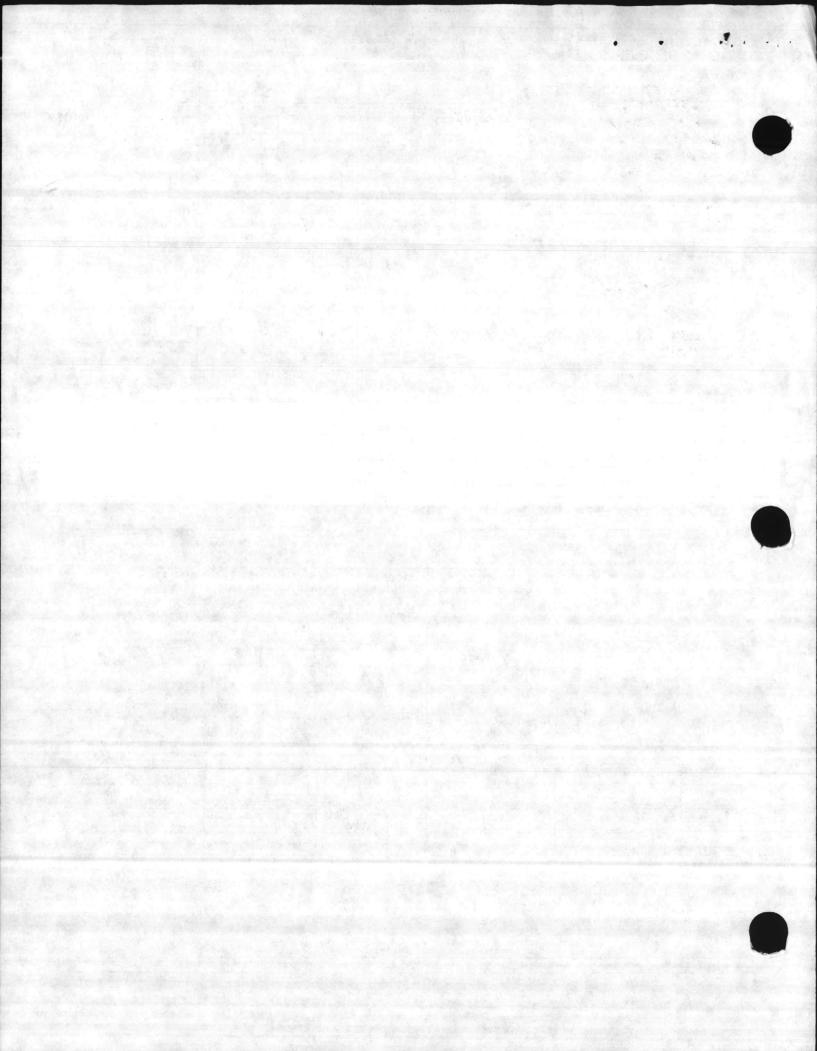
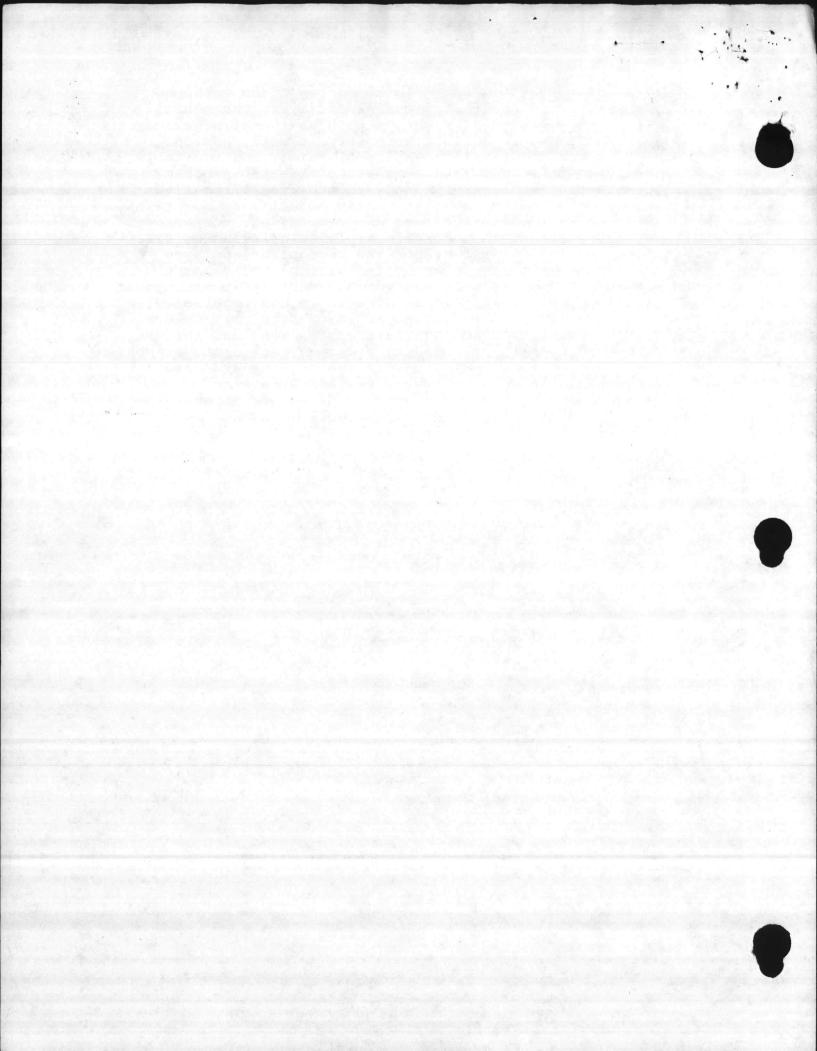
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25. Description of Major Duties and Responsibilities (See Attached)

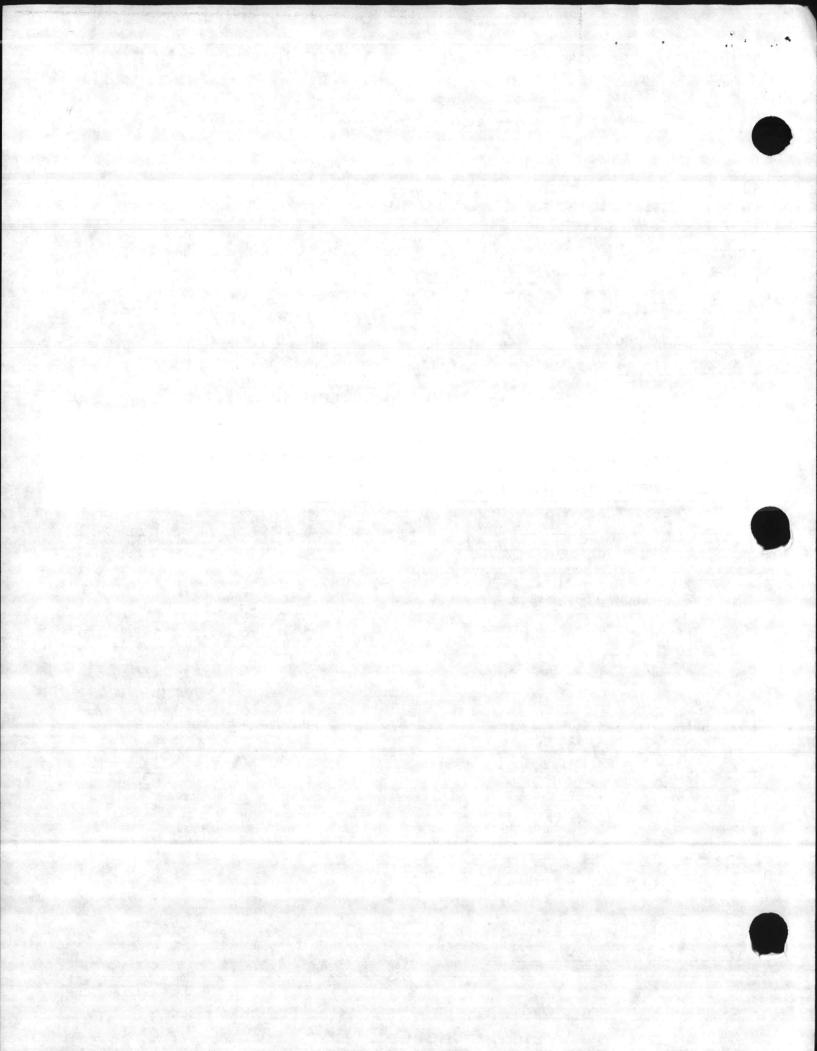
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D.D. SHARPE, Supvy Ecologist  Date  25 NOV 86  Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5. U. S. Code, in conformance with standards published by the Civil Service Commission or, it no published standards apply directly, consistently with the most applicable published standards.  Ty  MARY RADABAUGH  CLASSIFICATION SUPERINTENDENT  Signature  10 July  10 July  11 July  12 Signature  12 Signature  13 July  14 July  15 July  16 July  17 July  18 J	D.D. SHARPE, Supvy Ecologist  J.I. WOOTEN, Dir, NREAD  Signature  Date  25 NOV 86  Classification/Job Grading Certification. I certify that this position has been classified (graded as required by Title 5. U. S. Code, in conformance with standards apply directly, consistently with the most applicable published standards.  Ty  MARY RADABAUGH  CLASSIFICATION SUPERINTENDENT  Signature  Date  25 NOV 86  22. Standards Used in Classifying/Grading Position  CLASSIFICATION SUPERINTENDENT  Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.  3. Position Review  Initials  Date  Initials	econd Subdivision  Country  Country  Country  Country  Employee Review. This	Managemen zardous Wantrol Divi	t Departme ste & Pol sion Env	ent lution los <b>mel</b> Or V	e. Fifth	Subdivision	mutal		lity	Amily	roine Section
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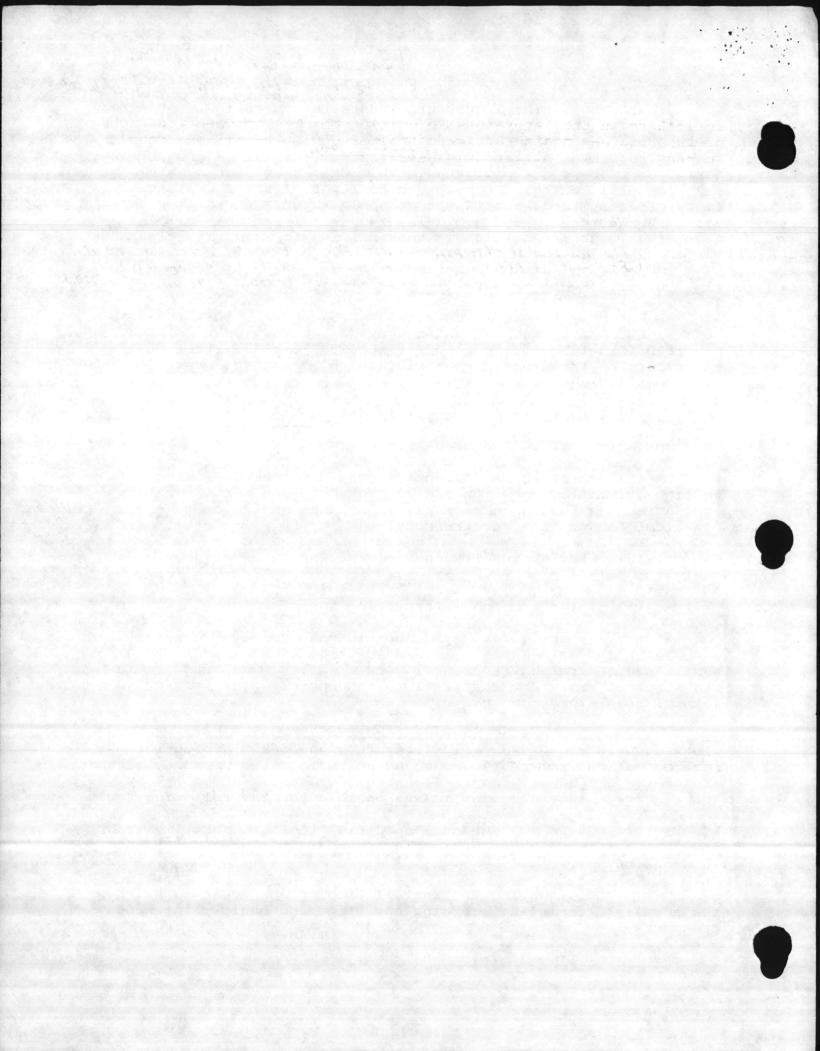


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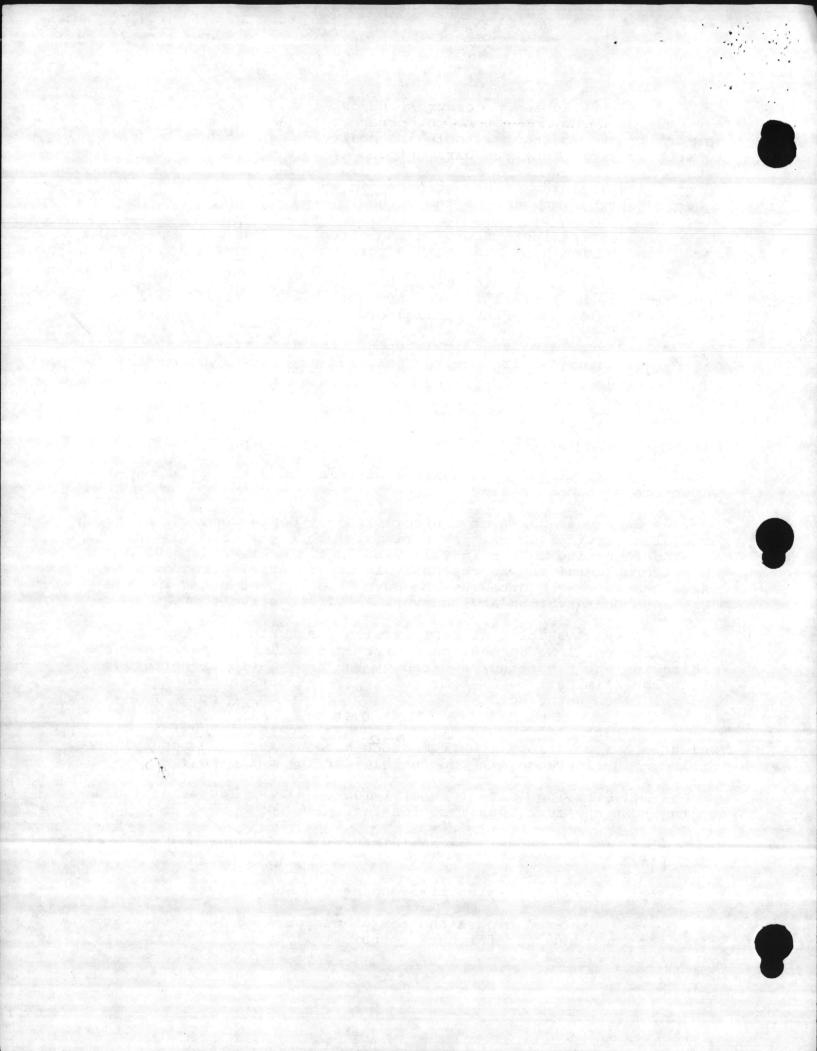
I. INTRODUCTION. The incumbent directs the operation of the Environmental Chemistry and Microbiology Laboratory Section (ECML) of the Soil, Water and Environmental Branch, Natural Resources and Environmental Mississipping (NREAD), Facilities Department, Marine Corps Base, Camp Lejeune. The ECML is a comprehensive environmental control laboratory capable of performing a broad range of analysis of wastewater, potable water, groundwater, hazardous wastes, toxic chemicals, industrial wastes, soil and other substances. Position is nonsensitive for security clearance purposes. The incumbent of this position must file a financial disclosure report. Confidential Statement of Affiliation and Financial Independs (DD Form 1858) in II. DUTIES. Accordance with the requirements of BaseBul 5370 and McU 5370.3.

Ameno #1

- Performs chemical, physical and bacteriological analysis of a wide range of substances to provide information requested, required to solve problems, and/or required for submittal of reports to environmental or public health agencies. Work performed includes the following:
- (1) Determining the specific data needed/required and determining, adapting and modifying the approaches, methods and procedures for obtaining the data.
- (2) Performing or directing others in the analysis or testing of substances which includes use of both wet laboratory procedures and instrumental analysis such as gas chromatography and atomic absorption spectroscopy.
- (3) Ensuring quality control for work performed by other analysts.
  - (4) Evaluating and interpreting the results.
- (5) Preparing reports describing the results, conclusions and, if appropriate, a recommended solution to technical assistance/general environmental work problems. Reports are in final format ready for submittal to appropriate officials or outside regulatory agency.
- Keeps abreast of current regulatory requirements, methodology manuals, and scientific literature and makes appropriate recommendations for replacement and upgrading of equipment, methods, procedures and quality control. When new methods or equipment are required, the incumbent is responsible for the following:
- (1) Developing purchase specifications and justifications for new equipment for supervisor's approval and incorporation in NREAD budget.
- (2) Coordinating the installation of new equipment with the supplier, including learning operating and basic maintenance procedures.



- (3) Developing procedures and quality control guidelines for others in the laboratory to operate the new equipment and/or perform the new method(s) including modifying the methods required to meet specific local requirements.
- (4) Training other employees in the operation of the equipment or performance of the method(s) and
- (5) Operating/performing and directing others in operating/ performing of the equipment/method for analysis and testing.
- Provides professional and technical services during implementation of the installation Hazardous/Toxic Materials Spill Contingency Plan. Is responsible for:
- (1) Providing technical support for identification and/or determination of handling characteristics of spilled chemicals and hazardous/toxic materials.
- (2) Developing procedures for and assisting in the pretreatment of spill residues required for neutralization and safe disposal, and
- (3) Providing post spill monitoring of soil and groundwater for contamination.
- Serves as point of contact with the North Carolina Division of Health Services on matters pertaining to the monitoring and related reporting in the installations potable water supply and on matters pertaining to the analysis and identification of hazardous wastes required by the Safe Drinking Water Act and the Resources Conservation and Recovery Act, respectively.
- Serves as point of contact with the North Carolina Division of Environmental Management on matters pertaining to environmental monitoring and reporting required by the base National Pollutant Discharge Eliminations Systems permit issued pursuant to the Federal Clean Water Act.
- Directs the ECML Section of NREAD located in Building 65 which is a remote location from NREAD headquarters and supervisor's office. The incumbent is responsible for the following:
- (1) Provides direct supervision to all employees assigned to the ECML and is responsible for the following:
- (a) Approval and administration of annual and sick leave.
  - (b) Maintaining time and attendance reports.
- (c) Preparing standards of performance and conducting mid-year and annual performance appraisals.



- (d) Identifying and implementing personnel training required to achieve ECML Section functions.
- (e) Making recommendations for periodic employee step increases.
- (f) Ensuring compliance with base personnel policies and procedures for Equal Employment Opportunity, employee conduct, labor relations, etc.

Personnel assigned to the lab include: one GS-9, environmental control specialist, PD# 12356, one GS-7, physical science technician, PD# 10601, two GS-6, physical science technicians, PD#'s 11570 and 11571. Periodically, temporary and intermittent employees are assigned to the laboratory as workload dictates.

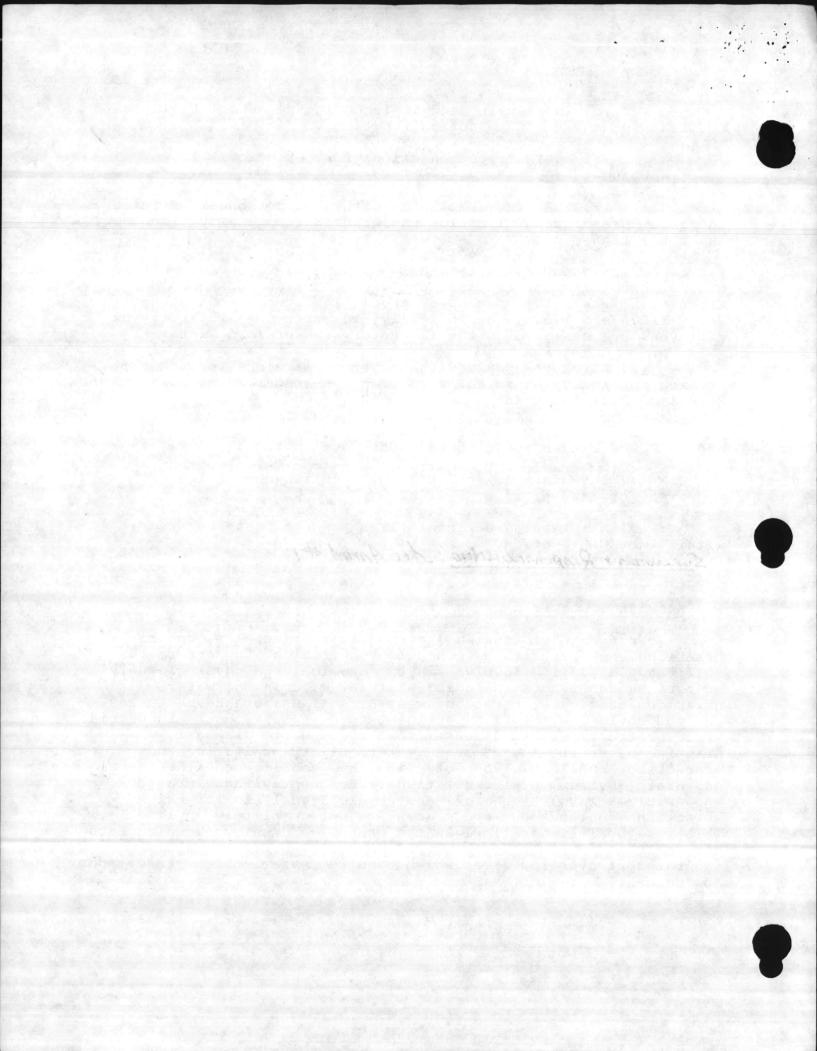
- (2) Develops and submits budget submissions for the ECML' Section for inclusion in the various NREAD budget submittals and annual operational plans.
- (3) Serving as property officer for garrison and plant account property assigned to the ECML Section.
- (4) Inventorying and ordering supplies and equipment required for laboratory operation.
- (5) Maintaining official files and records generated within the ECML Section.

  Supervisor & Responsibilities: See Amund #1

  III. FACTORS.

## 1. Knowledge Required by Position:

- Professional knowledge of chemical principles, theories, practices and established methodology sufficient to perform the full range of duties involved in the chemical and physical analysis of various substances including wastewater, drinking water, hazardous chemicals, hazardous wastes, soil and other substances and to provide information pertinent to sewage disposal, industrial waste pretreatment and disposal, hazardous waste disposal, drinking water treatment, groundwater quality monitoring and protection, public health protection, and compliance with Federal and State environmental regulations. Frequently these programs and problems involve chemical and physical analysis for which established methods and procedures are not completely applicable. This is especially critical in the unusual and unique requirements for analysis of suspected hazardous material/hazardous waste generated at over 150 sites which require deviation from traditional approaches.



- Practical knowledge of related scientific fields such as hydrology, bacteriology and statistics. Practical knowledge and skill in conducting appropriate tests to analyze unknowns for hazardous waste characteristics such as corrosivity, ignitibility, reactivity, E. P. toxicity for metals and total organic halogen content.
- Skill in determining the specific data required to answer a question or solve a problem in relationship to the broad program requirements for protection of the environment, public health and personnel safety. Analysis and selection of appropriate method, procedure, technique or test is based on a broad knowledge of related substances, methods and procedures which may be applied to new and unprecedented requirements.
- Practical knowledge and skill in the application of federal personnel, administrative and budgetary polices and procedures and in skill in personnel supervision required for the direction of the ECML function.
- 2. Supervisory Controls. The immediate supervisor is the Supervisory Ecologist, who assigns work by outlining, in broadly defined terms, the overall functions of the Environmental Chemistry and Microbiology Laboratory. The Supervisory Chemist is responsible for ensuring all the work received in the laboratory is completed accurately, fully and in a timely manner. This responsibility involves independently planning and carrying out the Environmental Chemistry and Microbiology Laboratory program, solving all technical problems and reporting the results to appropriate officials. The supervisor is kept informed of controversial and far-reaching matters and problems. Completed work is accepted as technically authoritative and is normally accepted without significant change.
- 3. <u>Guidelines</u>. The guidelines include technical references, methodology manuals, instrument handbooks, precedents, laboratory operating procedures, Navy and Marine Corps policies and regulations and Federal, State environmental regulations. The guidelines generally cover but are not specifically applicable to the request/problem under consideration. The chemist must use judgement in selecting and applying the guides and in making modifications in the established methods as required to complete the assignment.
- 4. Complexity. The assignments include the analytical requests and samples received in the laboratory. Procedures are not applicable and require modification of methods. Sometimes, the nature of the request is such that specific data needed must be determined. The work requires evaluation and interpretation of a wide variety of material, that is both pertinent to methodology and the chemical and biological characteristics of the substances involved, to assure proper selection of the approach and methods. Because of unusual requests for information or the chemical and/or biological characteristics of the substances involved, frequent modification of the established methods and practices is required to complete

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- 5. Scope and Effect. The work involves providing chemical, physical and bacteriological data and solving related problems for the Camp Lejeune complex by determining the specific information needed; selecting, and modifying, if required, established procedures and methods for obtaining that information; performing the analyses and tests; interpreting the results; and making recommendations for follow-up action. The work affects the activities' compliance with environmental and public health regulations of outside agencies; protection of public health and safety; utilities operations; management and disposal of hazardous and toxic materials; and relationships with the surrounding civilian community.
- 6. Personal Contacts. Contacts within the agency include chemists, engineers and management personnel within the Camp Lejeune Complex, and Atlantic Division, Naval Facilities Engineering Command. Contacts outside the agency include chemists, engineers, regulatory personnel and management personnel from Federal, State and local environmental and public health agencies, State and EPA Laboratories and technical representatives and consultants from architectural and engineering firms employed by the Navy and Marine Corps.
- Purpose of Contacts. The personal contacts within the Camp Lejeune Complex and Navy environmental support agencies are with higher level managers, engineers, chemists and other specialists for the purpose of providing, explaining and justifying data, conclusions and recommendations in the areas of wastewater and drinking water treatment; environmental protection and pollution control in areas of both surface and groundwater quality; emergency response for hazardous and toxic material spills; hazardous waste disposal; and public health in the areas of potable water supply. As point of contact with outside regulatory agencies on water quality monitoring and hazardous waste analysis pursuant to the Safe Drinking Water Act, Clean Water Act and Resource Conservation and Recovery Act, incumbent periodically deals with controversial issues affecting compliance with local, state and federal regulations and attempts to persuade or influence regulatory personnel and justify actions taken or planned by base.
- 8. Physical Demands. The work involves prolonged standing, climbing and walking over rough, uneven surfaces.
- 9. Work Environment. The work involves regular and recurring exposure to irritant and toxic chemicals. Special safety precautions are required and the chemist must use protective clothing and gear such as a laboratory coat, safety shoes, safety glasses, and gloves. The work routinely involves working in the field under cold and hot temperatures and exposure to biting and stinging insects. A portion of duties related to emergency spill response are performed under highly stressful conditions.

