United States Environmental Protection Agency **POSITION DESCRIPTION COVER SHEET**	1. DUTY LOCATION Ft. Meade, Maryland	2. POSITION NUMBER 00034737 N7890E

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position
OPM PCS for GS-819 dtd 5/79; OPM JFS for GS-1300 dtd 10/97

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer/Environmental Scientist (OSC)	GS	819/1301	14	001
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer/Environmental Scientist	GS	819/1301	14	

New GS-0800 standard applied 6/22/09

5. ORGANIZATIONAL TITLE OF POSITION (if any)	6. NAME OF EMPLOYEE
On-Scene Coordinator	Fitzsimmons, Charles

7. ORGANIZATION (give complete organizational breakdown)

a.	U. S. ENVIRONMENTAL PROTECTION AGENCY	e.	Various Sections
b	Region III	f.	
c.	Hazardous Site Cleanup Division	g.	
d.	~~Removal Branch (3HS30)~~ Office of Preparedness + Response	h.	EPAYS Organization Code

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 which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.
__ [A] An individual (as defined by Title VII of the Civil Service Reform Act) 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 by Title VII of the Civil Service Reform Act) 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.
_X_ [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	
D. Carney, Chief, Removal Branch, HSCD		K.Hodgkiss, Deputy, Hazardous Site Cleanup Division	
b. Signature: Dennis Carney	c. Date: 10/21/03	e. Signature: K Hodgkiss	f. Date: 10/22/03

10. OFFICIAL CLASSIFICATION CERTIFICATION

a.	b.	c.
☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to:	b. Fair Labor Standards Act: ☐ Nonexempt ☒ Exempt	c. Functional Code: 42

d. Bargaining Unit Code	e. Check, if applicable:	f. Signature	g. Date
10 80 012	☒ Medical Monitoring Required ☒ Extramural Resources Management Duties (20 % of time)	Anthony P. Santini	10/23/03

11. REMARKS FPL: GS-14 BU changed per OPM: eff 02/10/13 ~~7/31/13~~ 7/31/13
~~CEN~~ AND ~~INK~~ CHANGES MADE DUE TO REORGANIZATION The Added OSC duties effective 7/31/13 The position is subject to random drug testing
~~AME~~ EFFECTIVE ON 6-12-5

WP5.1 Version of EPA Form 3150-1(Rev 6/96)

POSITION DESCRIPTION
Environmental Engineer/Environmental Scientist
(On-Scene- Coordinator)
GS-819/1301-14

Position Number: N7890E
Organizational Location: EPA, Region 3, Philadelphia
Hazardous Site Cleanup Division
Removal Branch
Various Sections

Duty Location: Ft. Meade, Maryland

INTRODUCTION

This position is located in the Removal Branch Of the Hazardous Site Cleanup Division in Region 3. The incumbent serves as an On-Scene Coordinator responsible for responding to threats to public health and/or the environment pursuant to the National Oil and Hazardous Substances Pollution Contingency Plan (NCP) 40 Code of Federal Regulations (CFR) Part 300 with responsibility for emergency and removal response activities under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Oil Pollution Act (OPA) and the Clean Water Act (CWA), Presidential Decisions Directives (PDD) and in accordance with appropriate laws, regulations, Executive Orders, as required. The incumbent has unique authorities/responsibilities within the federal government to both approve an action and procure necessary resources to implement a response to these actions.

The work of this position is multi-media in nature and the incumbent has responsibility for preventing, and/or mitigating the health and environmental hazards resulting from; 1) sudden and unexpected or intentional releases or discharges of oil and hazardous substances, pollutants or contaminants, including releases of biological, chemical and radiological agents: and, 2) uncontrolled hazardous waste sites, either individually or as a team member. These pollutants can spread from a variety of sources such as industrial, manufacturing or storage facilities through the physical environment (i.e. land or water) into plant life, the food chain and people, if left unmitigated. Consequently, this is an interdisciplinary position which can be filled by an individual with a professional background in the life or physical sciences or in environmental engineering. In this capacity, the incumbent performs the following:

MAJOR DUTIES AND RESPONSIBILITIES

1. Responds on an emergency basis, applying expert knowledge of life science/ environmental engineering/environmental science in order to mitigate accidental or deliberate releases of hazardous materials. Provides direction on innovative or alternative treatment technologies and techniques to be used in the cleanup of hazardous materials. Many of these releases present an immediate, critical threat to public health through extreme exposure rates; on, and off-site migration; imminent fire/explosion threat; extreme threat or damage to

environmentally sensitive areas and/or endangered species on sites which may be large or complicated by multi-media problems (e.g., air, groundwater, and surface water). These multi-media problems may transcend State or Regional boundaries, and potentially international boundaries, as well. Actions are carried out consistent with the NCP, CERCLA/SARA, Stafford Act, other standards and EPA guidelines.

2. Maintains 24-hour readiness for mobilization to an emergency, during specific time periods, as required. When dispatched, incumbent will mobilize to the scene of release and determine EPA's role in responding to the incident. The incumbent independently determines whether the action needed is emergency, time-critical, or non-time critical, by considering the probable direction, migration rate, nature, amount and location of the contamination, as well as the potential impact on human health and the environment.

3. Serves as the predesignated federal official for directing all response efforts at a spill of oil, hazardous substances, pollutants or contaminants, including intentional releases of biological, chemical and radiological agents. Independently determines whether the incident requires immediate action and if so, will exercise appropriate delegated authorities (including contracting/procurement authorities) which may include but are not limited to approving emergency Fund-lead actions; issuing verbal task orders and delivery orders; directing all federal, state, or private actions at oil discharges that pose or may pose a substantial threat to public health or welfare of the United States.

4. Under the Clean Water Act, independently makes determinations as to whether a response is necessary to mitigate impacts of an oil discharge. If response is warranted, the OSC directs the responsible party (RP) to begin remediation under applicable laws and regulations. If the RP efforts are inadequate the OSC initiates appropriate response actions and notifies the RP of potential liability for federal response costs. Provides assistance for enforcement actions, provides technical review and oversight of PRP activities, provides technical support for enforcement actions, and supports the USEPA Criminal Investigation Division (CID) and law enforcement officials with criminal investigation efforts, which may include counter-terrorism-related environmental incidents (performs a similar role with respect to CERCLA in duty #5.)

5. Under CERCLA, performs enforcement or enforcement-related duties, at both fund-lead and enforcement lead removal responses, which support other enforcement actions or future cost recovery. Assists in the preparation and negotiation of enforcement orders.

6. Serves as the duty officer, providing coverage for the 24-hour emergency response telephone, with responsibility for assessing the nature of the reported incident and deploying an OSC, as appropriate, for oil or hazardous substance spill reports received through the National Response Center (NRC); federal, state, or local response agencies; and independent sources within the region, as required. This includes providing preliminary advice to the reporting party, independently determining the appropriate level of response, and notifying and coordinating with federal and state Natural Resource Trustees regarding spill occurrences and site activities impacting natural resources.

7. Serves as a warranted Contracting Officer with contracting authority. Exercises procurement authority in accordance with the specific terms of the Delegation of Procurement Authority (DPA) from the EPA Office of Acquisition Management. Maintain certification through continuing education, as required by law. Incumbent may devote approximately 20% of time to contract management duties. Maintains certification of and uses warrant authorization to enter into delivery orders and contracts for the procurement of services necessary to implement removal responses including: verbal and written delivery orders; orders for services contracts; letter contracts with state and local governments; and notice to proceed procurements.

8. Develops a strategy, plan, and schedule for implementing a removal response and determines appropriate authorities. Identifies and characterizes the nature and extent of the release and selects the alternatives for treatment and/or disposal to mitigate the release. Manages and directs all on-site resources and activities involved with the removal process to ensure safe and expeditious completion of the work. Evaluates changing conditions and develops and implements approaches to effectively continue removal actions.

9. Secures site access and coordinates site activities with all involved parties, including site owners, potentially responsible parties (PRPs), other EPA programs, and federal, state, tribal and local agencies. Prepares and maintains the necessary documentation for the initiation, continuation, and completion of a removal response.

10. The incumbent is authorized to conduct official investigations and inspections pursuant to all federal laws administered by the US EPA. These may include compliance inspections as well as release investigations.

11. Reviews and analyzes scientific literature and confers with other government and industry experts, and other experts in the life sciences, engineering sciences or physical sciences in order to ascertain the technical implications of EPA decisions on hazardous waste, soil, sediment, and ground water issues. Integrates technical information from these sources into the analytical and decision-making process as part of determining innovative approaches to difficult site technical problems.

12. May serve as a primary Agency spokesperson for public meetings, press conferences. This involves contact with the public, news media, regulated community, and other government agencies concerning the nature and status of removal responses. Responds to public, other agency and EPA Regional inquiries concerning assessment and cleanups at hazardous waste sites. Prepares and delivers presentations and briefings for conferences, public interest groups, industry and government. Acts as official EPA representative, addressing community concerns, facilitating public understanding and soliciting citizens comment regarding removal response-related issues which may be complicated by fear, mistrust or lack of cooperation on the part of the citizenry and which may result in high profile or hostile conditions, requiring tact and diplomacy on the part of the incumbent in representing the Regional viewpoint. Provides technical support and expert testimony in courts or other judicial bodies, such as administrative hearings, and gives depositions.

13. May participate in national and regional workgroups or task forces involved in examining ways of enhancing or improving the OSC functions, including readiness issues. Analyzes the issues involved or changes under consideration, and works with other group members to build consensus on recommendations and options for management consideration.

14. May be required to perform planning, prevention, and preparedness activities in accordance with appropriate Presidential Decision Directives (PDDs), laws, regulations, Executive Orders. This may include preparing for the health and environmental hazards resulting from intentional releases of biological, chemical and radiological agents or declarations made under the Stafford Act. These duties may also include providing or selecting response training for local, state, or federal response. Facilitates and leads the development of Regional, Area, and Sub-Area Contingency Plans (as required under the NCP 300.210) with representatives of state, local and tribal governments, as well as Canadian and Mexican representatives where necessary in Border areas. The OSC is delegated signature authority for approval of Area Contingency and Facility Response Plans. The incumbent plans and leads drills and exercises to test and improve the plan's effectiveness.

15. May be required to perform duties in response to man-made and natural disasters under the Federal Response Plan, including the preparation and planning of the response activities of Emergency Support Function (ESF) 10 activations, representation of EPA at the Regional Response Center (RRC), Disaster Field Office (DFO), and Regional Operations Center (ROC) during ESF-10 activations, and coordination with state responders. The incumbent may also take actions under the Federal Radiological Emergency Response Plan (FRERP) and other "non-traditional" emergency plans.

16. Performs other related duties as assigned. Serves as a recognized technical expert in counter-terrorism response and consequence management, and emergency response and removal actions. Provides advice and assistance to state and/or local governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Serves as a regional technical authority in providing expert advice and assistance to state and/or local governments on matters relating to the development, execution, and monitoring of politically important and highly visible environmental protection policies, plans, and programs. Develops and/or analyzes proposals for new or revised environmental protection regulations and determines their impact on air, water, and/or land resources. Keeps abreast of new methods and developments in specialty fields as they affect program area(s) and, as requested, advises appropriate high-level officials of progress and difficulties encountered.

17. Accomplishes duties related to environmental management and/or protection.

CONDITIONS OF EMPLOYMENT

Special Conditions of this Position:
The selectees may be required to visit sites that have been contaminated with biological, chemical, and nuclear materials and undergo vaccination against biological agents. Failure to comply with EPA's Health & Safety Program may result in disciplinary action. This position requires performance of moderately strenuous field activities and use of personal protective equipment such as a full-face respirator and self contained breathing apparatus (SCBA). May perform standby duty during non-working hours at employee's residence to respond to and coordinate emergency response actions. Out-of-town travel may be required 10-15 days per month including some weekend travel. Medical monitoring/random drug testing is also required. Position requires the annual filing of a financial disclosure form and may require a high level security clearance.

Factors
Factor 1 Knowledge Required by the Position Level l-8 1550 Points
The position requires mastery of the principles, theories, concepts and methodologies found in the life science, environmental engineering or physical science fields sufficient to apply new developments and experienced judgment, as a technical authority, to solve novel or obscure problems in the areas of environmental emergency response, uncontrolled hazardous waste site response and/or releases of chemicals or other hazardous substances. This position requires a thorough knowledge of the various types of chemical contaminations and possible threats and effects on humans and the environment.

It requires the skill and ability to extend or modify existing techniques and develop new approaches for use by others in solving a variety of problems related in the area of emergency response. These knowledges, skills and abilities are employed in the design of field surveys and studies at uncontrolled hazardous waste sites and environmental emergencies in order to develop information necessary to determine the degree of risk or extent of contamination involved. The position requires the ability to perform environmental assessments at hazardous materials spills or incidents and to develop and conduct removal/remedial activities. This position also requires knowledge, abilities and skills to evaluate techniques and technologies for use at hazardous waste sites to assess the impacts of the hazardous releases and their impact on human health and the environment. The incumbent in this position requires a familiarity with the principles and theories found in related fields such as geology, hydrology, chemistry, and statistics.

The position requires knowledge of safety issues and problems and the ability to recognize and take steps to protect investigators from contamination of potentially hazardous materials.

The position requires training in the proper use of a variety of protective equipment, including self-contained breathing apparatus.

Incumbents of this position are also required to possess knowledge of contract negotiation and contract administration as required under the OSC Warrant Authority for scientific and labor services while conducting response actions.

Factor 2-5 Supervisory Controls 650 Points

The supervisor provides guidance solely in the form of general legislative, mission, or policy directions and resource constraints. The engineer and/or scientist typically initiates new projects or activities independently and keeps the supervisor informed of progress in planning, coordinating, and implementing the work and resolving conflicts. Recommendations and decisions of the engineer and/or scientist are accepted as technically sound even though final approval may depend on formal action by high-level management. The engineer and/or scientist has the highest degree of independence in seeking optimum technical or policy solutions to problems in the light of current scientific and/or engineering developments. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled.

Factor 3-5 Guidelines 650 Points

Guidelines are in the form of Federal statutes and regulation (e.g., CWA, OPA, CERCLA, RCRA, and the Stafford Act) the National Priorities List, the National Oil and Hazardous Substances Pollution Contingency Plan; various Federal, State and local regulations; and EPA policies and standards, in addition to broad agency policy, and professional scientific and/or engineering training and experience. The employee also has access to EPA historical information on proven remedies for site clean up and reduction of environmental damage which may be of some use as precedents. At this level the engineer and/or scientist is a recognized technical authority in the interpretation of such guidelines, and must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist; in developing new and improved hypotheses, concepts, or approaches not previously tested or reported; and/or in developing new policies that have the potential to take the organization (and the affected public) in new directions. The ideas, methods and procedures developed are on the cutting edge of technology and often serve as precedents for other engineers and/or scientists, or policy-makers within or outside the agency.

Factor 4 Complexity Level 4-5 325 Points

Work assignments involve varied and complex technical duties, including problem analysis, often with limited data available as to the type and extent of human threat and environmental contamination. Performance of this work requires application of the theories, principles and practices of related fields of science such as chemistry, hydrology, biology and geology, which may be adapted to the development of solutions suitable to the variables associated with each unique response site and the coordination of removal and disposal of hazardous substances; and budgetary limitations regarding costly, necessary clean up activities. The clean up process is also complicated by interaction with State and local political officials and agencies, negotiations with potentially responsible parties and contractors, the presence of television and print media, and various community and special interest groups.

Factor 5-5 Scope and Effect 325 Points
The purpose of the position is to develop and implement practical and effective solutions for the protection of human health and the environment, the clean up of contaminated sites, the removal of hazardous materials, and mitigation or damage to the environment within the Region. The employee provides advice on physical, environmental or engineering aspects of studies and investigations on human health risk by identifying, quantifying the nature of the incident, along with guidance and coordination for contractors and potentially responsible parties. The work includes the resolution of a broad range of critical or highly unusual engineering and/or scientific problems, development of innovative approaches or guides, or the determination of the effectiveness and validity of proposed or current policies and programs. The engineer and/or scientist serves as an expert advisor and consultant to officials and managers within or outside the agency on a broad range of engineering and/or scientific activities and broad policy issues.

Factor 6 Personal Contacts Level 6-3 60 Points
Personal contacts are with scientific, technical and engineering personnel, officials of Agency Headquarters and Regional offices, officials and professionals of other Federal, State and local agencies, industry representatives, members of congressional committees, and fellow members of national societies and special interest groups.

Factor 7-4 Purpose of Contacts 220 Points
The purpose of contacts is to justify, defend, negotiate, or settle controversial, and far-reaching matters through active participation in conferences, meetings or presentations. The persons contacted typically have diverse viewpoints, goals, or objectives, requiring the engineer and/or scientist to achieve a common understanding of the problem and a satisfactory solution by convincing others, arriving at a compromise, or developing suitable alternatives. The incumbent's approach must be tactful, skillful and directed toward establishing a cooperative atmosphere conductive to open communication and to the expression and acceptance of plans and decisions, in order to ensure compliance with Federal, State, and local laws and with negotiated agreements.

Factor 8 Physical Demands Level 8-2 20 Points
The work requires overnight travel, extended work shifts (e.g. 12 to 18 hours, or more) during major emergency response or removal operations. The work requires a large amount of walking, climbing, running, bending, stooping, and the employee may be required to perform such physical activities while wearing a variety of protective clothing which can include respiratory protection or self-contained breathing apparatus

Factor 9 Work Environment Level 9-2 20 Points
Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions particularly where there is risk of exposure to hazardous and toxic substances, radioactive materials or other pollutants. The employee is required to use protective clothing and equipment (i.e., gloves and face masks) and may occasionally be required to use fully encapsulating suits and supplied air (Level A & B.)

POSITION CLASSIFICATION
EVALUATION STATEMENT

Position Number: N7890E

POSITION TITLE, SERIES, GRADE:
Environmental Engineer/Environmental Scientist, GS-0819/1301-14

Evaluation Factors	Tentative Level		Final Level	
Knowledge Required by the Position	1-8	1550	1-8	1550
Supervisory Controls	2-5	650	2-5	650
Guidelines	3-5	650	3-5	650
Complexity	4-5	325	4-5	325
Scope and Effect	5-5	325	5-5	325
Personal Contacts	6-3	60	6-3	60
Purpose of Contacts	7-4	220	7-4	220
Physical Demands	8-2	20	8-2	20
Work Environment	9-2	20	9-2	20
Total Points:		3820		3820

Tentative Grade: GS-14
Final Grade: GS-14

Principal duties account for 100% of the time.

Position Classification Standard References: (a) OPM PCS for the Environment Engineering Series, GS-819; dated, 5/79; and (b) OPM JFS for the GS-1300 family dated 10/97.

Anthony P. Santini
Human Resources Management Specialist