

Classification: Civil Engineer, NH-0810-III

Local Title:

Employing Office Location: Orlando, FL

Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)
1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)
2nd Div: Project Manager, Combined Arms Tactical Trainers (PM CATT)
3rd Div: Product Manager, Air and Command Tactical Trainers (PM ACTT)
4th Div:

Supervisor's 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.

Immediate Supervisor: Bernard Gajkowski

Title: Deputy Product Manager ACTT

Signature: /s/ Date: 4/30/03

Higher Supervisor or Manager:

Title:

Signature: Date:

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Stephen M. Seay, BG, USA

Title: Program Executive Officer

Signature: /s/ Date: 5/1/03

FLSA: Exempt BUS Code: 7777 CL: 319
Drug Test: No Emergency Ess:
Key Position: OPM Functions Code:
Sensitivity: NCS Status: Competitive
Reason for Submission: Acq Demo Conversion Subject to IA: No
Previous PD Number: 08510 Mobilization:
Envir. Diff: Career Prg ID:
Acq Posn Category: S CAPL Number:
Acq Career Level: 3 Acq Posn Type: 4
Acq Special Asgmt: Acq Prog Ind:
Career Spec - Primary: Career Spec - Sec:
Cont Job Site: Mobility:
Financial Disclosure: [] Public Financial [X] Confidential Financial
[] Supervisor [] Manager [X] Neither
Citation 1: Civil Engineering Series, GS-0810 TS-54 December 1964
Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

Acquisition Workforce Demo Project
Position Requirements Document

I. Organization information:

Position is located in Project Manager Combined Arms Tactical Trainer (PM CATT) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Civil Engineer, NH-0810-III

III. Duties:

The purpose of the position is to provide facility expertise to support the development and fielding of training systems acquired by PM CATT. The incumbent serves as the primary consultant between PM CATT and the user on matters relating to the planning, design and construction of facilities to support training system installation in the field throughout the acquisition cycle.

Facility Requirements Definition:

Develops facility requirements in support of Army or Customer requirements definition. Determines and establishes training system facility requirements for space, air conditioning, dynamic and static floor loading, power, hydraulics, Electromagnetic Environmental Effects (E3), grounding, and fire protection. Develops, coordinates, and revises plans for the user based on site survey information and available training system data packages. Develops preliminary cost estimates based on the facility requirements for new construction or for the modification of an existing facility. Provides PM CATT's Trainer Facility requirements during facility design concept meetings for MILCON and Special-Projects and serves as PM CATT's Facility requirements expert among the user, PM CATT, and the Facility Contracting Agent.

Contract Definition:

Prepares the applicable Facility portion of the training system acquisition package. Evaluates technical packages submitted by contractors relative to facility requirements, and determines acceptability of training system proposals. Monitors/updates the user facility requirements to ensure consistency with training system acquisition package inputs and resolves issues as

necessary. Provides primary training system facility design review through review of design drawings. Provides comments/revisions/recommendations to the design Architect and Engineering (A&E) firm.

System Development and Fielding:

Monitors facility construction to ensure compatibility between the training system and the facility. Participates in system design reviews and facility construction inspections and provides comments/recommendations to the Project Manager and to the user relative to the impact of facility changes. Makes/initiates/evaluates engineering change proposals as required. Develops revisions to the user's facility plan based on Facility/Electromagnetic Environmental Effects (E3) modifications and updates that occur during the acquisition stage. Resolves problems to assure scheduled progress for training system installation. Provides technical review of all training system contractor reports relative to facilities and provides comments/recommendations to the appropriate Contract Specialist.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level.

Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

Security Clearance and Travel Requirements:

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, And Abilities (KSAs) For Qualification Purposes

Knowledge of theory, principles, and practices of civil engineering specifically as they relate to Facility/Electromagnetic Environmental Effects (E3) Training System problems

Knowledge of Military Construction (MILCON) Planning and Practices

Knowledge of Army Corps of Engineers, Directorate of Engineering and Housing, and the Department of Defense Facility Planning, Design and Construction Practices

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of DOD acquisition and life cycle management policies, procedures, and practices

Ability to communicate orally and in writing

Ability to work cooperatively as a member of a team