

**Environmental Protection Specialist
(Cluster) GS-0028-9**

Standard Job #028-09

A. Introduction

The ARS Safety, Health, and Environmental Management Program is designed to eliminate or minimize losses incurred by the Agency, individual employees, and the general public as a result of incidents involving injury, illness, and property/environmental damage in the ARS workplace.

In general, the Agency Safety, Health, and Environmental Managers/Specialists accomplish the Administrator's program goals by developing or recommending policies, program requirements, guidance, specifications, environmental sampling, protocol guidelines, evaluation criteria, and standards; by providing technical consultation to solve complicated or undefined aspects of Safety, Health, and Environmental Management Program activities; by designing systems or instruments to facilitate implementation of programs by improving collection, analysis, and utilization of data related to accidents, injuries, illnesses, and property/environmental damage incidents; by evaluating efficiency and effectiveness of Area/Location programs and developing improvement projects where discrepancies are identified; and by managing preventive health care services.

The primary purpose of the position is to provide direct and immediate operational environmental related services of the Administrator's Safety, Health, and Environmental Management Program for the Locations being serviced in the cluster.

This position's cluster is made up of the following ARS research facilities: _____.

Under the direction of the **(name of the Center Director/Location Coordinator/Research Leader)**, the incumbent is responsible for all assigned operational environmental related services and for assisting the line officials of the Location being serviced in their implementation of all phases of the Administrator's program.

B. Major Duties

Serves as the focal point for environmental matters relating to ARS and USDA standards and procedures, as well as professionally accepted and recognized procedures, and provides advice to line officials, the Area Safety and Health Managers (ASHM's), supervisors, and employees on environmental matters that directly affect the health and safety of the employees, the surrounding community, and the environment of the Locations being serviced.

Recommends necessary action plans, procedures, activities, and milestones to the impacted CD/LC/RL in their effort to comply with the intent, purposes, and standards of Federal safety, health, and environmental laws and regulations (e.g., the Comprehensive Environmental Response, Compensation, and Liability Act, Resource Conservation and Recovery Act, Clean Air Act, Clean Water Act, Toxic Substance Control Act, Safe Drinking Water Act, Federal

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Insecticide, Fungicide, and Rodenticide Act, and the National Environmental Policy Act [NEPA]). This includes establishing environmental monitoring protocols, determining appropriate technical equipment and devices, identifying analytical laboratory capabilities, structuring the analysis results, making recommendations, and formalizing Statements of Work (SOW) for environmental projects.

Reviews, analyzes, and interprets environmental standards and guidelines by external sources to identify current and potential impacts on cluster Location's working condition and environment. The incumbent assists the impacted CD/LC/RL in their development of strategies and plans to bring the Locations' operations into compliance; in determining variances where necessary; and in developing, in conjunction with appropriate line/staff officials, new standards, Location policies congruent with ARS policies, guidelines, and program goals/objectives.

Reviews Locations' environmental impact activities, recording corrective actions; reporting incidents, training needs, hazardous waste/handling disposal processes and pollution prevention controls; documents problems; and recommends improvement projects for identified problem areas. This also requires the incumbent to educate Location/Area/Headquarters personnel of the nature of the problems and the intent/purpose of the corrective action, and to train impacted personnel of the law and program policies/procedures.

Conducts annual inspections/environmental audits of all workplaces within the Locations, prepares follow-up reports, and ensures that program problems and improvement initiatives are properly documented and implemented.

As assigned, provides liaison with the Area and Headquarters to provide written justification and the developmental and technical expertise required to formulate proprietary service contracts for environmental monitoring and environmental surveys/studies/assessments, etc. This may include the development of requisitions, specifications, requests for proposals, and SOW. This also includes serving as a panel member of pollution prevention abatement/remediation project contracts and/or serving as the Contracting Officer's Technical Representative.

Develops operational procedures and assists managers/supervisors in implementing the ARS Environmental Management/Hazardous Waste Management Programs by maintaining working knowledge of relevant Environmental Protection Agency (EPA)/ARS regulations, policies, and other pertinent topics which impact the Administrator's program, the Agency, or the Agency's research effort. This includes identifying waste streams, developing waste minimization plans, establishing proper chemical storage, handling and disposal protocol, inventorying chemicals and hazardous substances/materials, and assisting in the reporting of all environmental releases (i.e., any spilling, leaking, pumping, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment) of a listed hazardous substance in quantities equal to or greater than quantities listed by appropriate Federal, State, or local regulatory official and

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Area/Headquarters officials.

Analyzes drawings/specifications for new/renovation facilities' projects and makes written recommendations to the impacted CD/LC/RL in their effort to comply with NEPA.

Collects data and assists managers/supervisors in preparing Location submittals concerning the EPA Form 3500-7, Federal Agency Pollution Abatement Plan - Project Report; the RCRA Section 3016 inventory form; the EPA For 7530-1, Notification for Underground Storage Tanks; and the Office of Management and Budget's A-106 Circular, Federal Facilities Information System/Pollution Status Report - Agency Plan.

C. Evaluation Factors

1. Knowledge Required by the Position

(FLD 1-6: 950 pts)

Knowledge of current professional environmental management concepts, principles, laws, regulations and accepted operational practices necessary to effectively implement and maintain essential environmental management components of the ARS Safety, Health, and Environmental Management Program.

Knowledge and skill sufficient to effectively represent and serve as a liaison for the Location in meetings with Federal/State officials for the purpose of accurately presenting information relating to a pollution prevention/abatement/remediation project.

Knowledge of environmental inspection/audit assessment, etc., concepts, principles, Federal rules, regulations, and standards to enable the incumbent to identify existing/potentially hazardous environmental conditions and unsafe and unhealthful work practices associated with ARS research activities. The incumbent uses knowledge to achieve efficient, cost-effective, safety methods for handling, treating, minimizing, or disposing of hazardous wastes.

Knowledge of the physical/biological sciences, environmental law, and related fields to ensure that interdisciplinary approaches are utilized where appropriate and that non-engineering implications of work are understood, incorporated, and communicated.

Knowledge and skill in identifying work priorities. Ability to coordinate and direct related activities of a project.

Knowledge and skills necessary to review and evaluate the work of other disciplines by the study of reports, plans, drawings, and preparing critiques.

Ability to clearly communicate (written/oral) complex technical issues to Agency personnel.

2. Supervisory Controls (FLD 2-3: 275 pts)

The incumbent receives direct supervisory oversight, program resource allocation for education/training and equipment needs, and program management support from the Administrative Officer who is located at _____.
The incumbent receives program coordination/assistance and technical oversight from the ASHM who is located at _____.

The incumbent is responsible for completing all assigned activities within the framework of applicable legislation, professional practices, or as assigned. Uses own initiative and creativity to complete assigned responsibilities.

Final product is normally accepted as technically correct but is reviewed for achievement of objectives, conformance with policy and Directives, and compatibility with other requirements.

3. Guidelines (FLD 3-3: 275 pts)

The incumbent is required to exercise sound judgment and utilize fully professional experience to integrate basic legislation, new research trends and developments into assigned activities within the ARS Safety, Health, and Environmental Management Program.

Broad general guidelines are provided by the Department of Agriculture, Department of Labor, EPA, Executive Orders, safety and health laws and standards, but the incumbent must show creativity in the interpretation of the guidelines to develop new applications or modify existing procedures to successfully resolve complex problems associated with ARS research activities.

4. Complexity (FLD 4-3: 150 pts)

The incumbent's responsibilities are complex in nature and require knowledge of environmental management concepts, principles, and practices, as well as management concepts and principles. The incumbent will originate complex program and developmental efforts, often in undefined areas under only broad

general guidelines.

In developing solutions to complex problems, the incumbent is required to utilize management techniques, long-range planning skills, writing and communication abilities, and evaluation procedures to effectively develop new systems or revise existing activities.

Activities frequently involve interactions between diverse groups and often conflicting viewpoints. The incumbent must exercise sound judgment and initiative to resolve complex issues.

5. Scope and Effect (FLD 5-3: 150 pts)

The incumbent's work involves planning, organizing, analyzing, and evaluating the environmental management program activities assigned to assure that they respond to Agency needs, comply with national laws and standards and regulatory agency policies (Federal Safety and Health Acts, Executive Orders, Codes, and Department of Labor), and accurately reflect the research and trends proposed in technical pronouncements of professional environmental engineering/management organization and institutions.

The assignments performed are essential to the missions and program of the Federal government and USDA and have a continuing and long-term affect on all programs and employees of the Agency.

**6. Personal Contacts and
7. Purpose of Contacts (FLD 3b: 110 pts)**

Personal contacts associated with this position are with the Safety and Health Policy Staff, ASHM's, the CD/LC/RL, and Location employees. In addition, there are frequent contacts with individuals and groups from other Federal agencies, private sector experts, and State and local government officials on matters involving assigned safety, health, and environmental management program component responsibilities. The incumbent may participate and represent the staff as a technical expert on committees.

The purpose of the contacts are to give or exchange information; to resolve problems; to provide service; to motivate, influence, or interrogate persons; or to justify, defend, negotiate, or settle controversial and sensitive issues concerning assigned activities. Actions include attempts to encourage adoption or compliance with environmental related activities and Directives and to justify

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modifications in current practices where considerable technical disagreement may exist.

8. Physical Demands (FLD 8-2: 20 pts)

Because of frequent travel and diverse research operations, the work requires above average agility, dexterity, and personal strength. On certain occasions, the work may involve moderate to high physical risks and discomforts.

9. Work Environment (FLD 9-2: 20 pts)

The work is performed in office settings and field locations. Occasionally, there may be exposure to the risks and hazards of work environments and conditions requiring special safety precautions and clothing.

D. OTHER CONSIDERATIONS (Check if applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other:

TOTAL POINTS: 1,950
(GS-9 Range: 1,855 – 2,100 points)

August 12, 1996