
Position Description

PD#: HB208282

Replaces PD#:

Sequence#: VARIES

OPERATIONS PROJECT MANAGER

GS-0401-13

Servicing CPAC: COE, FORT WORTH, TX

Agency: VARIES

MACOM: VARIES

Command Code: VARIES

Region: SOUTHWEST

Citation 1: GENERAL BIO SCI SER, HDBK OF OCC GROUPS & FAMS, JAN 99

Citation 2: OPM GENERAL SCHEDULE SUPERVISORY GUIDE, TS-123, APR 98

PD Library PD: NO

COREDOC PD: NO

Classified By: BILLY E. BANKS

Classified Date: 06/27/2005

FLSA: EXEMPT

Drug Test Required: VARIES

DCIPS PD: NO

Career Program: 00

Financial Disclosure Required: NO

Acquisition Position:
NO

Functional Code: 00

Requires Access to Firearms:
VARIES

Interdisciplinary: NO

Competitive Area:
VARIES

Position Sensitivity: VARIES

Target Grade/FPL: 13

Competitive Level:
VARIES

Emergency Essential: VARIES

Career Ladder PD: NO

Bus Code: VARIES

PD Status: VERIFIED

Duties:

SUPERVISORY CONTROLS

Works under the general supervision of the Chief, Operations Division overseeing the operation of 13 civil works water resources projects with wide latitude for the exercise

of independent judgment. Plans and carries out the work of projects which are of unusual difficulty and responsibility and of such magnitude, complexity, importance, and level of public interest that the manager personally represents the agency at meetings and conferences where the incumbent discusses matters and makes commitments which are considered authoritative and binding. Refers actions which exceed his delegated authority, such as large scale recreation development, long-term commitment of project resources, or actions which have major economic or social impact on the project area, to the Chief of Operations Division for decision. Independently resolves significant problems and controversial policy questions and seeks supervisory guidance only in the most controversial or sensitive issues.

MAJOR DUTIES

Serves as the Operations Manager for 13 lakes in northern Oklahoma, encompassing 275,000 acres of land and water. Supervises five GS-12 Lake Managers. Is responsible for planning, coordinating, and directing the execution of programs that are subject to numerous problems and that are complex and require extensive coordination. Regularly resolves highly complex problems that require coordination of multiple-use features, such as high visitation causing problems in area overuse, flood control activities, natural resource management, shoreline management and conflicts between public and private interests, etc. and creates intensive program administration problems. Provides flood control, water supply, and natural and recreational resources that contribute to the support of a large recreation, fishing, and tourism business in the mid-western United States. There is a strong dependency of local communities on the recreational use and natural resource base of the project for economic stability. Provides staff supervision over a major multi-purpose water resource project. Develops and executes the planning and management of natural and man-made resources and the operation and maintenance of all structures, roads, and appurtenances, and ensures compliance with the Environmental Review Guide (ERGO). Exercises delegated authority for planning, construction, maintenance and operational activities of the project. Directs the execution of these responsibilities through subordinate employees, hired labor or contract. Provides input to higher authority on new or revised recreation and resource management programs by evaluating proposed plans, policies, etc. Serves on special task forces or as District or Operations Division representative in matters with broad District, regional and national implications.

1. ADMINISTRATION AND PLANNING. Directs the development of the Operational Management Plans (OMP) for management of the projects natural resources, operation and management of park and recreational facilities, facility maintenance, and shoreline management. Establishes the short and long range (five year) project objectives which serve as the principal framework for determining budget and personnel requirements.

Responsible for the preparation of multi-million dollar combined annual budget, obligations and expenditures schedules, and cost estimates. Ensures that all expenditures are within the approved budget and a part of the current program. Sets project priorities for funding of major maintenance and construction of new facilities and facility improvement.

Develops the operation and maintenance plans for all project facilities and flood control structures, public use areas, and natural resources, to ensure the health and safety of project users and work force and to protect and extend the useful life of the facilities.

Directs, through subordinate employees, hired labor or contract, construction and

modification of recreational and public use facilities and improvements, such as boat launching ramps, water and toilet facilities, camping and picnic sites, parking areas, access roads, and other minor or low-cost construction. Reviews plans for site location and construction of all buildings and facilities proposed by others on Government land, or on private land on which the Government holds flowage easements, and recommends acceptance, rejection, or acceptance contingent on alleviation of objectionable features.

Participates in design review conferences, reviews plans and specifications, conducts pre-work conferences, coordinates construction planning and scheduling, and monitors construction progress to identify problems and take timely corrective action. Ensures that the contractors operations comply with applicable safety and labor laws and regulations.

Plans work to be accomplished and coordinate work of subordinate supervisory. Interviews candidates and makes selection for subordinate positions in the organization. Has review authority over selections made by subordinate supervisory. Establishes performance standards and makes evaluations for directly supervised subordinate positions. Approves performance standards and evaluations made on positions by subordinate supervisory. Assures timely performance of a satisfactory amount and quality of work. Serves as the deciding official with the authority to approve or disapprove the full range of personnel actions recommended by subordinate supervisory. Approves performance-based awards and bonuses for employees. Administers overall unit training plan. Promotes the Command Affirmative Action Program and other special emphasis programs.

Determines program goals, priorities, resource needs, and organizational structure. Makes decisions considering public relations, labor-management relations, established policy, and effect on other organizations. Coordinates program efforts with other internal activities and other groups and agencies. Sets policy for the organization managed. Deals with general personnel management matters and repercussions. Delegate's authority commensurate with responsibility to subordinate supervisory. 55%

2. NATURAL RESOURCES MANAGEMENT. Responsible for the management and conservation of all natural resources on 275,000 acres of public land and water which requires a thorough and comprehensive knowledge of the natural sciences and parks and recreation-resources management principles, methods, procedures, and techniques. The incumbent is required to exercise a high degree of skill in analyzing problems and applying judgment to the resolution of local problems. Directs the development and execution of plans for management of forests, range, forage, wildlife, soil, water quality, erosion control, pollution abatement, water quality surveillance, shoreline management, fire protection, prevention of encroachments, and landscaping and environmental beautification. The results of the resource management effort have significant economic and social impacts on local communities. The complexity of management is compounded by the extreme variety of demands on the project; i.e., recreational resource over-use, vandalism, and natural resource and wildlife management and private shoreline use. Carries out necessary coordination with other natural resource agencies to ensure technical sufficiency of resource management plans. Responsible for development of all natural resource management programs of the resource project. This includes responsibility for developing plans, budgeting for and directing all range, fish, and wildlife management; out grant management; archaeological and cultural resource management; insect, rodent, pollution, and

erosion control; and shoreline management. Preserves and protects threatened and endangered species of flora and fauna, and cultural and historic resources by utilizing natural resource management techniques.

Serves as the principle Corps representative dealing with all local, State, and Federal agencies throughout the area. This includes decisions which impact upon the Corps relationship with these agencies and the public, and which commit the Corps to expenditures of money and manpower. Promotes and maintains good public relations with adjacent landowners, the general public, local agencies, and civil groups to ensure that plans are understood and to gain social/public acceptance.

Directs the development and implementation of the Shoreline Management Plan for the projects. Approves plans to prevent encroachments and trespasses and to resolve those which do occur. Manages the project lakeshore, with approval authority for private exclusive use of facilities such as floating structures, water and electrical lines, steps, walkways, and other improvements. Maintains continuous surveillance of all lands of the project to detect any trespass and/or unauthorized use. Examines all permit applications and monitors the use of the lakeshore to ensure compliance of the approved plan. Surveys the resource area and recommends changes in the lakeshore management plan as needed. Determines the most effective method to be used in shoreline erosion control and repair and negotiates with affected landowners to gain their cooperation.

Administers leases or licenses for, commercial concessions, agriculture, and recreation, ensuring coordination with Federal, state and local agencies and organizations. Serves as on-site liaison between lessees and licensees and the Real Estate Division, and ensures compliance with lease or license requirements. Determines availability of project lands and waters for out grant and disposal purposes.

30%

3. RECREATION AND RESOURCE MANAGEMENT. Directs the development and implementation of plans for the management of parks and recreation facilities in support of public use. Responsible for planning, developing, renovating, maintaining and closure and consolidation of recreation areas and facilities. Designates hours of park operation, approves special events permits, establishes user fees and ensures security of funds. Negotiates with other elements of Government and with concessionaires to achieve non-Federal management of certain parks. Enforces Title 36 CFR, Part 327 (Rules and Regulations Governing Public Use of Water Resources Development Projects Administered by the Chief of Engineers). Provides effective interpretation and visitor assistance programs to ensure the enjoyment and continued public use of the projects. Recommends parameters for negotiation of local law enforcement contracts and administers the contracts to ensure public compliance with Title 36 and local and state laws. Expresses the policies of the Secretary of Army with respect to the administration and oversight of partnership agreements. Develops plans for major park renovations or development of new facilities through the Special Recreation User Fee Program and the Corps Recreation Area Modernization plan (RAMP). Ensures that health and safety of project users are provided for at all times.

Represents the Corps of Engineers in public meetings, information exchange groups, courts, media, etc., on matters affecting the project/area. Discusses matters and makes commitments which are considered authoritative and binding. Contacts include regional directors of Federal and/or State agencies, mayors, Federal and/or County Judges, Congressional staffers, and civil, social, and/or religious leaders. As the

primary source of expert information on the project, addresses civic and other groups to provide information concerning existing or proposed facilities and operational policies that affect the using public.

Supervises the maintenance and repair of embankments, uncontrolled and controlled spillways, shorelines, roads, parking areas, water treatment and distribution systems, sewage treatment systems, and recreation facilities with associated buildings, shops, vehicles, and heavy equipment. Inspects structures and facilities to ensure that they are structurally sound and functioning properly. Establishes maintenance schedules in accordance with policy, determines repairs needed, and ensures that required repairs and maintenance are performed. Administers mowing, cleanup, park attendant, law enforcement, refuse collection and similar service contracts. Serves as Sector Emergency Operations Coordinator in charge of natural disaster activities. Maintains flood fighting and evacuation capability in the event of high water, in accordance with ER 1130-2-419 - Flood Emergency Plan.

Ensures that internal controls are adequate to prevent waste, fraud, and abuse of resources. Responsible for procurement, service, maintenance and security of vehicles, equipment, power hand tools and equipment worth in excess of \$500,000 and real property valued at over \$15 million.

Responsible for dam safety assurance for a major water retention structures. Executes dam surveillance program including maintenance, instrumentation monitoring and evaluation and staff training. Responsible for execution of project Emergency Action Plan and downstream public notification in the event of an uncontrolled water release.

Serves as agency representative official on issues related to planning, implementation and monitoring of watershed management policies. Responsible for an extensive outreach program including coordination with congressional delegations, local interest groups, Federal and State environmental agencies and stakeholders to develop and maintain a support constituency for the project. Represents the District Senior Leadership in the project area of responsibility on a variety of issues. Participates on National task forces to shape Corps of Engineers operational policy and develop Corps wide initiatives. Participates on the District Strategic Planning Advisory Committee and the Project Review Board to establish district policy, set strategic goals and makes resources decisions that impact the major programs of the district.

15%

Performs other duties as assigned.

Safe work practices are an integral part of this position. Incumbent is required to know, comply with, and promote prescribed safety rules and regulations.

FACTOR LEVELS

FACTOR 1, PROGRAM SCOPE AND EFFECT 1-2 350 PTS

The Northern Area of the Tulsa District provides park and recreational services to the general population of Oklahoma, southern Kansas, southeast Colorado, southwest Missouri, and north Texas. The projects annually average over 60,304,608 hours of visitor use. The program directed is also responsible for the management of native natural and wildlife resources on 116,357 acres of water and 158,631 acres of land and

has shoreline management responsibilities for 1,207 miles of shoreline and 1,647 miles of boundary line. The projects controls flood water from 144,824 square miles of drainage area. The work directed is predominantly administrative in nature and involves professional, technical, and complex clerical support to accomplish the work.

FACTOR 2, ORGANIZATIONAL SETTING Level 2-2 250 PTS

The position is accountable to the Chief of Operations Division who reports directly to the Commander of the District.

FACTOR 3, MANAGERIAL AUTHORITY EXERCISED Level 3-3b 775 PTS

See item #1 above.

FACTOR 4, PERSONAL CONTACTS

NATURE OF CONTACTS, Sub factor Level 4-A3 75 PTS

Incumbent frequently contacts members of the business community and the general public, State and Federal agencies, representatives of local interest groups, city and municipal governments; congressional district offices; higher ranking managers, supervisors, and other work units and activities of the District. Contacts often require technical familiarity with complex and politically sensitive issues involving the management of the lakes, water, dams, recreational resources, natural resources, and the shoreline and boundary line sometimes requiring extemporaneous responses to highly controversial matters.

PURPOSE OF CONTACTS, Sub factor Level 4-B3 100 PTS

Incumbent, through the use of conferences, meetings, hearings, and/or presentations, make these contacts to justify, defend, negotiate, and/or gain compliance with established policies, regulations, or project activities and contracts. These meetings solve problems or issues of considerable consequences or importance to lake projects, the Corps of Engineers, and the local economy.

FACTOR 5, DIFFICULTY OF WORK DIRECTED 5-5 650 Pts

Position supervises/directs the work of five (5) GS-12's managers; seven (7) GS-11's specialists/technicians; & 17 GS-9's, rangers/technicians, et.
The base level of the work directed is determined to be at the GS-9 level.

FACTOR 6, OTHER CONSIDERATIONS 6-3 975 PTS

Direct a substantial workload comparable to the GS-9 level, thru subordinate supervisory. Work requires coordination, consolidation and integration of complex workload at physically dispersed locations.

TOTAL POINTS 3175

GS-13 = 3155 ? 3600 (POINT RANGE)

FLSA EVALUATION OUTLINE

FASCLASS JOB NUMBER:
CPOC REGION: SWCPOC
MACOM: MC

Foreign Exemption

MET Executive Exemption

Exercises appropriate supervisory responsibility (primary duty)

Customarily and regularly exercises independent judgment

80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)

Professional Exemption

Professional work (primary duty)

Intellectual and varied work (more than dealing with procedures/precedents)

Discretion & independent judgment

80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional)

Administrative Exemption

Primary duty

Policy or

Management or general business or supporting services or

Participation in the executive/administrative functions of a management official

Nonmanual work test

intellectual and significant (more than dealing with procedures/precedents), or

specialized & technical in nature requiring considerable training/experience

Discretion & independent judgment

80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

CONCLUSION: EXEMPT

Classification Comments: Subject position meets coverage of GSSG. Incumbent is responsible for the preparation of multi-million dollar combined annual budget, obligations and expenditures schedules, and cost estimates. Ensures that all expenditures are within the approved budget and a part of the current program. Sets project priorities for funding of major maintenance and construction of new facilities

and facility improvement. Incumbent participates in design, review conferences, plans and specifications, conducts pre-work conferences, and ensures that the contractors operations comply with applicable safety and labor laws, and regulations.

Evaluation:

CL: BB00

Evaluation Summary

1. Position Number: HB208282
2. Organization Location: Operations Division, Northern Area Office, Tulsa, Oklahoma.
3. References:
 - a. Handbook of Occupational Groups and Families, August 1991.
 - b. OPM General Schedule Supervisory Guide, April 1998.
4. Background: The Chief, Operations Division submitted a Request for Personnel Action to reassign incumbent.
5. Title and Series Determination: This position perform duties concerned with planning, coordinating, and directing the execution of programs that are subject to numerous problems and hat are complex and require extensive coordination. Subject position is concerned with directing the development of the Operational Management Plans (OMP) for management of the projects? natural resources, operation and management of park and recreational facilities; facility maintenance, and shoreline management, responsibility for the management and conservation of all natural resources on 275,000 acres of public land and water which requires a thorough and comprehensive knowledge of the natural sciences and parks and recreation-resources management principles, methods, procedures, and techniques, and also for directing the development and implementation of plans for the management of parks and recreation facilities in support of public use. The GS-0401 is an appropriate series for this position. This position serves as the Operations Manager and meets the requirements for coverage under the GSSG. The appropriate title for this position is Operations Project Manager.
6. Grade Determination: This position serves as Operations Project Manager and provides staff supervision over a major multi-purpose water resource project.
7. Final Classification: Operations Project Manager, GS-0401-13.
8. FLSA Determination: Subject position is exempt in accordance with 5CFR 551.204.

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