

REASON FOR THIS POSITION

1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>
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**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED

4. EMPLOYER (General) E (General)	5. PAY PLAN GS	6. SERIES 0801	7. GRADE 12
8. WORKING TITLE (Optional) Engineer (General)		9. INCUMBENT (OPTIONAL)	

OFFICIAL

10. TITLE
Engineer (General)

11. PP GS	12. SERIES 0801	13. FUNC	14. GRADE 12	15. DATE 10-1-97	16. I/A <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER <i>Buil Lin</i>
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

Assistant Secretary for Public and Indian Housing	5th
General Deputy Assistant Secretary for Public and Indian Housing	6th
3rd Director, Field Operations Staff	7th
4th Director, HUB Field Office	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE 	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE <i>Cheryl A. Teninga</i>	23. DATE 9/24/97
21. SUPERVISOR'S NAME AND TITLE Director Office of Public Housing		24. SECOND SUPERVISOR'S NAME AND TITLE Cheryl A. Teninga Director Field Operations Staff	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	1-7	1250	6. Personal Contacts	6-3	60	
2. Supervisory Controls	2-4	450	7. Purpose of Contacts	7-3	120	
3. Guidelines	3-4	450	8. Physical Demands	8-1	05	
4. Complexity	4-5	325	9. Work Environment	9-1	05	
5. Scope and Effect	5-4	225	TOTAL POINTS		2890	
					GRADE	GS-12

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

9. SIGNATURE <i>Buil Lin</i>	30. DATE 10/1/97
11. NAME AND TITLE S, OHR, Personnel Policy Division	
12. ANALOGOUS GRADE LEVEL CRITERIA US OPM Occ Handbook for the GS-801 of 9/93. Analogous Grade level Criteria US OPM PCS for the GS-830 of 6/77 TS-28	
33. OPM CERTIFICATION NUMBER	

#000226

General Engineer
GS-0801-12

Field Office

This position is located in the Office of Public Housing in the Field Office HUB or Program Center. The incumbent is responsible for providing advice and assistance on engineering/facilities management matters to the public housing agencies (PHAs) and their consultants, insured project managers and sponsors, and the cross-functional teams within the Office of Public Housing.

Duties and Responsibilities:

1. The General Engineer assesses the performance of the PHAs in the facilities management area for both Low Rent Public Housing and Section 8 programs by reviewing building plans and specifications, contract proposals, requisitions, change orders, and implementation schedules and proposals.
2. Participates in cross-functional teams to conduct targeted performance assessments of specific PHAs. Using the Diagnosis, Problem Resolution, and Follow-up phases to review facilities management areas such as:
 - All technical engineering matters related to maintenance activities
 - Modernization programs
 - Applicable Section 8 activities (Housing Quality Standards)

Assists the team in developing and carrying out recommendations when the PHA management and local leaders are unwilling to improve resident living conditions.

3. Participates in cross-functional team efforts to conduct targeted compliance assessments of specific PHAs. Using Diagnosis, Problem, and Follow-up phases, performs in-depth reviews of such areas as:
 - 24 CFR 85-36
 - Lead-Based Paint Poisoning Act
 - Section 504

Takes action to either correct compliance violations by developing tailored training packages, information dissemination, etc., or recommending that potentially severe compliance issues be referred to the Inspector General.

4. Monitors compliance of all PHAs in the facilities management area e.g., proper bidding and award procedures, and compliance with wage rates and bonding requirements. Works with other engineers to identify trends, and coordinates as necessary with Headquarters to develop strategies for dealing with these broad trends.
5. Provides technical assistance to PHAs by responding to question, identifying technical assistance needs, and developing tailored packages to address those needs using strategies such as peer-to-peer networks.
6. Reviews and approves requisitions, change orders, contracts, utility allowances, relevant portions of the budget, and other facility management requirements.
7. Responds to questions/issues raised by PHA residents, applicants, and outside parties.
8. Participates in team assignments involving, among other things, resolution of audit findings, Modernization application reviews, etc.
9. Utilizes available computer equipment and data systems to maintain current PHA data, track PHA performance trends and compliance issues, and generate appropriate work products.

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 that 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 develops deadlines and project requirements through analysis of PHA performance data, coordination with cross-functional teams involved with PHA-specific issues/problems, and specific needs of the PHAs, sponsors, and consultants for technical advice and assistance. The incumbent is considered an authority on engineering issues related to PHAs, and is expected to provide expert advisory assistance and exercise judgment in developing solutions to complex problems whether on an individual basis or as a member of a cross-functional team.

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 areawide.

Factor 5. Scope and Effect

The work involves developing programs and procedures necessary to implement and evaluate PHA 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.

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 7. Physical Demands

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

Factor 8. Work Environment

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