

Reason for Submission	3. Service	4. Employing Office Location	5. Duty Station	6. CSC Certification No.
<input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)	<input type="checkbox"/> New <input type="checkbox"/> Other	Camp Lejeune, NC		
		7. Fair Labor Standards Act	8. Employment/Financial Stmt Required	9. Subject to IA Action
		<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status	11. Position r	12. Sensitivity
		<input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)	<input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	<input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive
		13. Competitive Level Code:		
		14. Agency Use		

Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Supervisory Chemist	GS 1320		10	em	6/27/84
e. Recommended by Supervisor or Initiating Office						

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment	c. Third Subdivision
Marine Corps Base, Camp Lejeune, NC	Soil, Water & Environmental Branch
a. First Subdivision	d. Fourth Subdivision
Facilities Department	
b. Second Subdivision	e. Fifth Subdivision
Natural Resources & Environmental Affairs Division	

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

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, 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.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Supvy Ecologist	Dir, NREAD
Signature _____ Date _____	Signature _____ Date _____

21. 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, if no published standards apply directly, consistently with the most applicable published standards.	22. Standards Used in Classifying/Grading Position
Typed Name and Title of Official Taking Action	FLSA: Exempt <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Unit Status <u>8888</u>
Classification Superintendent	CFI <u>MAX</u> SPC <u>L</u> BOC <u>---</u>

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

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

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## I. INTRODUCTION

The incumbent directs the operation of the Quality Control Laboratory located in the Soil, Water and Environmental Branch, Natural Resources and Environmental Affairs Division (NREAD), Assistant Chief of Staff, Facilities, Marine Corps Base, Camp Lejeune, North Carolina. The mission of the laboratory is to provide professional, technical and laboratory support to the following environmental functions; monitoring and related reporting of wastewater and potable water treatments; analysis and identification of hazardous wastes/materials during disposal cycle; monitoring of miscellaneous sources of industrial wastewater; monitoring of surface and ground water quality; and the management of toxic and hazardous materials/substances. This position is nonsensitive for security clearance purposes.

## II. DUTIES

Provides direct supervision to Physical Science Technician, GS-1311-7, PD #10601; two Physical Science Technicians, GS-1311--6, PD #s 10023 and 10022; and Physical Science Technician, GS-1311--5, PD #10021.

Directs the day-to-day operation of the Lab and performs administrative and supervisory duties required to manage personnel, equipment and supplies; to prepare reports and correspondence; and to develop budget submissions in accordance with applicable personnel and administrative regulations and requirements.

Keeps abreast of current regulatory requirements and laboratory technology and makes appropriate recommendations for replacement and upgrading of existing equipment and facilities as required for efficient, effective operation of the Lab. Implements adopted recommendations.

Develops, adapts and modifies laboratory procedures for sample collection, preparation and testing as required by applicable regulatory requirements and quality control procedures.

Assists in the preparation and implementation of the Soil and Water Conservation Plan Section of the Base Long Range Natural Resource Management Plan.

Implements water quality monitoring requirements of the Safe Drinking Water Act and Clean Water Act, and prepares reports of test results and related findings and interpretations for submission to Base, Marine Corps, Navy, State and Federal authorities. Serves as point of contact on routine matters dealing with drinking water and wastewater quality monitoring and reporting.

Provides professional and technical assistance and training to base utilities personnel on matters related to water quality monitoring; quality control procedures; and pretreatment and disposal of industrial waste.

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Develops and coordinates implementation of the Waste Analysis Plan applicable to the management and disposal of hazardous materials/waste in accordance with the Resource Conservation and Recovery Act.

III. FACTORS

1. 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.

2. Supervisory Controls. The supervisor assigns work to be performed by indicating overall objectives. 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. Work is not routinely subjected to review for technical accuracy. Supervisor is notified when violations of environmental standards are identified. Written reports and special assignments are reviewed by supervisor when completed relative to compliance with overall objectives and applicable regulations and guidelines.

3. 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 judgment 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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4. 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 pre-treatment, sample size, test methods and procedures. The steps or procedures may be lengthy, lasting five days and running into the weekends.

5. 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.

6. Personal Contact. The personal contacts are with management personnel of the Utilities Branch, Preventive Medicine Officer (Naval Hospital), and with outside agencies such as the EPA, State of North Carolina Water Quality officials, Naval Environmental Support Office and Naval Engineering Command.

7. 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.

8. Physical Demands. The chemist's work involves prolonged standing.

9. 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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