United States Environmental Protection Agency **POSITION DESCRIPTION COVERSHEET**	1. DUTY LOCATION ATLANTA, GA	2. POSITION NUMBER [redacted] (b) (6)

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	001 ~~100~~
4. SUPERVISOR'S RECOMMENDATION	ENVIRONMENTAL ENGINEER	GS	819	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)	6. NAME OF EMPLOYEE [redacted] (b) (6)

7. ORGANIZATION (give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY	e. UST & PCB/OPA ENFORCEMENT & COMPLIANCE SECTION
b.	f.
c. RESOURCE CONSERVATION & RESTORATION DIV	g.
d. ENFORCEMENT & COMPLIANCE BRANCH	h. Organization Code TGAD0000

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. 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 governmental functions for which I am responsible. The 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	d. Typed Name and Title of Second-Level Supervisor
[redacted] (b) (6)	

10. OFFICIAL CLASSIFICATION CERTIFICATION

a.		b. Fair Labor Standards Act	c. Functional Code
☒ This position has no promotion potential.	☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:	☐ Nonexempt ☒ Exempt	94

d. Bargaining Unit Code	e. Check, if applicable:	f. Signature	g. Date
0012 ~~7777~~	☐ Medical Monitoring Required ☒ Extramural Resources Management Duties (Ø % of time) ☐ This position is subject to random drug testing ( )	Jena W McPhail	6/28/07

11. REMARKS STATEMENT OF DIFFERENCE

Pen & ink change made to Org. name/code due to reorg; Effective 12-14-14

EPA Form 3150-1 (Rev 3/2006) (WebForms v2.3)

Environmental Engineer
GS-819-13

Organizational Location: This position is located in EPA Region 4, RCRA Division, Restoration and Underground Storage tank Branch, Underground Storage Tanks Section, Atlanta, Georgia. The Section is responsible for regulating underground storage tanks (UST) to prevent and/or detect leaks from tanks storing petroleum products and hazardous substances, and, cleaning up such releases as necessary to protect public health and the environment.

Primary Purpose: This purpose of this position is to provide technical advice and support to the states on the development and implementation of State UST programs; monitor the solvency of State funds, which provide a financial responsibility mechanism for UST owners and operators; and, perform compliance inspections and develop subsequent Federal enforcement actions against violators of Federal UST regulations.

Program/Project Management 70%
Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a technical expert involved in significantly complex environmental programs that include a variety of controversial characteristics such as conflicting environmental, cultural, and/or political factors. Reviews, analyzes, and recommends modifications of plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of federal UST environmental standards. Develops and analyzes data and prepares reports relating to the responsiveness of implementation plans for state, local and/or tribal UST programs. Reviews, analyzes, and coordinates preparation of comments on complex elements of the UST program.

Enforcement and Compliance 16%
Performs work as a technical expert conducting inspections, investigating violations, and/or preparing enforcement actions. Investigates complex violations and prepares enforcement actions, evaluating information gathered as a basis for determining appropriate regulatory action. Confers with regional attorneys on complex enforcement actions, providing technical data for inclusion in administrative orders or consent decrees. Serves as a resource in the development and prosecution of enforcement cases. Develops technical/legal portions of legal documents. Develops recommendations and/or reports for the appropriate type of action and settlement on enforcement actions. Recommends appropriate enforcement action on complex violations, preparing technical background reports which include the nature and extent of non-compliance, feasibility of alternative action or solution, and time schedule for taking corrective action. Provides guidance, support, and oversight of enforcement and compliance activities undertaken by state, local, and/or tribal governments.

Site Assessment Manager 14%
Performs work involving the management of EPA, state, owner/operator, contractor, and/or potentially responsible party (PRP) efforts to clean up petroleum or hazardous waste sites under RCRA Subtitle I legislation through removal or remediation. Serves as a site manager responsible for remedial activities at complex sites, including investigation of potential releases from regulated tanks, and review of tank closure assessments, contaminated site assessments and corrective action plans. Provides policy advice or technical assistance on matters pertaining to site assessment and remediation activities and to the health and environmental effects of contaminated sites. Reviews and comments on draft guidance, policy statements, and regulations issued by EPA headquarters and the states. Serves as a reliable source of information on location, availability, applicability, and adequacy of UST guidelines and technical literature on the investigation and cleanup of contaminated sites.

Factor 1-7 1250 Points
Knowledge Required by the Position

The position requires a mastery of a wide range of engineering concepts, principles, practices, and methods to serve as an expert on varied and complex problems, projects, or studies that may involve diverse geologic, hydrologic, biologic, chemi0cal, or other environmental conditions and varying processes. Problems encountered demand skills

sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques. The position requires knowledge of applicable environmental statutes and regulations and the skill to apply current federal and state statutes (especially UST/LUST), regulations, policies, and guidance along with sound technical judgment to solve novel or extraordinary problems of petroleum product and hazardous substance management.

Factor 2-4 450 Points
Supervisory Controls

The supervisor establishes overall objectives, resources available, and makes assignments in the form of responsibility for the planning, development, management, and evaluation of projects and activities related to RCRA Subtitle I. The supervisor and employee jointly develop priorities and deadlines. The employee independently plans and carries out assignments, interprets policy, coordinates work with others, resolves conflicts that arise, and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility, and effectiveness in meeting requirements.

Factor 3-4 450 Points
Guidelines

Technical, regulatory, and policy guidelines are often broad and nonspecific. The employee is required to use resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines; to deviate from or extend traditional practices, methods, and techniques; or to resolve situations where precedents are not available or not applicable. Judgment and originality are required to correlate theoretical considerations with experience to evolve appropriate compromises and to plan and coordinate actions promptly to assure efficient and technically adequate reviews and analyses.

Factor 4-5 325 Points
Complexity

Assignments are of such breadth, diversity, and intensity that they involve many varied and complex features, and typically contain a combination of complex features that involve serious or difficult to resolve conflicts between scientific and management requirements. The work requires originality and ingenuity in applying innovative scientific techniques, establishing criteria and standards applicable to wide range of scientific problems and conditions, or developing new scientific concepts or approaches that advance the state-of-the-science.

Factor 5-4 225 Points
Scope and Effect

The purpose of the work is to provide expertise to investigate, analyze, review, plan and advise on various unusual, controversial, or technically difficult scientific problems or conditions. Work results are critical to the successful completion of diverse scientific projects or programs. These evaluations and determinations must consider complex regulations, judicial or administrative law, constraints, and the competing interests of public involvement, economic viability, and environmental risk/benefit analysis. The incumbent furnishes advice, planning, and review services on specific problems, projects, programs, and functions. Work products impact on a wide range of the Agency's UST/LUST management program and state programs and populace.

Factor 6-3 60 Points
Personal Contacts

Personal contacts include high ranking officials from both within and outside the Agency as well as a wide range of professional and administrative personnel throughout the Agency, at other federal agencies, in state and local government, private industry, academia, environmental advocacy groups, and in some cases the media and elected officials. The incumbent contributes material for committees and seminars of national or international importance.

Factor 7-3 120 Points
Purpose of Contacts

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8-1 5 Points
Physical Demands

The work is primarily sedentary with some moderate physical activity required during inspections and site visits. Incumbent must demonstrate physical capability to function in applicable and appropriate safety gear in dangerous or hazardous environments.

Factor 9-1 5 Points
Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, training rooms, and libraries. The work area is adequately lighted, heated, and ventilated. There may be occasional exposure to moderate risks or discomforts in storage areas or hazardous waste sites. Incumbent also travels to facilities to conduct inspections, investigations, surveys, and studies where there are dangerous or hazardous conditions due to the treatment, storage, dispensing, or disposal of petroleum and hazardous substances and where standard under the Occupational Safety and Health Administration are in effect.