**Master Record: FS3704**

**Title/Pay Plan/Series/Grade: Facility Operations Specialist, GS-1640-07**

**FLSA Code: Non-Exempt

INTRODUCTION**
This position serves as Facility Operations Specialist. The position is responsible as a trainee for the Facilities Management Program for the Supervisor’s Office and the ranger districts. The program includes preventative maintenance, restoration, renovation and replacement of building, electrical, and mechanical equipment.

**MAJOR DUTIES**

Performs duties of limited scope and complexity in all aspects of facility operations. Combines productive work with the learning of a variety of advanced skills, techniques, and procedures. Assignments are primarily for the purpose of developing greater ability to perform in higher level facilities positions.

Receives formal and on-the-job instruction and training designed to familiarize employee with functions and operation of the organizations, and to provide experience in the practical application of laws, rules, regulations, policies, and procedures involved in such activities as overseeing repair and replacement of components of buildings, monitoring costs, and conducting condition surveys on existing buildings.

From specific instructions, performs work from inception to final completion of assignment including all necessary study, collection of pertinent information and data, recording, writing of correspondence, reports, etc.

**Factor 1. Knowledge Required by the Position** **Factor Level 1-6 950 Points**

Knowledge of the principles, concepts, and methods of facility administration to ensure quality and timeliness of work performed by contractors; perform diagnostic inspection of facility structures, related electrical and mechanical systems, and equipment; and coordinate with and assist engineers to ensure adequate maintenance or restoration of buildings and grounds, with minimum disruption.

Knowledge of Federal, State and local requirements and regulations as applied to buildings,

electrical systems, potable water systems, and sewage disposal, to ensure existing facilities comply with regulations.

**Factor 2. Supervisory Controls** **Factor Level 2-2 125 Points**The supervisor provides assignments with general instructions as to the objectives and procedures to be used along with quality, quantity, and timeliness expected. Advice is also provided on any peculiarities in assignments.

Work of a repetitive nature is performed independently without specific instructions. The employee consults with the supervisor or a higher grade specialist on any deviations, problems or unfamiliar situations.

Upon completion, work is reviewed for accuracy and adherence to instructions and/or established procedures. Work is reviewed more closely if employee has not previously performed similar assignments.

**Factor 3. Guidelines Factor Level 3-2 125 Points**

Guidelines include Agency manuals and directives, pertinent laws and regulations, technical literature, industry standards, manufacturer’s literature These guidelines are detailed and usually are directly applicable to the work.

The employee must exercise some judgment in locating and selecting appropriate guidelines and in making minor deviations to adapt the guidelines in specific cases. Situations where existing guidelines are inadequate, or which require significant deviations, are referred to the supervisor.
**Factor 4. Complexity** **Factor Level 4-2 75 Points**

Assignments consist of varied projects which are designed to provide diversified experience as a foundation for future responsibility. Assignments require the application of established practices and well-documented instructions.

Decisions regarding what needs to be done require some analysis of issues that have few conflicts.

**Factor 5. Scope and Effect** **Factor Level 5-2 75 Points**

The purpose of the work is to accomplish relatively routine facilities management activities.

The work has an impact on the adequacy of the maintenance of the unit’s facilities, as well as the work of higher grade specialists.

**Factor 6. Personal Contacts Factor Level 6-2**

Personal contacts are with other employees in various units within the Forest Service.

**Factor 7. Purpose of Contacts Factor Level 7-A 45 Points**

Contacts are mainly to obtain and exchange information, answer questions, and when necessary, explain well-established policies, procedures, regulatory requirements, or standards.

**Factor 8. Physical Demands Factor Level 8-1 5 Points**
Work is sedentary except for occasional walking and bending during field visits.

**Factor 9. Work Environment Factor Level 9- 1 5 Points**
Work is usually performed in an office setting, although there are occasional visits to the field sites.

**Total Points: 1405**

**Point Range: 1355-1600=GS-7**

**References Used:**

Job Family Position Classification Standard for Administrative Work in the Equipment, Facilities, and Services Group, GS-1600, May 2003

**Source Documents:**

Facility Manager, GS-1640-9; FS MR# 005823; Classified 9/12/1996

Accountant, GS-0510-7, FS PD# N1015; Classified 03/06/91, Michael Matthews

**Name of Classification Delegate: Christina Lucero**

**Date Classified: 10/25/2013**

**Position Designation Record**

Agency FS

Position Title Facility Operations Specialist

Series and Grade/Pay Band GS-1640-07

Position Description Number FS3704

Designator's Name & Title Vickie Huelster, HR Specialist

| **National Duties** | **Degree of Potential for Compromise or Damage** |
| --- | --- |
| Potential for Compromise or Damage |
| **Duties** | **Degree of Potential for Compromise or Damage** |

| Adjustment for Program Designation and Level of Supervision |
| --- |
| **Adjustments** | **Label** |
| **Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)** |  |
| **Adjustment for level of supervision or other controls** |  |
|

| Total Points Designation |
| --- |
| **Label** | **Points** |
| **Total Initial Position Designation Points from Step 2** |  |
| **Adjusted Position Designation Points from Step 3** |  |

 |

| **Investigation** | **Form Required** |
| --- | --- |
| T1 | SF 85 |

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| **Sensitivity** | **Risk Level** |
| --- | --- |
| Non-Sensitive | Low Risk |

Signature: /s/ Vickie L. Huelster

Date: 01/05/17

Name: Vickie Huelster