Position Description
NWRS Regional Heavy Equipment Coordinator
Logistics Management Specialist (Heavy Equipment) GS-0346-9/11

Major Duties: The incumbent in this position assists in an integrated nationwide effort to improve accomplishment of the mission of the NWRS through effective use of heavy equipment and the development and deployment of the entire refuge maintenance workforce. Working in coordination with others, primary duties are to:

a) As part of a national team of peers from other Regions and a national heavy equipment coordinator; plan, develop, and implement a National Heavy Equipment Safety Training Program suitable for Service-wide use. Incorporate a "train-the-trainer" aspect for Heavy Equipment Safety Instructors to develop a cadre of trainers throughout the Region as needed to meet the demand for heavy equipment safety training. Assure that training is carried out within the Region and that training certifications are appropriately recorded and monitored within computerized databases such as the Service Asset and Maintenance Management System. Training program content will be coordinated with state and national certification entities to ensure Service training meets criteria for certification standards, tests, or other requirements especially when transporting machinery or using public roadways while operating the machinery. Developing training materials also requires researching contract schools, training materials, or instructors and negotiating with them or working with CGS to obtain such training, negotiating training as part of a purchase package. Actual delivery of training will require that the individual operate a variety of different heavy equipment to demonstrate safe operating techniques under field conditions encountered within the Fish and Wildlife Service. Training is coordinated with the Regional Safety Manager, and the Training Officer/Workforce Management Coordinator to avoid duplication of effort. Quality control methods will be used for training using student feedback and other appropriate mechanisms. Methods will need to be implemented to remind employees to take refresher or renewal courses at the appropriate time.

b) Develop and implement a program to facilitate efficient and effective purchases and/or rental of heavy equipment items within the NWRS and optionally, other programs as well. Plan, coordinate, or evaluate budgets, materials, and services needed to effectively deploy heavy equipment. Analyze purchasing heavy equipment and research the leasing of new or used equipment. Is an expert advisor on identification of the most appropriate heavy equipment to be applied for a given use. Report on purchase/lease pros, cons, and alternatives through a thorough analysis, and identify the pros and cons of alternatives in acquiring or leasing machinery as well as methods of depreciation based on research. The incumbent coordinates with the Regional Maintenance Management Coordinator on budgets and schedules, and give assistance to Refuge Managers to plan and budget for acquiring or leasing heavy equipment. Coordinates with Regional and

field station managers on actions such as developing an exchange program for sharing equipment, planning transportation of the equipment between refuges; adjusting staff schedules with details or temporary assignments of operators to other stations, researching methods to most effectively provide needed services, supplies, and parts, and developing processes to distribute costs on either a multi-station or Regionwide basis.

c) Plan, coordinate, or evaluate staffing, training, and budget requirements to facilitate an effective workforce to operate, maintain, and manage equipment and facilities within the NWRS. Work is frequently done in concert with National / Regional workgroups (Leadership Development Council, Wage Grade Advisory Committees, workgroups dealing with policy issues, etc.) to develop policies on maintenance programs within the Service and to recommend strategies on topics such as training and development of the workforce and overall analysis and planning related to assuring that funding and staffing needs for maintenance of assets and equipment are adequately planned for throughout the National Wildlife Refuge System. Use of databases such as the Maintenance Management System, the Service Asset and Maintenance Management System and others is necessary to analyze needs and document actions.

d) Periodically participate in field station reviews (as part of a team from the RO) with emphasis on effective use of heavy equipment, safety concerns related to operation of heavy equipment, and the overall effective administration of maintenance programs on field stations. Working in conjunction with safety offices may assist in accident review and prevention efforts.

1. Knowledge Required by the Position: Following are skills and abilities needed to successfully carry out duties of this position:

Knowledge of and experience in operation (including associated safety concerns) of the various kinds of heavy equipment used on conservation lands such as the NWRS.

a. Knowledge of methods and media employed in training to ensure that heavy equipment safety training programs are practical, current, and cost effective, and meet state and national licensing or certification requirements.

b. Familiarity with Fish and Wildlife Service purchasing, leasing, and contracting processes; and the ability to facilitate effective purchasing or leasing of heavy equipment by preparing narrative analyses and justifications with recommendations for a course of action, presenting alternative courses of action, and proposing changes to budgets, acquisition plans, etc. Techniques to be applied include assisting field managers in developing specifications for purchases, preparing or coordinating consolidated purchases, and pursuing related actions to provide for the efficient purchase or use of heavy equipment that best meets the needs of the Service.

c. Knowledge of methods for equipment procurement such as excess property, GSA contracts, equipment rental contracts, etc.

d. The ability to analyze refuge equipment needs, budgeting, and schedules and plan for deployment of heavy equipment through either purchase or rental.

e. Extensive technical knowledge of specifications and capabilities for a wide variety of heavy equipment in order to identify the most appropriate equipment for purchase, lease, and use.

f. Ability to analyze maintenance staffing and workload requirements, to plan for employee development, and to develop policy guidance which to plan for a modern maintenance work force throughout the National Wildlife Refuge System.

g. Knowledge of relevant DOI / FWS policies involving heavy equipment use, certification, safety requirements, etc.

h. Ability to communicate orally and in writing, and to apply those skills to training programs.

i. Be certified in heavy equipment operation and able to demonstrate safe operating techniques as part of training programs.

j. Ability to work as an effective team member on a complex nationwide task involving coordination with numerous organizations and individuals.

k. Knowledge of requirements associated with safe transport and use of heavy equipment to include proper techniques for securing and transporting equipment, Department of Transportation and other drug testing requirements, and State licensing requirements.

l. Knowledge of and ability to apply Maintenance Management System, Service Asset and Maintenance Management System and other databases to record and monitor equipment replacement functions and safety certification training. Ability to serve as a field resource and point-of-contact for these databases.

2. Supervisory Controls: The supervisor sets general objectives and determines time frames that may be accompanied by instructions and suggestions as to the method to be followed, the approach to be taken, or other resources required. The employee uses initiative to carry out recurring projects or assignments and follows policies, procedures, and regulations in conformance with established mission objectives. The incumbent often works independently at a different location than the supervisor. The incumbent routinely keeps the supervisor informed of progress. Work is reviewed for compatibility and coordination with Refuge Managers, and Regional safety, contracting, and training personnel, and in meeting requirements set by Service or regional initiatives.

3. Guidelines: Although various internal guidelines have been established, considerable personal initiative is required to keep abreast of safety training needs associated with use of heavy equipment and assure that adequate training is conducted and maintained for all equipment operators within the region, adhering to Service requirements and guidelines. Develops plans for deployment of heavy equipment assisting with either individual or group equipment purchases, and for an integrated understanding and coordinated schedule of heavy equipment needs. The incumbent recommends options such as purchase versus lease, or rotational use of equipment. To guide these efforts, an extensive knowledge of heavy equipment specifications and suitability for use under varying circumstances is needed; incumbents will need to maintain familiarity with equipment specifications through study of a variety of private industry publications and products related to capabilities and safe use of equipment. Using an understanding of the maintenance workers contribution to achieving the mission of the NWRS, incumbents will also develop recommendations for how to most effectively deploy and develop the overall refuge maintenance workforce (to include maintenance specialists in the fire management program). The incumbent interprets and adapts Service policies, regulations, and established safety rules and laws; and recommends changes to policies and practices as needed to effectively carry out maintenance programs. The incumbent must use considerable judgment, initiative, and resourcefulness in developing new policies and procedures and coordinating their adoption and application.

4. Complexity: This position requires coordination and integration of several disciplines including management and leadership principles; heavy equipment safety and management; an understanding of which specific types of heavy equipment are most applicable to a given use; training; logistics and fleet management principles; purchasing, leasing, and contracting principles; integrating refuge management goals as they impact deployment of maintenance staff, writing/editing, public speaking, etc. The incumbent must draw upon a background in all areas to effectively perform duties. The employee refines and recommends changes in procedures, and stays abreast of safety issues and changes in heavy equipment operations practices. These duties require balancing of time so that adequate time is apportioned among all three of the primary duty functions involved. For example, safety training alone could consume an extensive amount of time. The incumbent is expected to recruit assistance from others such as field station staff to assist with training programs so that there is adequate time allotted to the other two areas (overall heavy equipment logistics and maintenance workforce development and deployment).

5. Scope and Effect: This position oversees a program to coordinate acquisition and use of heavy construction equipment throughout the Region, ensure safety procedures in equipment use and transportation are followed, and personnel are adequately trained to safely and efficiently operate heavy equipment, and meet state and national requirements for heavy equipment transportation, and assure effective administration of the overall maintenance program within the Region. This program is region wide in scope and also has national implications in guiding the overall deployment of equipment and staffing in carrying out the maintenance function within the National Wildlife Refuge System.

6. Personal Contacts: Contacts are primarily with FWS staff but also include representatives from equipment companies, and various venders, contractors, and interested parties. Contacts may also include state and federal licensing entities.

7. Purpose of Contacts: Contacts are made to identify training needs; to plan, organize, and coordinate training programs; to coordinate with FWS staff on overall heavy equipment and maintenance needs; to coordinate efficient purchasing options with contracting offices and vendors, and with maintenance staff overall to identify development and deployment recommendations.

8. Work Environment: Much of the work is performed in an office setting but considerable travel to outdoor field locations is expected as well at to other office settings for meetings. Exposure to inclement weather and hot and cold temperatures can be expected at heavy equipment training sessions. Incumbents must be capable of physically operating heavy equipment in a safe manner in order to assist with safety training programs, and be properly certified to operate and transport the equipment.

9. Physical Demands. The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, climbing, or similar activities. Work requires average agility and dexterity.

This position is exempt from the requirements of the Fair Labor Standards Act.

This position is subject to the requirement to file an annual Confidential Financial Disclosure Statement.

POSITION EVALUATION
STANDARD POSITION DESCRIPTION

Current Title, Series, Grade:	New Position
Proposed Title, Series, Grade:	Equipment Specialist, (Heavy Equipment Coordinator), GS-1670-12
Incumbent:	None
Location:	One position in each regional office

References: OPM Position Classification Standards: Job Family Position Classification Standard for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600, May 2003; Logistics Management Series, GS-346, TS-78, January 1987; Inventory Management Series, GS-2010, TS-117, July 1992; Administrative Analysis Grade Evaluation Guide, TS-98, August 1990;

SERIES DETERMINATION

The purpose of this position is to serve as the Regional Heavy Equipment Coordinator. The Regional coordinator is part of a Fish and Wildlife Service-wide effort to: 1) plan and arrange for the overall efficient purchase, rental and management of heavy equipment; 2) insure that adequate heavy equipment safety training is made available to all those operating such equipment, and 3) create approaches for the effective development and deployment of the overall maintenance workforce on refuge field stations.

The incumbent of this position will be concerned with the planning of the purchase/rental and use of, as well as coordinating the use of, heavy equipment throughout a region. A working knowledge of the heavy equipment utilized in Service facilities is required in order to plan for their purchase or rental, develop and conduct safety training on their use, plan for the correct use of the equipment, and conduct inspections and improve the maintenance function in the field.

A specialized knowledge about heavy equipment is not, however, the main purpose of this position. Although the Equipment Services Series, GS-1670, was recommended for placement of this position, positions in this series provide "advisory services to those who design, test, produce, procure, supply, operate, report or dispose of equipment." Positions placed in this series encompass the broad equipment phases of pre-production, production, usage, and disposal. They also consider equipment design and operating characteristics and limitations as well as operating instructions. This position is not focused on the equipment characteristics and design but on the efficient and effective acquisition and deployment of equipment in support of the region's mission. The Logistics Management Series specifically differentiates between this work and the Equipment Services Series. When the work requires the application of an in-depth

technical knowledge of one or more pieces of equipment, and the paramount knowledge requires a "technical knowledge of equipment and its inner workings, it should be classified to the Equipment Specialist Series, GS-1670." However, if the work is involved in coordination of the functions needed to provide support to the equipment, only a general working knowledge of the equipment may be needed. This position must understand the uses of the various types of heavy equipment and be able to provide safety training to the equipment operators. This knowledge, however, is not at the level required to be placed in the GS-1670 series.

Although the incumbent's duties involve training, safety and contracting issues, these issues are only addressed by virtue of their relationship to the primary focus of this position that is the administrative planning and coordination of heavy equipment. Therefore, series involving instruction, safety, and procurement were not used to evaluate this position.

This position is properly placed in the GS-346, Logistics Management Series. Work covered by this series is "concerned with directing, development, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission." In this case the logistical management operations is the planning, acquisition and deployment of heavy equipment needed in support of the mission of the Fish and Wildlife Service at the regional office level.

Logistics work "requires (1) knowledge of agency program planning, funding, and management information systems," and "(2) broad knowledge of the organization and functions of activities involved in providing logistical support." The incumbent must understand the budgeting and planning cycle, the information systems that support these cycles, and the acquisition process. The employee will develop and implement program s to effectively apply heavy equipment rental contracts to accomplish the FWS mission. In addition, the incumbent must possess a broad understanding of the work of the region and the type of refuge activities requiring heavy equipment. Typical of this position, where the incumbent will need to know something about the equipment to be purchased and used, positions in the Logistics Management Series "require some degree of specialized knowledge of some or all of the logistics support activities involved."

Positions placed in this series must have, as their *paramount* qualification requirement, the ability to integrate the separate functions in planning or implementing a logistics management program." Like this series, this position's paramount qualification requirement is the ability to integrate and balance the various aspects of heavy equipment coordination for all the refuges and other Fish and Wildlife needs in a region. These include planning and budgeting the needs for, tracking repair requirements of, assessing organizational needs for, evaluating the logistical requirements of use and movement of, planning staffing for equipment maintenance of, and arranging for agency acquisition and rental requirements of, the Region's heavy equipment needs. This position is, therefore, classified in the GS-346 series. The title, "**Logistics Management Specialist**," is the title for nonsupervisory position covered by this series.

GRADE DETERMINATION

The standard suggests using the Supply Program Management Series, GS-2003, for grade criteria comparison. Since issuance of the GS-346 series, the Administrative Analysis Grade Evaluation Guide was developed in July 1999 specifically to evaluate administrative work in the GS-300 Group. Both, therefore, been used to evaluate the grade level of the subject position.

Factor I - Knowledge Required by the Position

This position requires an ability to analyze the needs and plan for logistics of deployment of heavy equipment through either purchase or rental for the upkeep of property covering thousands of acres. At level 1-6, the administrative analysis guide states: "positions with this level of knowledge require skill in applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature. The issues or problems deal with readily observable conditions." This position meets and exceeds this level. Conflicting requirements and knowledge of procurement regulations will require the incumbent to apply knowledge and analytical abilities to resolve competing needs for completion of various types of work and equipment needs throughout a region.

At the 1-7 level, a Supply Specialist is required to analyze independently and resolve difficult issues and problems. This level of knowledge is used in supply program planning at a major organizational level requiring the employee to interpret policy direction for specific operating requirements. This level most consistently meets the knowledge required in the performance of this position. The employee's projects will be broad and will affect a variety of functional areas related to heavy equipment, including training, safety and procurement. Finally, the mechanisms utilized by the incumbent will often be new and, therefore, the incumbent will be required to develop new procedures, policies and techniques.

Level 1-8, however, is not met. This level is that of an expert analyst. Typically this includes knowledge used to perform key decision-making and policy development responsibilities in very difficult assignments.

Level 1-7 is assigned for 1,250 points.

Factor 2 - Supervisory Controls

Because he is serving as the Regional Heavy Equipment coordinator and because of the specialized nature of the material he works with, the incumbent is given wide latitude in the performance of his job.

The incumbent independently plans and carries out most of his functions. For example, the supervisor may set an objective of developing a training program that meets the needs of a variety of customers. The employee does all the preparation, research study, training aid development, etc., and completes the project with no further supervisory guidance.

Level 2-3 is clearly exceeded. At this level, the employee is provided with more detailed assistance in unusual situations that do not have clear precedents. The employee's supervisory controls most closely resemble those of level 2-4 where the supervisor "sets the overall objectives and decides on the resources available." The employee of this position will be responsible for planning and carrying out the work resolving most of the conflicts that arise.

The incumbent's supervisory controls are more specific than those found at the 2-5 level where only administrative direction is provided for assignments that are broadly defined in terms of missions or functions.

Level 2-4 is assigned for 450 points.

Factor 3- Guidelines

Because this is a new function in the Service and because the duties involve the interrelationship of a variety of support functions with the primary subject of heavy equipment, guidelines may not be available. Those that are available may not be completely applicable to a given situation. The incumbent's duties often involve the interrelationship of support functions such as training, purchasing, and safety with heavy equipment.

The above meets and somewhat exceeds level 3-3. At level 3-3, handbooks, manuals and other guidelines are available but are not completely applicable or gaps exist in significant areas. The employee must use "judgment in interpreting, adapting, and applying guidelines where there is some overlap or conflict in the levels of support required."

In that this is a new position, many guidelines may actually be written by the incumbent. This may appear to meet the 3-4 level where "administrative policies and precedent studies provide a basic outline of the results desired, but do not go into detail as to the methods used to accomplish the project. However, the 3-4 level is also characterized by the employee exercising a great deal of personal judgment and discretion with broad latitude for interpreting and applying guidelines across the organization. This includes, for example, "guidelines originating from more than one Federal agency or department which apply to supply programs and organizations involving joint operations." The nature of this position's work, using procurement policies, planning the construction needs, planning and coordinating safety training, and budgeting and scheduling the heavy equipment use of a region, does not correlate with the type of guidelines required at this level.

Level 3-3 is assigned for 275 points.

Factor 4- Complexity

The incumbent's assignments include the integration of logistics, heavy equipment safety and management, acquisition, and refuge management goals as they impact the prioritization of logistical support work. The incumbent will develop procedures that will

improve safety, procurement, and training as they are related to Regional heavy equipment. These functions involve analyzing existing procedures and developing improvements or replacements. As the regional coordinator, the incumbent must deal with conflicting requirements and/or poorly defined requirements. This position will require complexities ranging from the geographic dispersion of equipment, multiple suppliers of equipment, competing refuge needs, to the differing skill levels of maintenance workers. The unique requirements of this program will require the development of many new procedures to handle problems.

The 4-3 level is clearly exceeded. "At this level the employee analyzes the issues in the assignment, then selects and applies accepted analytical techniques such as task analysis, work simplification," etc. A supply specialist at this level would "perform various duties requiring the application of different and unrelated methods" and practices. The complexity of the Heavy Equipment Coordinator's job will require much more complexity due to the variety of the logistical support provided.

This position fully meets, and somewhat exceeds, the 4-4 level where the "employee typically assesses situations complicated by conflicting or insufficient data." The work at this level typically requires the employee to take actions involving the interpretation of considerable data and variation in the level of support needed. It is characteristic of this level to find "originality in refining existing work methods and techniques for application to the analysis of specific issues or resolution of problems."

At the 4-5 level, "the work consists of projects and studies which require analysis of interrelated issues of effectiveness, efficiency, and productivity of substantive mission-oriented programs." While this position does require an analysis of interrelated issues, these issues are not of the breath and complexity of the 4-5 level. At this level, decisions about how to proceed in planning are complicated by conflicting program goals due to legislative changes or the need to deal with subjective concepts such as value judgments.

Level 4-4 is assigned for 225 points.

Factor 5 - Scope and Effect

This purpose of this work is to develop a heavy equipment program region-wide in scope. This meets and exceeds the 5-3 level where the employees identify, analyze, and make recommendations to resolve conventional problems and situations. Level 5-4 is more characteristic of this position's scope and impact. The Supply Specialist at this level would investigate and analyze a variety of unusual supply problems and conditions with the work affecting a supply system in a wide range of activities with the organization. Indeed, this position works on logistical issue of a broad range for many activities that affect dozens of refuges with a region.

At the 5-5 level, "the purpose of the work is to analyze and evaluate major administrative aspects of substantive, mission-oriented programs." This scope of this position is, however, not at this level where the development of a program may be throughout a bureau or service of an independent agency. While the work of this incumbent is broad

and affects the efficient use resources for the deployment heavy equipment for an entire region, the effect of the work is not at the 5-5 level. At that level reports "typically contain findings and recommendations of major significance to top management of the agency, and often serve as the basis for new administrative systems, legislation, regulations, or programs." Although the position description states that the program has national implications in guiding the overall deployment of equipment and staffing in carrying out the Refuge System, this position will affect things at that level only in consort with the other regional coordinators along with the national coordinator.

Level 5-4 is assigned for 225 points.

Factors 6 & 7 Personal Contacts and Purpose of Contacts

Contacts: Level 2 is assigned. The incumbent's contacts are primarily with FWS staff but will also include vendor personnel and contractors. This fully meets level 6-2 where employees, supervisors, and managers of the same agency, but outside of the immediate office, or employees and representative of private concerns," Typical of the 6-3, contacts are often with "persons outside the agency which may include consultants, contractors... in a moderately unstructured setting" as well as the head of the employing agency.

Purpose of contacts: Level B is assigned. The incumbent's contacts are for coordinating and conducting training, movement of equipment, equipment maintenance needs, and purchasing options. There will be some need to influence and persuading others to utilize or adopt a particular operating or safety method, procedure or policy; to share techniques; analyze user requirements; and coordinate new techniques. It will require persuasive abilities to effectively prioritize equipment use among the competing refuge demands. This exceeds level b where the purpose of contacts is to plan and coordinate work by influencing or motivating individuals who are working toward mutual goals. The purpose of the contacts here are to influence persons in order to resolve competing equipment demands and to achieve safety compliance. This compliance may be gained by persuasion or negotiation. This meets level C where the incumbent may "encounter resistance due to such issues as organizational conflict, competing objectives, or resource problems." Level D is not met in that contacts are made to settle controversial issues affecting major programs.

Level 6- 2 and Level 7-C = 2C which is assigned for 110 points.

Factor 8 - Physical Demands -

Work is often sedentary but will require regular field visits for purposes of training and inspection. Field work may involve working on or around various types of equipment as well as operating heavy equipment when testing or inspecting it. Some lifting, crawling, etc. may also occur as part of an inspection or testing function.

Level 8-2 is assigned for 20 points.

Factor 9- Work environment

Work is normally performed in an office setting. However, the employee will often be exposed to extremes of weather and a variety of physical surroundings. The level of risk will be equivalent to that of the field personnel who work with a given piece of equipment. Protective clothing may be required and hearing/eye protection will be required when operating or testing equipment.

Level 9-2 is assigned for 20 points.

FACTOR LEVEL ASSIGNMENTS

FACTOR 1:	Level 1-7	1250 points
FACTOR 2:	Level 2-4	450 points
FACTOR 3:	Level 3-3	275 points
FACTOR 4:	Level 4-4	225 points
FACTOR 5:	Level 5-4	225 points
FACTORS 6 & 7:	bc	110 points
FACTOR 8:	Level 8-2	20 points
FACTOR 9:	Level 9-2	20 points
Total Points:		2575 points = **GS-11**

CONCLUSION

This position is properly classified as a **Logistics Management Specialist, GS-346-11.** The organizational title for this position is Heavy Equipment Coordinator.

The position is FLSA Exempt. This position meets the criteria for exemption from the Fair Labor Standards Act based upon 5CFR551.206, Administrative Exemption because:

a. Primary duty test: this position involves Regional supporting services related to many aspects of heavy equipment management, purchasing, training, etc.
b. The work is not manual.
c. The employee will frequently exercise independent judgment.

The employee will be required to file a Confidential Financial Disclosure Form; OGE-450 because of duties related to the purchase of equipment.

Dawn L. Phillips

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