifications as needed, and interprets the results. The chemist is responsible for planning and carrying out the work by the physical science technicians and the boiler feedwater chemist. Supervisor is kept informed of work progress, major problems and violations of pollution laws. The completed work is reviewed from an overall standpoint for meeting the objectives of the laboratory and that ensuring EPA and State requirements are met.

FACTOR III. Guidelines

The chemist selects field and laboratory methods and procedures required to implement Navy, State and EPA monitoring programs from federal registers, Standard Methods for Water and Waste, EPA Methods Manual, American Society for Testing Materials, EPA Analytical Quality Control and Navy instructions.

The above covers specific established procedures for performing the every day testing and analyses; but the guidelines for implementing new methods are not completely applicable. The chemist uses judgement to evaluate new methods and to make adaptations and modifications to solve specific problems. The chemist uses the manuals and instructions to determine laboratory equipment needs.

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FACTOR IV. Complexity

The chemist is responsible for implementing an intricate monitoring program as required by the Clean Water Act, Safe Drinking Water Act and Navy and Marine Corps instructions. The chemist plans, conducts and supervises testing of potable and wastewater, and hazardous material by assigning the various steps of pretreatment, sample size, test methods, and procedures. The steps or procedures may be lengthy, lasting five days and running into the weekends.

FACTOR V. Scope and Effect

The chemist generates data used for plant control to assure environmental laws are met by the base. The chemist reports through the chain of command on base environmental violations to EPA, State, Naval and Marine Corps authorities. Results of the test are used to adjust water, steam and sewage plants operations to ensure base compliance with the Clean Water Act, Safe Drinking Water Act and other environmental regulations. Test results are tabulated and entered in Naval computers. Computer reports are submitted to EPA and State where they become public records. The chemist provides direct supervision to the boiler feedwater chemist, whose work involves maintaining the boiler feedwater program and condensate and steam lines treatment program by carrying out chemical and physical analyses, utilizing this information as well as knowledge of the mechanical operation of the equipment, to maintain a high level of operation. The work directly affects the length of service and maintenance requirements of millions of dollars of equipment and directly affects the cost, efficiency of production and distribution of billions of pounds of steam yearly.

FACTOR VI. Personal Contact

The personal contacts are with management personnel of the Utilities Branch, Preventive Medicine Officer (Naval Regional Medical Center), and with outside agencies such as the EPA, State of North Carolina Water Quality Officials, Naval Environmental Support Office and Naval Engineering Command.

FACTOR VII. Purpose of Contact

The contacts are for the discussion of environmental regulations to relay data, and report violations of federal and state regulations. Contacts include discussion of methods and procedure changes resulting from EPA permit modification and implementation of Safe Drinking Water Act. Additional contacts are with Navy, EPA and State personnel who inspect the laboratory.

FACTOR VIII. Physical Demands

The chemist's work involves prolonged standing.

FACTOR IX. Work Environment

The chemist's work is in the office and in the laboratory where there is exposure to hazardous chemicals and biological materials including cancer causing agents. The chemist is required to have an annual physical examination, possess a valid government driver's license and operate sample motor boat.

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