

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

Typical, but not all-inclusive, duties are illustrated by performance of the following in a laboratory or field setting:

Operates simple test instruments and controls during tests, makes simple adjustments, and records data.

Performs specified arithmetic computations either manually or by computer.

Uses standard tables and substitutes formulas as required.

Assembles, installs, and maintains instruments and equipment involving simple wiring, soldering, grinding, etc.

Records and compiles specified data from records or other sources such as specifications and drawings.

Examines materials, instruments, equipment, or items to be tested for flaws or defects.

Observes operation of instruments and equipment to detect apparent malfunction.

Searches for cause when deviations occur.

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 (FLD 1-3: 350 pts)

General knowledge of hydrologic processes, methods and techniques.

Skill in the operation of basic instruments/equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to detect subtle variations in test results or in instrumentation.

2. Supervisory Controls (FLD 2-1: 25 pts)

All assignments are clearly defined and made, orally or in writing, with specific and detailed instructions.

The incumbent works as instructed and consults with the supervisor or higher graded employee 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 (FLD 3-1: 25 pts)

Specific detailed guidelines are provided verbally by the supervisor or higher grade employee.

The incumbent strictly adheres to these guidelines without deviation unless authorized.

4. Complexity (FLD 4-1: 25 pts)

Most assignments involve routine tasks that are clear-cut and directly related.

Steps for completing assignments according to written and oral instructions are memorized.

There is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. Scope and Effect (FLD 5-1: 25 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 support service to others, but has little impact beyond the immediate research unit or location.

**6. Personal Contacts and
7. Purpose of Contacts (1a: 30 pts)**

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

The purpose of the contacts is to obtain, clarify, or give facts or information. The facts or information may range from easily understood to highly technical.

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

The work requires regular and recurring physical exertion such as standing for prolonged periods; walking over rough and uneven surfaces; considerable bending, stooping, reaching, or similar activities; or lifting moderately heavy (less than 50 lbs.) items. Good eye and hand coordination is necessary to perform satisfactorily.

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

The work is performed in a laboratory, shop, field, or other research setting which involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts or machines. Incumbent occasionally will be required to use protective clothing or gear such as goggles, masks, gloves, etc. Incumbent is also exposed to moderate discomforts, such as noise and adverse weather.

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

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#1399-03 (HYDRO)

- 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:

TOTAL POINTS: 520 points
(GS-3 Range: 455-650 points)

9/13/12