A. Introduction

The incumbent is enrolled in the Internship Program of the Pathways Program. This position is designed to serve as a developmental experience and in conjunction with formal education, to provide the incumbent with the knowledge, skills, and/or abilities for employment in a civil service career.

Upon successful program completion and having met all legal and regulatory requirements, the incumbent may be converted to a permanent position or a term position lasting 1-4 years.

B. Major Duties

Performs a limited variety of simple routines in support of research projects involving various engineering disciplines conducted by the Agency. Such duties involve simple repetitive tests, procedures, routines, or operations which require little previous knowledge or skills in this line of work.

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory and/or field location:

Performs routine measurements and simple arithmetic computations.

Records specified data or instrument readings at specified intervals. Identifies, weighs and makes a limited variety of easy-to-identify items or samples.

Operates simple test instruments.

Assists in the assembly, installation, or operation of equipment, instruments, or facilities by performing specified tasks.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

C. Evaluation Factors

1. Knowledge Required by the Position Level 1-2, 200 pts

Ability to use a variety of simple laboratory and field equipment, and perform simple, repetitive tasks in a prescribed sequence.

Ability to learn basic engineering and laboratory terminology.

Ability to remember simple procedures, read simple instructions, and write legibly.

Ability to learn proper safety procedures and precautions.

2. Supervisory Controls Level 2-1, 25 pts

All assignments are clearly defined and made with specific, detailed instructions. The incumbent works as instructed and consults with the supervisor or designated authority on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. Guidelines Level 3-1, 25 pts

Specific and detailed guidelines usually provided verbally by the supervisor or higher graded employee cover all assigned tasks. In performing repetitive assignments, the incumbent is expected to select and apply the appropriate guidelines and procedures from those already used. Assistance is readily available when problems arise.

4. Complexity Level 4-2, 75 pts

Most assignments involve routine engineering tasks that are clear-cut and directly related. Steps for completing assignments according to written and oral instructions are easily memorized. There is little or no choice to be made in deciding what needs to be done or the method of accomplishing the tasks. Work performed is quickly mastered.

5. Scope and Effect Level 5-2, 75 pts

The work involves the performance of specific routine operations that include a few separate tasks or procedures. The purpose of this work is to provide a basic support service to others, but has little impact beyond the immediate research unit or location.

6. Personal Contacts

Contacts are primarily with other employees within the research location and facilities.

7. Purpose of Contacts Level 1a, 30 pts

The purpose of contacts is to obtain, clarify, or give facts or information. Facts or information are generally easily understood.

8. Physical Demands Level 8-1, 5 pts

Work is performed in a laboratory or field setting.

9. Work Environment Level 9-1, 5 pts

The work is performed in a laboratory, shop, or other research setting which involves everyday risks or discomforts, requiring use of normal safety precautions. Indoor areas are adequately lighted, heated and ventilated.

Total points = 440
GS-2 = 255 – 450 points

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 Officer Collateral Duties
[ ] Radiological Protection Officer Collateral Duties
[ ] Environmental Management Officer and Member Collateral Duties
[ ] EEO Collateral Duties
[ ] Drug Test Required
[ ] Vaccine(s) Required
[ ] Financial Disclosure Required
[ ] Special Physical Requirements/Demands
[ ] Special Agency Check (SAC) and background investigation required for Research Leader positions
[ ] SAC and background investigations required for positions working with Select agents, or in BSL-3/BSL-4 facilities.
[ ] Other: