

POSITION DESCRIPTION
GEN ENGR, GS-0801-13

SETID	HUD01	JOB CODE	FP0005	DATE	04/02/2005	OPM CERT #			
PAY PLAN	GS	SERIES	0801	GRADE	13	PAY BASIS	Per Annum	FUNC CLASS	Construct
WORK TITLE	General Engineer								
SPVY LEVEL	Other	POSITION SENSITIVITY	NCrit Sens	LEO POSITION	N/A	MEDICAL CHECK REQ.	No	BUS CODE	7777
FLSA	Exempt	PATCOB	Professnl	EXECUTIVE DISCLOSURE	No	EMPL/FIN INTEREST	No	FUND SOURCE	Approp Fnd
CLASSIFIER	Zakiyyah A Day								
CLASS STANDARD	OPM PCS GS-801 HANDBOOK; GRADE LEVEL CRITERIA, GS-830 TS-28								
DATE CLASSIFIED	04/12/2005								

MAJOR DUTIES

Engineer (General) GS-O801-13

This position is located in the Office of Public Housing in the Field Office HUB or Program Center. The incumbent serves as the principal advisor and point of contact liaison on engineering matters between Headquarters, Field HUB and Program Center Offices, and HUD Management Centers. Responsibilities include: monitoring of the work of the functional counterparts in the office, analyzing data to keep abreast of program compliance and performance operations, acting as principal advisor to the Director and or Team Leader on all issues relating to engineering activities.

Duties and Responsibilities:

1. Provides oversight and administers all aspects of the performance in the area of engineering.
2. The incumbent is called on for opinion and advice on any matter touching the engineering field and develops procedures and standards for carrying out this specialty within the office, and represents the office with authority on technical engineering matters.
3. Recommends and implements creative solutions to complex problems and takes an active role in implementing needed changes. Provides Technical Assistance to Public Housing Agencies (PHAs) , Field HUB Program Center offices and HUD Management Centers as necessary. Disseminates information and resource material to the Field HUB program Center clients and customers. Takes action either to correct deficiencies or compliance violations by developing tailored training packages, information dissemination, etc., or to recommend that potentially severe compliance issues be referred to the Inspector General.
4. Provides leadership, guidance, direction and oversight of goals pertaining to engineering matters. Monitors and tracks goals accomplishment, provides input into Management Plan reports, clarifies issues, resolves problems relating to goal achievement.

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5. Provides program guidance, direction, training technical assistance for:
 - ¿ Development of analytical papers.
 - ¿ Identification and assembly of materials for dissemination of information and identification of best practices and trends for possible national distribution.
 - ¿ Trains lower-graded engineering and facilities management staff.
 - ¿ Develops appropriate strategies, tools and procedures to address identified performance deficiencies and for problem solving.

6. Participates in team meeting to conduct targeted performance assessments of PHAs using the Diagnostic, Problem Resolution, and Follow-up phases to review SAC areas.
7. Explores non-HOD sources of technical assistance (e.g., non-profits, universities, other PHAs, etc.), and facilitates effective partnerships between the Field HUB Program Center Office and PHAs.
8. Prepares various complex special statistical, programmatic and administrative field office-wide written reports, evaluations, plans and strategies both to Headquarters, as applicable, and to Field Office HUB Director or Program Center Team Leader (on problems, issues, budgets, training needs assessment, travel and most effective utilization of resources).
9. Initiates and or serves as principal agency representative at local and other conferences, seminars, workshops, etc., with oral and written presentations submissions.
10. Participates in the development and review of risk assessments to assure a performance-oriented approach to PHA problems.
11. Participates in meetings assessing and assisting in preparing recommendations for improved operations and performance.

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12. Participates in team assignments involving resolution of engineering-related issues.
13. Utilizes available computer equipment and data systems to maintain current data to track trends and compliance issues and generate appropriate work products.
14. Provides targeted on-site assistance as required by the Field Office HUB Director.
15. Initiates waivers and or waiver requests as, appropriate and responds to correspondence as assigned.

Factor 1. Knowledge required by the position

Expert knowledge of and skill in applying HUD rules and regulations, statutes, and other controlling documents pertaining to all programs administered by the PHAs and comprehensive knowledge of programs in order to effectively analyze and evaluate PHA performance. Professional knowledge of engineering methods, practices, equipment and materials, develops comparative engineering cost analyses and estimates which may serve as a basis for negotiation of settlements on construction contract changes or help in verifying contractor deficiencies.

Expert skill in applying problem-solving and analytical techniques to identified program deficiencies.

In-depth knowledge of trends in housing programs in order to provide Headquarters, the Field HUD program Center Offices and Management Centers with information upon which to develop solutions to

any significant downward trends.

Factor 2. Supervisory Controls

Assignments are given in general terms via overall Office goals and objectives, or as a result of findings identified during an assessment of program operations and data. The incumbent is independently responsible for planning and carryout assignments by determining, after identifying problem areas, what additional

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data should be evaluated so that management specialists will have the information they need to administer the programs.

Work is reviewed for consistent interpretation of legal precedents, equitable treatment of PHAs, impact on HUD policy, and effectiveness in supporting program objectives. The incumbent's expertise is such that recommendations are usually accepted.

Factor 3. Guidelines

Guidelines include legislative statutes, Departmental regulations, and HUD-PHA contractual agreements.

The specialist uses judgment in deviating from established methods to obtain information on unusual cases, and analyzes trends to clarify the need for changes to existing guidelines.

Factor 4. Complexity

The duties involve performing complex reviews and analysis of all Field Office HUB or Program Center functions and PHA operational data, identifying operational and programmatic deficiencies, and providing management and specialists with technical assistance.

The specialists on a regular basis makes recommendations that affect program priorities area wide.

Factor 5. Scope and Effect

The work involves developing programs and procedures necessary to implement and evaluate Field Office programs, negotiating with PHA management, residents and local agency officials, and providing advisory services for complex programs. Decisions involve significant or controversial issues, dealing with substantial expenditures, or major problems.

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Factor 6. Personal Contacts and Factor 7. Purpose of Contacts

Contacts are with employees in Field HUB program Center Offices, staff in PHAs, industry groups, and employees in Headquarters. Contacts are for the purpose of exchanging information or clarifying questions related to program data. Incumbent must be persuasive in making recommendations that can impact on Field Office efforts.

Factor 8. Physical Demands

The work is usually sedentary and involves sitting comfortably to accomplish most tasks. No special

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physical demands are required.

Factor 9. Work Environment

The work involves normal risks or discomforts associated with working in an adequately lighted and ventilated office.

JOB COMPETENCIES (The full range of competencies for the occupational series is provided for information and development purposes; not every competency displayed is required at the individual position level.)

EVALUATION STATEMENT

1-8	1550
2-4	450
3-4	450
4-5	325
5-4	225
6-3	60
7-3	120
8-1	5
9-1	5

Total 3190 = GS-13 (3155 - 3600)