

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Occupational Safety Professional I

JOB CODE: 002546

DATE PREPARED: October 1, 1989

Revised: June 28, 1994

SUMMARY STATEMENT

The Occupational Safety Professional I conducts studies and makes recommendations related to potential or actual accident occurrences and hazards and the Accident Prevention Program.

DIMENSIONS

The incumbent has remote impact upon the operating budget and no supervisory responsibilities. This position reports to an Occupational Safety Professional II.

NATURE AND SCOPE

1. Assists Occupational Safety Professionals in the development and implementation of methods for accident prevention;
2. Advises Company personnel on matters concerning occupational safety, safety codes, and accident prevention programs;
3. Assists field supervision in providing instruction or instructional material on accident prevention to subordinate personnel;
4. Inspects work sites to identify potential or existing job hazards;
5. Investigates accidents, including those involving vehicles, to determine relevant causes;
6. Ensures timely and orderly completion of inspections, investigations, or reports;
7. Serves as a communication point for occupational safety requirements and practices at assigned job sites;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Occupational Safety Professional I

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with various Company employees to conduct daily inspections and accident investigations. The incumbent regularly contacts other Occupational Safety Professionals or the unit personnel regarding work conditions or practices.

WORKING CONDITIONS

Field conditions exist most of the time, which may expose the incumbent to field project work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires two years of related occupational safety experience.

REQUIRED TRAINING

This position requires a bachelor's degree in occupational safety or related field, or equivalent experience.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Occupational Safety Professional II

JOB CODE: 002765

DATE PREPARED: October 1, 1989

Revised: June 28, 1994

SUMMARY STATEMENT

The Occupational Safety Professional II assists in the development and administration of the Accident Prevention Program.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for an exempt employee. This position reports to an Occupational Safety Professional III or IV.

NATURE AND SCOPE

1. Advises personnel throughout the Company, DOE, and user agencies in matters concerning occupational safety;
2. Develops, implements, and administers methods for accident prevention in close coordination with management and supervisory personnel;
3. Examines plans and specifications for construction and equipment operations to ensure all occupational safety precautions have been included;
4. Investigates causes of accidents and recommends changes in equipment and processes to correct unsafe conditions;
5. Inspects work locations and investigates violations of safety codes and regulations;
6. Plans and coordinates the development and implementation of training, instruction, and individual course studies for field supervisors and may conduct these sessions;
7. Directs enforcement of occupational safety regulations and prohibits work in unsafe conditions;
8. Prepares and publicizes safety reports, bulletins, codes, and studies;
9. Provides resource and interpretation for all applicable occupational safety codes, standards, and technical development;
10. Develops and administers accident and statistical reporting systems and documentation procedures;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

Occupational Safety Professional II

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains daily contact with various Company personnel to promote the Accident Prevention Program and conduct field and accident investigations. The incumbent has frequent contact with technical and management personnel to coordinate the development and implementation of new or revised occupational safety procedures and techniques.

WORKING CONDITIONS

Field conditions exist most of the time which may expose the incumbent to field project work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of related occupational safety experience.

Occupational Safety Professional II

REQUIRED TRAINING

This position requires a bachelor's degree in occupational safety or a related field, or equivalent experience.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Occupational Safety Professional III

JOB CODE: 003070

DATE PREPARED: October 1, 1989

Revised: June 28, 1994

SUMMARY STATEMENT

The Occupational Safety Professional III assists with the development and implementation of Occupational Safety & Fire Protection Program.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise approximately three exempt employees and one nonexempt employee. This position reports to the Occupational Safety & Fire Protection Department Manager.

NATURE AND SCOPE

1. Directs, supervises, and administers the development and implementation of methods for the prevention of accident losses;
2. Directs the enforcement of safety regulations and prohibits work under unsafe conditions;
3. Investigates and reviews causes of accidents and coordinates changes in equipment construction and processes to correct unsafe conditions;
4. Participates with engineers of the Company, DOE, user agencies, and other contractors in preparation of design criteria to ensure inclusion of adequate fire protection and safety provisions;
5. Prepares program proposals covering assigned responsibilities and assures they are met as required;
6. Investigates and reviews causes of accidents and fire losses;
7. Reviews statistical accident and fire loss data to identify trends which indicate modification or addition to safety or fire codes;
8. Supervises research for construction materials, safety equipment and fire suppression and detection systems to ensure a high level of protection;
9. Participates in the early phases of planning, scheduling, and procurement to assure conformance with safety requirements;
10. Assists with the development of the organization's budget and operates within its limits;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

Occupational Safety Professional III

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with management within the Company, DOE, and user agencies in planning and coordinating occupational safety matters. Frequent contact is maintained with top management inside and outside the Company in planning and initiating occupational safety techniques and programs.

WORKING CONDITIONS

Field conditions exist most of the time which may expose the incumbent to field project work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of related occupational safety work.

Occupational Safety Professional III

REQUIRED TRAINING

This position requires a bachelor's degree in occupational safety or a related field, or equivalent experience.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Occupational Safety Specialist I

JOB CODE: 002547

DATE PREPARED: January 25, 1990

Revised: June 28, 1994

SUMMARY STATEMENT

The Occupational Safety Specialist I conducts inspections to ensure strict adherence to all pertinent safety standards and codes.

DIMENSIONS

The incumbent has no impact upon the operating budget and no supervisory responsibilities. This position reports to a senior-level Occupational Safety Professional.

NATURE AND SCOPE

1. Inspects machinery, equipment, facilities, and working conditions at work sites either above or below ground to ensure strict adherence to safety standards and codes;
2. Prepares reports of inspection findings;
3. Ensures timely and orderly completion of inspections and/or reports;
4. Maintains awareness of current additions or revisions to safety codes and standards and applies to work responsibilities as necessary;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i></p>
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Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Occupational Safety Specialist I

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with various Company employees, supervisory personnel, and department managers to conduct daily inspections.

WORKING CONDITIONS

Field conditions exist most of the time, which may expose the incumbent to field project work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires ten years of related safety inspection experience.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus advanced vocational training which included successful completion of federal training in either OSHA or MSHA standards, codes, and procedures.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Occupational Safety Specialist II

JOB CODE: 002766

DATE PREPARED: January 25, 1990

Revised: June 29, 1994

SUMMARY STATEMENT

The Occupational Safety Specialist II conducts inspections to ensure strict adherence to all pertinent safety standards and codes.

DIMENSIONS

The incumbent may have contributory impact upon the operating budget. The incumbent does not have direct supervisory responsibilities but may serve as lead specialist for lower-level Occupational Safety Specialists. This position reports to a senior-level Occupational Safety Professional.

NATURE AND SCOPE

1. Advises personnel throughout the Company in matters pertaining to safety standards and codes to ensure strict compliance;
2. Inspects machinery, equipment, facilities, and working conditions at work sites either above or below ground to ensure strict adherence to safety standards and codes;
3. Prepares reports of inspection findings;
4. May direct the activities of, or work in a lead capacity for, lower-level Occupational Safety Specialists;
5. Ensures timely and orderly completion of inspections and/or reports;
6. Maintains awareness of current additions or revisions to safety standards and codes and applies to work responsibilities as necessary;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;

Occupational Safety Specialist II

7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with various Company employees, supervisory personnel, and department managers to conduct daily inspections.

WORKING CONDITIONS

Field conditions exist most of the time, which may expose the incumbent to field project work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires 12 years of related safety inspection experience.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus advanced vocational training which included successful completion of federal training in either OSHA or MSHA standards, codes, and procedures.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Operational Requirements Section Chief

JOB CODE: 002665

DATE PREPARED: October 1, 1989

Revised: June 29, 1994

SUMMARY STATEMENT

The Operational Requirements Section Chief directs and coordinates administrative support functions and provides technical support within the Power, Electronics, & Communications Department to ensure efficient operations.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has supervisory responsibility for two exempt and three nonexempt employees. This position reports to the Power, Electronics, & Communications Department Manager.

NATURE AND SCOPE

1. Develops current and five-year budgeting projections, researches previous budget reports for trends, consults with user agencies for equipment needs, and calculates charge-back rates for equipment loaned to other REECo departments, DOE, and user agencies;
2. Supervises the procurement function for the Power, Electronics, & Communications Department;
3. Assigns and controls radio frequencies used by other REECo departments and user agencies;
4. Administers the Desert Rock Air Strip operations and fuel testing program, which involve maintenance and usage permits;
5. Serves as the Department Quality Coordinator to ensure adherence to Company policies;
6. Provides technical support to other sections within the Power, Electronics, & Communications Department by providing drafting and computer services;
7. Manage the Power, Electronics and Communications property function to ensure proper use, safeguards, and accuracy within the property records as a control department;
8. Provides material equipment acquisition and control support to the Power Systems and Electronic Systems Sections through coordination with the Procurement Department;
9. Serves as the department's Communications Representative for the development of the Company's submission to the DOE Telecommunications Information Technology Resources Long-Range Plan;
10. Coordinates the various budget programs for the rate adjustments of computer terminals, facsimiles, pagers, recreational televisions, video equipment, telephones, and various radio types--utility, mobile, remote, and portable;
11. Provides the necessary interface and planning to maintain the NTS power system maintenance schedules for maximum effectiveness and to ensure optimum life expectancy of all system components and equipment;
12. Monitors the maintenance cost history for all power and communications equipment to provide the required information for evaluation to manage the equipment replacement program efficiently;

Operational Requirements Section Chief

13. Provides training to personnel of the Operational Requirements Section to accomplish the assigned duties and to ensure consistent policy application;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

Operational Requirements Section Chief

PRINCIPAL CONTACTS

The incumbent maintains contact with DOE, REECo, and other user agency personnel for the purpose of frequency management, determining equipment needs and equipment allocation.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience with power and electronic equipment, which resulted in understanding of the property management system, budget process, and requisitioning process.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration or related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Operations & Maintenance Division Assistant Manager

JOB CODE : 003520

DATE PREPARED : October 1, 1991

Revised: June 29, 1994

SUMMARY STATEMENT

The Operations and Maintenance Division Assistant Manager assists in directing comprehensive Company construction activities encompassing drilling, equipment, mining, maintenance, and related functional projects.

DIMENSIONS

The incumbent has primary impact upon the division's operating budget of \$169.2 million. The incumbent has indirect supervisory responsibility for approximately 200 exempt and 2,000 nonexempt employees. This position reports to the Operations and Maintenance Division Manager.

NATURE AND SCOPE

1. Participates in the formulation of division policies pertaining to assigned construction requirements;
2. Approves actions of department managers in planning and accomplishing comprehensive construction and maintenance programs;
3. Plans, approves, and directs the execution of construction measures;
4. Establishes cost control measures;
5. Ensures efficient operations and sustained quality control services within all division activities;
6. Ensures economic and efficient use of manpower, material, and equipment in all construction operations;
7. Monitors progress of construction projects and immediately directs corrective action of any project slippage or faulty development;
8. Serves in an advisory capacity in connection with operations programs;
9. Ensures proper implementation of labor agreements involving division projects through the Legal and Labor Relations organizations;
10. Assists in preparing the division's budget and operates within the limits of the authorized budget;
11. Coordinates the division's capabilities through long-range planning to ensure DOE's present and future needs are met;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking for short distances in office or work areas;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Operations & Maintenance Division Assistant Manager

2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with top level executives of the Company, DOE, and user agencies to form operating procedures and long-range objectives.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel to project sites to review and inspect the projects is required.

REQUIRED WORK EXPERIENCE

This position requires 12 years of applicable general contracting experience, six years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering field or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Operations & Maintenance Division Manager

JOB CODE : 003625

DATE PREPARED : October 1, 1991

Revised: June 29, 1994

SUMMARY STATEMENT

The Operations and Maintenance Division Manager plans, directs, and coordinates the various field operations, site maintenance, fleet operations, and general support groups to ensure the Company's construction objectives are met.

DIMENSIONS

The incumbent has primary impact upon the division's operating budget of \$169.2 million. The incumbent has direct supervisory responsibility for 18 exempt and 3 nonexempt employees and indirect supervisory responsibility for approximately 200 exempt and 2,000 nonexempt employees. This position reports to the General Manager.

NATURE AND SCOPE

1. Participates in the formulation and execution of Company policies;
2. Controls quality, cost, personnel, materials, and maintenance of equipment through appropriate subordinates;
3. Coordinates all maintenance and operation support as related to drilling, mining, heavy- and light-duty construction equipment, and site maintenance;
4. Recommends a comprehensive equipment replacement program;
5. Directs an efficient equipment preventive maintenance program;
6. Advises the General Manager of anticipated or actual delays or other unusual matters in connection with the operations programs;
7. Coordinates plans and programs with the Executive Office and other division managers;
8. Coordinates functional capabilities through long-range planning to ensure DOE's present and future requirements are met;
9. Oversees the preparation of the organization budget and operates within the limits of the authorized budget;
10. Assists in the planning, negotiation, and implementation of all appropriate labor agreements through the Legal and Labor Relations organizations;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as assigned.

Operations & Maintenance Division Manager

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with all levels of management within the Company, DOE, and user organizations to develop and plan operating programs and projects and provide effective coordination and direction of assigned responsibilities.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel to project sites is required.

REQUIRED WORK EXPERIENCE

This position requires 15 years of applicable general contracting experience which have included 9 years of responsibility for directing and coordinating the efforts of various projects.

Operations & Maintenance Division Manager

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering field or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Operations Superintendent

JOB CODE: 003150

DATE PREPARED: October 1, 1989

Revised: June 29, 1994

SUMMARY STATEMENT

The Operations Superintendent supervises a designated manual craft in a major operational support segment of field project events.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of \$2-\$6 million. The incumbent may have direct supervisory responsibility for up to 70 nonexempt employees. This position reports to a Project Manager or higher managerial level.

NATURE AND SCOPE

1. Plans, supervises, and coordinates one of the major operational phases (electrical, mechanical, tunneling, drilling, roads and excavation, heavy equipment maintenance, or structural) associated with one or more of the project field events;
2. May be designated as an "event" superintendent in providing a central point of communication and optimum coordination for all field support requirements on a specific project;
3. Plans for and coordinates the acquisition of the correct types and amounts of material, equipment, and manpower to meet project and multiple shift requirements and ensures the efficient and economic use of same;
4. Monitors work assignments and ensures that the quality of work performed complies with established policies and job specifications through subordinate foremen or assistant supervisory personnel;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;

Operations Superintendent

6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with field operations personnel, user agencies, and DOE representatives to plan, coordinate, and execute project assignments.

WORKING CONDITIONS

Field conditions exist most of the time, which may expose the incumbent to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires 12 years of applicable field experience, which have provided a thorough working knowledge of the techniques and practices associated with the area of responsibility, 6 years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Payroll Section Chief

JOB CODE: 002940

DATE PREPARED: October 1, 1989

Revised: June 29, 1994

SUMMARY STATEMENT

The Payroll Section Chief supervises and directs the preparation and distribution of a weekly payroll, travel preparations, expense reconciliation, and revenue collection and distribution.

DIMENSIONS

The incumbent has primary impact upon the operating payroll of \$185 million. The incumbent directly supervises 2 exempt employees and indirectly supervises 3 exempt and 23 nonexempt employees. This position reports to the Accounting Department Manager.

NATURE and SCOPE

1. Coordinates the efforts of the time/revenue and payroll records/travel branches in the preparation of a weekly payroll for approximately 5,200 employees and the daily activities of the revenue and travel operations;
2. Serves as the intermediary between payroll and other Company units where differences arise concerning pay discrepancies, policies, and other related items;
3. Ensure Company compliance with Davis-Bacon determinations, federal and state taxes, and fringe benefit trust agreements;
4. Reviews recently negotiated union agreements for payroll impact;
5. Revises Company policies and procedures for pay implementation and ensures that payments do not exceed what is allowable under the DOE contract;
6. Controls the use of the Main Imprest Fund, which provides cash disbursements, collections, check cashing services, and official travel preparations and ensures proper accounting procedures for these functions;
7. Ensures that the monthly fringe benefit reports and payments are correct and timely;
8. Serves as a central point of communication between Labor Relations and other Company units to provide pay practice consistency;
9. Ensures that payroll records and payment comply with contract language, preventing possible employee grievance and arbitration proceedings;
10. Ensures the preparation and submission of quarterly and annual reports of employees' earnings and withholdings are accurate and timely and comply with government regulations;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Payroll Section Chief .

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while reviewing payroll documents;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in accessing databases and microfilms;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent frequently interacts with all levels of management concerning the day-to-day payroll, travel, and revenue operations. The incumbent maintains infrequent contact with DOE Industrial Relations concerning Davis-Bacon rates and audit firms to coordinate audit schedules and results. There is also interaction with labor union representatives concerning wages, fringe benefits, and leave accruals, and with trust administrators regarding questionable fringe benefit reports and payments.

Payroll Section Chief

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience supervising payroll functions, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting, business administration, or finance, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires proficiency in labor union agreement interpretation and trust fund applications, as well as knowledge of federal and state tax laws and other applicable federal regulations (i.e., the Davis-Bacon and Copeland acts).

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Payroll Supervisor

JOB CODE: 002549

DATE PREPARED: December 20, 1993

Revised: February 7, 1994

SUMMARY STATEMENT

The Payroll Supervisor plans, directs, and coordinates time records or payroll records functions of the Payroll Section.

DIMENSIONS

The incumbent has contributory impact upon the annual payroll of \$145 million. The incumbent may have direct supervisory responsibility for one exempt employee and six nonexempt employees. This position reports to the Payroll Section Chief.

NATURE and SCOPE

1. Directs day-to-day Company payroll preparation operations;
2. Schedules work assignments to ensure completion of payroll within prescribed periods;
3. Establishes and maintains procedures and systems for the proper reporting of time and preparation of all payroll data;
4. Interprets Company policies and government regulations in accordance with payroll and timekeeping procedures;
5. Ensures timely delivery of direct deposits, including tapes and disbursement checks and distribution of employees' checks;
6. Directs verification of time input and resulting payroll reports;
7. Directs preparation of quarterly and annual reports on employee earnings and withholdings to ensure compliance with government regulations;
8. Directs the maintenance of control records showing employee identification and payroll deduction data and incorporates changes as they occur to ensure accurate payroll entries;
9. Ensures payroll practices within the Company comply with Company policies and procedures and DOE regulations;
10. Ensures compliance with union agreements and Davis-Bacon Act determinations and other applicable statutes;
11. Directs preparation and payment of state and federal taxes and union fringe benefits;
12. Authorizes and approves issuance of manually prepared checks;
13. Ensures leave payments are accurate, including adjustments of holiday/annual and union balances;
14. Directs preparation and disbursement of Recommunity deductions;

Payroll Supervisor

15. Performs all duties of the Payroll Section Chief in his/her absence;
16. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
17. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while reviewing payroll documents;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in accessing databases and microfilms;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

Payroll Supervisor

PRINCIPAL CONTACTS

The incumbent maintains contact with management and personnel inside the Company to establish, enforce, and revise payroll or timekeeping operating criteria to resolve pay practices, audit questions, and explain rules, regulations, and instructions. The incumbent has occasional contact with personnel outside the Company concerning taxes, fringe benefits, bonds, direct deposits, and related items. Periodic contact is maintained with employees at all levels regarding their pay and deductions.

WORKING CONDITIONS

General office conditions exist most of the time with occasional trips to the NTS forward areas in various types of weather conditions.

REQUIRED WORK EXPERIENCE

This position requires five years of experience with payroll or timekeeping activities.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting, business administration or finance, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Performance Assurance Department Manager

JOB CODE: 003428

DATE PREPARED: November 9, 1993

SUMMARY STATEMENT

The Performance Assurance Department Manager plans, directs, organizes, and coordinates activities which include interface with customers and development and administration of appropriate evaluation programs. This will ensure that management/control systems exist and are implemented to assure that REECo activities conform to the applicable regulatory guidance, standards, and best industry practices.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$10 million. Functions, decisions, and interpretations of Performance Assurance have a contributory impact on the entire management control system utilized to assure quality and the Company's operating budget. The incumbent has indirect supervisory responsibility for approximately 40 exempt and nonexempt, nonbargaining unit (NENBU) employees. This position reports to the Environment, Safety, Health & Quality Division Manager.

NATURE AND SCOPE

1. Participates in the formulation of Company policy;
2. Directs, administers, and coordinates all technical and administrative activities related to the implementation of performance assurance at REECo;
3. Performs managerial functions described herein and provides programmatic advice and counsel to senior management relative to the compliance, adequacy and effectiveness of work performed by other REECo organizations;
4. Knows and understands the requirements of contracts and implements measurement methodologies to determine compliance to those requirements;
5. Prepares budgets, forecasts, accruals, and other financial assignments;
6. Administers established policies and practices to ensure that the conduct of all activities for which he/she is responsible meet contractual requirements;
7. Participates in meetings as necessary with customer(s), subcontractor(s), and internal REECo organizations regarding performance assurance activities;
8. Assures that each departmental individual understands and accepts his/her duties and responsibilities; appraises performance, and counsels individuals concerning performance, problems, and opportunities;
9. Executes appropriate cost control and cost effectiveness methods as described in Company policy and procedures;
10. Administers the systems necessary for the Company to assure that the Company is in compliance with all DOE Orders and state and federal law and that they are implemented effectively through appropriate management controls systems;
11. Administers programs for Quality Assurance, Performance Standards, and Performance Analysis;

Performance Assurance Department Manager

12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The Performance Assurance Department Manager maintains contact with management/supervision at all levels within the Company to provide advice, counsel, plan, and coordinate performance assurance activities.

Maintains effective channels of communication among the DOE, DOE contractors, and other EG&G corporate organizations in order to provide harmonious execution of common policies, plans, procedures, and operations.

WORKING CONDITIONS

General office conditions exist the most of the time.

Performance Assurance Department Manager

REQUIRED WORK EXPERIENCE

This position requires 10 years of experience in quality assurance, combined with at least 6 years of management or supervisory experience.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering, science, management, or other technical fields.

OTHER SPECIAL QUALIFICATIONS

Registration as a registered professional engineer or American Society of Quality Control Quality Engineer (ASQC QE) certification is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Performance Assurance Section Chief

JOB CODE: 003284

DATE PREPARED: November 9, 1993

Revised: April 27, 1994

SUMMARY STATEMENT

The Performance Assurance Section Chief plans, directs, and conducts analyses, assessments, and investigations necessary to ensure that management and control systems exist and are implemented. The organization solves management and technical problems and provides advice and counsel to senior management and/or clients regarding the most feasible solutions/improvements.

DIMENSIONS

The incumbent may have a direct supervisory responsibility for 15 employees and has contributory impact upon an operating budget of approximately \$2 million. This position reports to the Performance Assurance Department Manager.

NATURE AND SCOPE

1. Directs, administers, and coordinates all technical and administrative activities related to the implementation of assessment activities for REECO;
2. Performs managerial functions described herein and provides programmatic advice and counsel to senior management relative to the compliance, adequacy, and effectiveness of work performed by other REECO organizations;
3. Knows and understands the requirements of contracts and implements measurement methodologies to determine compliance to those requirements;
4. Prepares budgets, forecasts, accruals, and other financial assignments;
5. Administers established policies and practices to ensure that the conduct of all activities for which he/she is responsible meet contractual requirements;
6. Organizes and conducts meetings as necessary with customer(s), subcontractor(s), and internal REECO organizations to provide performance information;
7. Provides or recommends training to the extent necessary to establish and maintain a high level of competence consistent with department missions;
8. Assures that each individual understands and accepts his/her duties and responsibilities; appraises performance and counsels individuals concerning performance, problems, and opportunities;
9. Executes appropriate cost control and cost effectiveness methods as described in Company policy and procedures;
10. Administers established practices to ensure that costs and financial data are recorded or submitted accurately and promptly;
11. Coordinates performance assessments for the Executive Office and provides reports and/or recommendations relative to improvements that are recommended;
12. Provides a method to track all standards for which the Company is responsible;

Performance Assurance Section Chief

13. Implements a system for the review and analysis of Company management systems;
14. Emphasizes and practices safety, environmental and health policies, procedures, and practices to obtain high consciousness and dedication in employees;
15. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
16. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;

Performance Assurance Section Chief

8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The Performance Assurance Section Chief maintains contact with management/supervision at all levels within the Company to provide advice, counsel, plan, and coordinate performance assessment activities. The incumbent will refer to the Performance Assurance Department Manager on unusual or major matters for the purpose of obtaining advice, guidance, and authorization to proceed as may be appropriate.

Maintains effective channels of communication among the REECo personnel and other EG&G corporate personnel in order to provide for effective execution of common policies, plans, procedures, and operations.

WORKING CONDITIONS

General office conditions exist the majority of the time; however, some time in the field with considerable travel may expose the incumbent to work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in the area of performance assessment, with at least four years of management or supervisory experience.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering, science, management, and/or other technical fields or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Registration as a registered professional engineer or American Society of Quality Control Quality Engineer (ASQC QE) certification is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Personnel Processing and Recreation Supervisor

JOB CODE: 002772

DATE PREPARED: October 1, 1989

Revised: June 29, 1994

SUMMARY STATEMENT

The Personnel Processing & Recreation Supervisor supervises the activities of Personnel Processing & Recreation including the planning, organization, and coordination of a well-rounded recreation program for the employees of all NTS user agencies and contractors to promote physical and mental well-being and good will for participating employees.

DIMENSIONS

The incumbent has primary impact upon the operating budget of \$1 million. The incumbent directly supervises up to 1 exempt and 15 nonexempt employees and indirectly supervises approximately 50 on-loan, nonexempt employees. This position reports to the Personnel Processing & Security Administrator.

NATURE AND SCOPE

1. Supervises the functions of Personnel Processing & Recreation;
2. Directs and maintains an on-loan administrative and clerical employee program for user agencies;
3. Administers the Exit Interview Program;
4. Ensures compliance with the personnel security clearance and visitor control procedures established by DOE security requirements;
5. Maintains signatory authority for the certification of badge and photo requests;
6. Prepares annual recreation budget requests and maintains control to regulate expenditure of funds within the limits of the recreation budget;
7. Supervises the maintenance of recreation buildings and grounds and directs the requisition of new or replacement equipment;
8. Arranges the use of recreation facilities in the Southern Nevada area, such as golf courses, bowling alleys, and gymnasiums;
9. Prepares and edits all promotional material for publication in the "Nevada Test Site News," NTS bulletin board, and local news media;
10. Supervises the operation of the NTS theaters;
11. Supervises budget controls on recreational television and the Mercury bowling alley;
12. Arranges and coordinates special event activities such as group excursions;
13. Serves as quality assurance representative for the Human Resources Department at Mercury for recreation equipment;
14. Coordinates and acts as a liaison within the Company, user agencies, and contractors in assisting and promoting recreational activities for their employees;

Personnel Processing and Recreation Supervisor

15. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
16. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

Personnel Processing and Recreation Supervisor

PRINCIPAL CONTACTS

The incumbent maintains occasional contact with top management and frequent contact with middle management and supervisory personnel within the Company and outside organizations.

WORKING CONDITIONS

General office conditions exist most of the time; however, some work is done outdoors at the Mercury ball park and swimming pool which may expose the incumbent to adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable personnel experience and training, plus knowledge of industrial recreation, including athletic and coaching training. Familiarity with accounting procedures and the ability to prepare media releases is preferred.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration or industrial relations plus some experience in parks and recreation or physical education, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Personnel Processing and Security Administrator

JOB CODE: 002970

DATE PREPARED: October 1, 1989

Revised: June 29, 1994

SUMMARY STATEMENT

The Personnel Processing & Security Administrator directs and administers the employee processing, security clearance, and personnel recordkeeping activities in Las Vegas and oversees all activities of operations in the Personnel Processing and Recreation Office at Mercury.

DIMENSIONS

The incumbent has contributory primary impact upon the department's operating budget. The incumbent has direct supervisory responsibility for 2 exempt and 5 nonexempt employees and indirect supervisory responsibility for approximately 30 nonexempt employees. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Assists in the formulation and application of Company personnel policies and procedures;
2. Directs employee processing, pre- and post-employment security checks, processes employee clearances, terminations, and personnel security clearances and photo requests;
3. Ensures compliance with personnel security clearance and visitor control procedures established by DOE security requirements;
4. Maintains signatory authority for the certification of badge requests;
5. Administers the Exit Interview Program;
6. Directs the maintenance of central personnel records files;
7. Coordinates the assignments of on-loan personnel;
8. Provides other companies with verification of employment;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Personnel Processing and Security Administrator

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with management personnel within the Company and outside organizations to interpret policies and procedures and provide guidance and assistance related to assigned responsibilities.

WORKING CONDITIONS

General office conditions exist most of the time; however, periodic trips to the Mercury office are required.

REQUIRED WORK EXPERIENCE

This position requires eight years of applicable personnel experience and training which have provided a thorough knowledge of the administration of personnel policies and procedures, two years of which should have been in a supervisory capacity.

Personnel Processing and Security Administrator

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, industrial relations, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Membership in the American Society for Industrial Security is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Physician's Assistant

JOB CODE: 003073

DATE PREPARED: April 18, 1991

Revised: June 29, 1994

SUMMARY STATEMENT

The Physician's Assistant assists in administering medical services and daily operational clinical requirements at the Nevada Test Site and the Las Vegas medical facility under the supervision of the Medical Director or his designee.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. This position reports to the Medical Director. The incumbent has delegated authority over the professional activities of Paramedics, Nurses, and applicable ancillary personnel when rendering medical services.

NATURE AND SCOPE

1. Provides professional medical care to patients including medical, routine, and emergency procedures;
2. Refers patients with occupational injuries or diseases to an appropriate panel of consultants;
3. Refers patients to their private physicians at their own expense for nonoccupational afflictions;
4. Participates in immunization and related preventive medicine programs;
5. Performs preemployment, periodic, and termination physical examinations as well as examinations to patients returning to duty following hospitalization or convalescence to assure their recovery and capable return to work;
6. Maintains current progress of referred patients and employees;
7. Supervises and delegates appropriate assignments to ancillary personnel;
8. Participates in internal medicine forums and discussions relative to occupational medicine and employee medical management;
9. Participates in the advance training of Paramedics, Nurses, and others;
10. Keeps abreast of current information regarding occupational health hazards including radiation safety procedures, safety procedures, industrial hygiene procedures, and other applicable procedures;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physician's Assistant

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with the Medical Director and with all levels of personnel inside and outside the Company to facilitate the establishment of optimum medical service.

WORKING CONDITIONS

General office conditions exist most of the time. However, there are frequent trips to the field to render medical service and to become familiar with the worksites, which may involve exposure to disagreeable weather and occasional work hazards.

REQUIRED WORK EXPERIENCE

This position requires three years of experience in the medicine field.

Physician's Assistant

REQUIRED TRAINING

This position requires a bachelor's degree from an accredited college or university and completion of a course of training in residence as a physician's assistant approved by the Committee on Allied Health Education and Accreditation (affiliated with the American Medical Association).

OTHER SPECIAL QUALIFICATIONS

The incumbent must be certified by the National Commission on Certification of Physician's Assistants; be eligible for certification in Nevada, and successfully fulfill the requirements of the State Board of Medical Examiners. The incumbent should be certified in Advanced Cardiac Life Support.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Planning Coordinator

JOB CODE: 002352

DATE PREPARED: October 1, 1989

Revised: July 5, 1994

SUMMARY STATEMENT

The Planning Coordinator assists in the management of program funds by compiling and interpreting cost data, collecting current information from the field, and making informed recommendations regarding ADP, manual reports, resource scheduling, and cost analysis.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have supervisory responsibility. This position reports to a Program Manager, an Assistant Program Manager, or a Senior Planning Coordinator.

NATURE AND SCOPE

1. Compiles cost data and related information to prepare work sheets, reports, and event model data;
2. Assists in the coordination of planning activities by collecting, interpreting, and reporting statistical data and submitting recommendations related to long-range planning, resource use, affordable levels, and indirect costs;
3. Maintains records of historical cost data and other information associated with program activities;
4. Collects and disseminates pertinent information regarding current operations and plans for the future;
5. Develops statistical relationships with the use of computer software to produce tables or graphs for reports;
6. Develops unit costs and estimates the cost of planned work based upon past records of resource requirements;
7. Compares actual costs with estimated costs to assist in the management of program funds;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Planning Coordinator

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with personnel at the department level inside and outside the Company regarding advance planning and current program activities and may assist the Program Manager with presentations at joint agency planning meetings.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of industrial management or general business experience, preferably in the construction industry.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering, business administration or related field, or equivalent experience.

Planning Coordinator

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Power Systems Section Chief

JOB CODE: 003160

DATE PREPARED: April 1, 1982

Revised: April 22, 1994

SUMMARY STATEMENT

The Power Systems Section Chief supervises the maintenance and operation of the Nevada Test Site (NTS) power systems in the safest, most economic, reliable, and efficient manner possible in providing electric service to the customer.

DIMENSIONS

The incumbent has primary impact upon a budget of approximately \$5 million. The incumbent directly supervises five exempt employees and thirty-nine nonexempt employees. This position reports to the Site Maintenance Department Manager.

NATURE AND SCOPE

1. Develops and enforces switching procedures establishing operational limits and controls and providing for operator training and experience to ensure that NTS electrical requirements are met in as safe a manner as possible;
2. Plans and directs the acquisition of material, equipment, and manpower necessary to complete or maintain power requirements at NTS;
3. Directs the installation of permanent recording devices and the testing of related equipment necessary to ensure operational reliability;
4. Assists in developing plans, designs, and specifications or other engineering criteria and cost estimates;
5. Ensures the operation of all maintenance services such as protective instrumentation, apparatus, testing and system control equipment, substation apparatus, and interconnecting cabling;
6. Ensures that preventive and corrective maintenance of all power transmission and distribution lines, power dispatch functions, and associated equipment are performed;
7. Formulates procedures and administers the policies and technical decisions necessary for efficient and economic power operations;
8. Makes studies of the entire power system and calculates short circuit and load factors as required and reviews all plans for construction or modifications of power equipment;
9. Evaluates performance data of the substation equipment such as transformers, breakers, regulators, relays, and all related equipment; initiates engineering changes and revises maintenance schedules as needed;
10. Maintains design prints and modification update redline drawings showing the current status;
11. Assists in the preparation of the departmental budget and operates within the limits of the authorized budget;
12. Directs substation and power line improvements and modifications and updates and coordinates operations;

Power Systems Section Chief

13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

Power Systems Section Chief

PRINCIPAL CONTACTS

The incumbent maintains continual communication with the various area power companies to coordinate purchasing and technical management and with Company management personnel and DOE officials for power system operational requirements. Some contact is maintained with vendors supplying power equipment to ensure that the correct equipment is being delivered for the work being done.

WORKING CONDITIONS

General office conditions exist some of the time; however, work hazards may exist during field inspection trips.

REQUIRED WORK EXPERIENCE

Typically, this position requires eight years of experience in the design, operation, and maintenance of an electric transmission and distribution system including system planning, purchasing, metering, and records, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a four-year degree in a technical discipline such as Engineering, Electronics, or Physics, or equivalent experience. This position requires demonstrated proficiency in verbal and written communication skills.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Pressure and Elevator Safety Specialist

JOB CODE: 002353

DATE PREPARED: July 21, 1992

Revised: April 22, 1994

SUMMARY STATEMENT

The Pressure and Elevator Safety Specialist performs inspections on boilers, pressure vessels, pressure systems, and elevators to ensure strict adherence to all applicable codes and standards.

DIMENSIONS

The incumbent has contributory impact upon the Pressure Safety Branch's annual operating budget; provides required certification of equipment necessary for event support. If the results of inspection reveal a hazard to life or property, the incumbent may require that the equipment be taken out of service regardless of the objections of operational management personnel. This position reports to the Pressure and Elevator Safety Supervisor.

NATURE AND SCOPE

1. Advises personnel throughout the Company in matters pertaining to safety standards and codes for boilers, pressure vessels, pressure systems, and elevators;
2. Inspects boilers, pressure vessels, pressure systems, and elevators at work sites and facilities either above or below ground to ensure strict adherence to safety standards and codes;
3. Documents results of inspection findings and distributes copies of findings to users;
4. Plans, schedules, and completes inspections and/or reports in a timely manner;
5. Maintains awareness of current additions or revisions to safety codes and standards through annual training and applies this information to work responsibilities;
6. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking in field or office/laboratory on all types of surfaces;
2. Frequent sitting while completing paperwork or working at a computer;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 100 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while moving/operating equipment;
5. Occasional bending/twisting at waist/knees/neck throughout shift while inspecting work in shop and field;
6. Occasional kneeling, crouching, or working in awkward positions while inspecting equipment;

Pressure and Elevator Safety Specialist

7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, completing paperwork, etc.;
8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech abilities in communicating with all levels of people, subordinates, and supervisors and giving/receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; lead meetings; train others; handle complaints; etc.;
3. Must possess excellent mathematical skills;
4. Must be able to work independently, make decisions, and prioritize and delegate;
5. Must possess good problem-solving skills, creativity, integrity, and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines and time constraints, multiple tasks, handling emergencies, hazardous conditions, and complaints;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must be able to supervise and train assigned personnel in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with various Company employees, supervisory personnel, and department managers to conduct inspections, promote safety and compliance with codes and standards, and interpret applicable regulations; interfaces with other technical, safety, and upper-level management personnel in dealing with the Pressure and Elevator Safety Programs.

WORKING CONDITIONS

The incumbent must perform duties under various working conditions, including construction work sites, in all types of weather conditions at the NTS and other DOE/NV facilities.

REQUIRED WORK EXPERIENCE

This position requires three years of experience as an inspector commissioned by the National Board of Boiler and Pressure Vessel Inspectors and three years of experience as an elevator inspector certified by the National Association of Elevator Safety Authorities. This experience may be earned concurrently.

REQUIRED TRAINING

This position requires advanced vocational training in a technical field.

Pressure and Elevator Safety Specialist

OTHER SPECIAL QUALIFICATIONS

This position requires the individual to have an Owner-User Commission from the National Board of Boiler and Pressure Vessel Inspectors in Columbus, Ohio, and a certification as an American Society of Mechanical Engineers Qualified Elevator Inspector (ASME/QEI) from the National Association of Elevator Safety Authorities in Phoenix, Arizona, or other ASME/QEI accredited agencies. These commissions are required for REECO to operate authorized Owner-User Inspection Agencies for pressure vessels and elevators, instead of using other authorized inspectors from outside the Company.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Pressure and Elevator Safety Supervisor

JOB CODE: 002553

DATE PREPARED: July 21, 1992

Revised: April 22, 1994

SUMMARY STATEMENT

The Pressure and Elevator Safety Supervisor plans, coordinates, and supervises the activities of the Pressure Safety Branch to ensure the safety of boilers, pressure vessels, pressure systems, and elevators for REECo and other DOE/NV organizations. In addition to supervisory functions, the Pressure and Elevator Safety Supervisor performs inspections on boilers, pressure vessels, pressure systems, and elevators to ensure strict adherence to all applicable codes and standards.

DIMENSIONS

The incumbent has primary impact on an annual operating budget and has direct supervisory responsibility for approximately three exempt employees. When the results of inspections reveal a hazard to life or property, the incumbent may require that the equipment be taken out of service, regardless of the objections of operational management personnel. This position reports to the Engineering Section Chief.

NATURE AND SCOPE

1. Provides expertise in the area of safety standards and codes for boilers, pressure vessels, pressure systems, and elevators for any organization in need of such service; provides expert advice for procurement decisions involving this type of equipment;
2. Provides technical guidance within the branch to ensure that current equipment and procedures are sufficient to enforce the latest editions of safety standards and codes related to boilers, pressure vessels, pressure systems, and elevators;
3. Maintains custody and control of capital equipment inventory requiring periodic maintenance and calibration which must be administered on a recall basis in compliance with the standards set by the American Society of Mechanical Engineers (ASME) and American National Standards Institute (ANSI);
4. Ensures the safe operation of all boilers, pressure vessels, pressure systems, and elevators used at the NTS and other DOE/NV facilities;
5. Ensures all inspection information gathered by the Pressure and Elevator Safety Programs is available and accessible to all appropriate agencies;
6. Plans and assigns priorities to inspection programs that will meet the needs of user agencies in existing economic constraints;
7. Participates as a member of accident investigation teams formed as a result of incidents involving pressure vessels or elevators;
8. Provides quality assurance support on an as-needed basis to areas other than the Pressure and Elevator Safety Programs in a timely and efficient manner;
9. Performs all of the duties and functions of lower-level Pressure and Elevator Safety Specialists to maintain proficiency and meet required inspection goals;
10. Assists in the training of lower-level Pressure and Elevator Safety Specialists;

Pressure and Elevator Safety Supervisor

11. Coordinates various environment, safety, health, and quality requirements into a comprehensive inspection program for boilers, pressure vessels, pressure systems, and elevators which will meet needs and requirements while minimizing costs;
12. Prepares and performs audits of boilers, pressure vessels, pressure systems, and elevator suppliers prior to major procurement and construction activities;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking in field or office/laboratory on all types of surfaces;
2. Frequent sitting while completing paperwork or working at a computer;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 100 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while moving/operating equipment;
5. Occasional bending/twisting at waist/knees/neck throughout shift while inspecting work in shop and field;
6. Occasional kneeling, crouching, or working in awkward positions while inspecting equipment;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, completing paperwork, etc.;
8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech abilities in communicating with all levels of people, subordinates, and supervisors and giving/receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; lead meetings; train others; handle complaints; etc.;
3. Must possess excellent mathematical skills;
4. Must be able to work independently, make decisions, and prioritize and delegate;
5. Must possess good problem-solving skills, creativity, integrity, and ability to apply knowledge and experience to determine best course of action;

Pressure and Elevator Safety Supervisor

6. Must be able to deal with pressures of deadlines and time constraints, multiple tasks, handling emergencies, hazardous conditions, and complaints;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must be able to supervise and train assigned personnel in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent has continuous contact with lower-level management personnel, both inside and outside the Company, to coordinate inspection scheduling and performance, promote pressure and elevator safety, define current problems, receive advance notice of any new requirements, discuss existing and technical procurement problems, conduct inspections, promote safety and compliance with codes and standards, and interpret applicable standards; has frequent contact with other technical, safety, and upper-level management personnel in dealing with the Pressure and Elevator Safety Programs.

WORKING CONDITIONS

The incumbent must perform duties under various working conditions, including construction work sites in all types of weather conditions at the NTS, TTR, and other DOE/NV facilities.

REQUIRED WORK EXPERIENCE

This position requires five years of experience as an inspector commissioned by the National Board of Boiler and Pressure Vessel Inspectors and five years of experience as an elevator inspector certified by the National Association of Elevator Safety Authorities. This experience may be earned concurrently. Work at this level normally requires a minimum of five years of field experience in administering and monitoring pressure and elevator safety activities.

REQUIRED TRAINING

This position requires advanced vocational training in a technical field, including applicable work experience listed above.

OTHER SPECIAL CONDITIONS

This position also requires the individual to have an Owner-User Commission from the National Board of Boiler and Pressure Vessel Inspectors in Columbus, Ohio, and a certification as an American Society of Mechanical Engineers Qualified Elevator Inspector (ASME/QEI) from the National Association of Elevator Safety Authorities in Phoenix, Arizona, or other ASME/QEI accredited agencies.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Price Analyst

JOB CODE : 002783

DATE PREPARED : August 9, 1993

Revised: April 14, 1994

SUMMARY STATEMENT

The Price Analyst performs price, cost, and financial analyses. Assignments typically involve a variety of proposals including firm-fixed priced and cost-plus-fixed-fee or award-fee.

DIMENSIONS

The incumbent has contributory impact upon the department budget. The incumbent may have supervisory responsibility for exempt employees. This position reports to the Purchasing & Materials Management Department Manager.

NATURE AND SCOPE

1. Performs price, cost, and financial analysis on a variety of proposals including those that have little pricing precedent;
2. Analyzes subcontractor's projected estimated direct and indirect cost elements of material, labor, overhead, general and administrative expenses, facilities, engineering, and other costs which extend over the life of the subcontract;
3. Analyzes cost for allowability, allocability, and reasonableness which forms the basis of the final price negotiation position for such elements and cost;
4. Advises the negotiator on establishment of prenegotiation pricing position and the final objective; may serve as principal pricing advisor to the negotiation team during price negotiation. At the conclusion of each negotiation, assists the negotiator in preparing a memorandum setting forth the principal elements of the price negotiation for inclusion in the contract file;
5. Advises, as required, on price or cost analysis in the Defense Contract Audit Agency report of findings;
6. Evaluates and analyzes subcontractor's responsibility, past performance, costs of previous procurements, and technical ability on current and previous orders as to overhead, general administrative expenses, and profit;
7. Investigates the adequacy and soundness of the firm's credit and financial position by evaluating financial statements, commercial credit reports, cash flow, and guaranteed loans to establish the subcontractor's financial capability to successfully perform the subcontract requirements;
8. Reviews and approves contract files prior to award and prior to closeout;
9. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Price Analyst

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with middle- and top-level management inside and outside the Company, and with auditors and buyers within the Company or from federal agencies to present or justify the Company's pricing objectives and to resolve issues as to the reasonableness of cost elements and to develop suitable alternatives.

WORKING CONDITIONS

General office conditions exist most of the time. However, travel to and work in any area of the Nevada Test Site and visits to subcontractor's facilities may expose the incumbent to adverse weather conditions.

Price Analyst

REQUIRED WORK EXPERIENCE

This position requires five years of professional procurement experience (buying, pricing, or negotiating), preferably relating to government contract operations which have provided a thorough knowledge of cost and price analysis principles and techniques sufficient to analyze cost elements on a wide range of subcontract proposals, modifications, or terminations; and a working knowledge of federal and agency procurement policies, regulations, and procedures which set the parameters for cost and price analysis.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, accounting, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Principal Applied Statistician

JOB CODE: 003390

DATE PREPARED: October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Principal Applied Statistician applies statistical methodology to experimental design and to numerical data collected from experimental design and to numerical data collected from experiments, studies, and surveys. The incumbent coordinates problem resolution to assure that project and customer requirements are met in accordance with applicable regulations and standards.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$.5 million. The incumbent may have direct supervisory responsibility for exempt and nonexempt technical employees. This position reports to a department or division manager. The Principal Applied Statistician provides technical advice and consultation to middle and senior-level management.

NATURE AND SCOPE

1. Participates in planning meeting for new projects in areas such as environmental compliance or risk assessment and recommends methods of designing and conducting studies which will yield quantitative results to meet the programs quality objectives;
2. Performs original design development and testing methodology for unique, sophisticated, advanced, or state-of-the-art equipment or facilities;
3. Assists the Division Manager by measuring the effectiveness of activities such as the implementation of quality assurance policies and procedures or the exposure and risk assessment programs by applying statistical methods;
4. Provides information to DOE, state, or local officials based on the statistical analysis of collected data, including forecasts or summaries showing the results of various environmental programs conducted by the Company;
5. Supervises the development of surveys which utilize statistical sampling techniques designed to collect information that will meet the requirements of studies being conducted;
6. Evaluates the design of questionnaires and other methods of gathering data which will provide valid and reliable source information;
7. Supervises the adjustment and weighting of data and its organization into a form compatible with analysis by computers;
8. Presents numerical information to the division manager in the form of computer readouts, graphs, charts, tables, or written reports to provide support to the professional conducting research at NTS;
9. Maintains and improves technical skills through independent studies, seminars, classes, and collaboration with his/her peers;
10. Interprets the statistical data collected and assesses the differences in relationships among the various sources from which information was collected;

Principal Applied Statistician

11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;
3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

Principal Applied Statistician

PRINCIPAL CONTACTS

The incumbent maintains contact with high level managers associated with programs which deal with Environment and Health Division projects. The incumbent has contact with governmental agencies, user agencies, and executive office managers to participate in designing programs and to communicate the results of studies.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of post graduate experience as a statistician or mathematician in a scientific environment which have provided a background in applied statistics, including sampling design and data collection, analysis, and interpretation.

REQUIRED TRAINING

This position requires a doctorate degree in statistics or mathematics, or equivalent experience.

OTHER SPECIAL CONDITIONS

This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree, or equivalent experience in the area of expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the applicable discipline area is required. The incumbent enjoys a national or international reputation for excellence and noteworthy achievements in his/her area of expertise as evidenced by publication of more than two, excluding a master's thesis or dissertation, technical documents, chairing national meetings, or holding national professional/technical society offices.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Principal Chemist

JOB CODE : 003380

DATE PREPARED : September 5, 1991

Revised: February 11, 1994

SUMMARY STATEMENT

The Principal Chemist provides technical advice, conducts studies, reviews and evaluates data, prepares professional reports, and performs technical liaison functions at the program level of radiochemistry, environmental health, and environmental surveillance. The incumbent coordinates problem resolution to assure that project and customer requirements are met in accordance with applicable regulations and standards.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for nonexempt and exempt technical employees. The Principal Chemist provides technical advice and consultation to middle and senior level management. This position reports to the Environment, Safety & Health Division Manager or a department manager.

NATURE AND SCOPE

1. Provides advice to the Company, other contractors, DOE, and user agencies in radiochemistry and chemical health practices;
2. Performs studies, prepares and presents technical reports on the problems associated with radiochemistry services and measurements, and documentation of the weapons testing programs;
3. Participates as a member of high-level contractor and agency technical committees;
4. Reviews, evaluates, and prepares replies to outside technical and management audits;
5. Recommends operating procedures and technical work instructions;
6. Serves as a senior reviewer at the department level of reports, manuscripts, procedures, and other technical documents;
7. Investigates and coordinates the acquisition of historical environmental surveillance records and supporting documentation;
8. Maintains and improves technical skills through independent studies, seminars, classes, and collaboration with his/her peers;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;

Principal Chemist

3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent interfaces with the General Manager and senior and middle-level management to report progress, obtain approvals, request support for services, and receive direction. The Principal Chemist maintains contact with personnel of all levels within the Company, representatives from state and federal regulatory agencies, DOE, DOE/DNA, NAS, national laboratories, and other contractors.

WORKING CONDITIONS

General office conditions exist most of the time.

Principal Chemist

REQUIRED WORK EXPERIENCE

This position requires eight years of practical experience in all aspects of analytical chemistry with an emphasis on regulatory compliance and technical practices.

REQUIRED TRAINING

This position requires a doctorate degree in chemistry, radiochemistry, and the sciences or related fields, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree, or equivalent experience in the field of chemistry including expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the applicable discipline area is required. The incumbent should have national or international reputation for excellence and noteworthy achievements in his/her area of expertise as evidenced by publication of more than two technical documents, excluding a master's thesis or dissertation, chairing national meetings, holding national professional/technical society offices or presenting papers on an applicable topic at professional or DOE-sponsored symposiums/conferences.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Principal Ecologist

JOB CODE : 003391

DATE PREPARED : October 1, 1989

Revised: March 24, 1994

SUMMARY STATEMENT

The Principal Ecologist supervises, evaluates, and documents plant and animal components in the ecosystem on the NTS and surrounding locales. The incumbent coordinates resolution to assure that project and customer requirements are met in accordance with applicable regulations and standards.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$250,000. The incumbent has direct supervisory responsibility for several exempt and technical nonexempt employees. This position reports to a division manager. The Principal Ecologist provides technical advice and consultation to middle and senior-level management.

NATURE AND SCOPE

1. Manages ecological monitoring of plants and animal components on the NTS and surrounding locals;
2. Performs original design development and testing methodology for unique, sophisticated, advanced, or state-of-the-art equipment or facilities;
3. Supervises and coordinates soil sampling to determine fertility status with regard to organic content, water, available forms of nitrogen, and other nutrient elements;
4. Conducts vegetation sampling to determine the status, recovery, and utilization of perennial vegetation in disturbed and undisturbed study areas;
5. Monitors the trapping of small mammals to determine the condition of individual specimens and the continuity and stability of resident species populations;
6. Conducts surveys of animals to obtain information concerning the resident population of threatened, endangered, protected, and rare species;
7. Manages the operation and maintenance of the NTS Herbarium;
8. Ensures validity and integrity of observations and measurements and reduces data to a reportable form;
9. Recommends operating procedures and technical work instructions;
10. Maintains and improves technical skills through independent studies, seminars, classes, and collaboration with his/her peers;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Principal Ecologist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while working on a computer console or completing paperwork at desk;
3. Frequent lifting/carrying one to two pounds for distances of 1 to 25 feet;
4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing surveillance duties;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, or tunnels;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing surveillance activities, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and surveillance;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in conducting surveillances;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

Principal Ecologist

9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to technicians and other professional employees in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with personnel in the DOE and other federal agencies, universities, national laboratories, and contractors to achieve the assigned job duties.

WORKING CONDITIONS

General office conditions exist most of the time. The incumbent may be exposed to field conditions which may require the incumbent to work in the adverse weather conditions of the desert.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in desert ecology.

REQUIRED TRAINING

This position requires a doctorate degree in the biological sciences, with research in ecological systems preferred.

OTHER SPECIAL QUALIFICATIONS

This position should have working familiarity with field and laboratory radiation detection instruments and practical knowledge of managing a herbarium. This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree, or equivalent experience in the field of chemistry including expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the applicable discipline area is required. The incumbent should have national or international reputation for excellence and noteworthy achievements in his/her area of expertise as evidenced by publication of technical documents, chairing national meetings, or holding national professional/technical society offices.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Principal Engineer

JOB CODE : 003286

DATE PREPARED : October 1, 1989

Revised: July 6, 1994

SUMMARY STATEMENT

The Principal Engineer conducts a variety of technical and professional assignments in engineering and construction functions.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$20 million. The incumbent may have supervisory responsibility for exempt and nonexempt employees. This position reports to the General Manager.

NATURE AND SCOPE

1. Provides overall coordination of the Company's engineering effort with other agencies, DOE, and Company groups to obtain comprehensive technical or construction projects;
2. Develops recommendations for facilities, personnel, and funds to carry out programs directly related and directed towards fulfillment of engineering objectives;
3. Assists in developing operational plans for engineering activities including design origination, site reconnaissance and survey, construction cost estimating, and inspection of projects to ensure compliance with approved plans;
4. Reviews and/or prepares estimates for budgets, procurement, and funding requirements;
5. Provides a central source of current information regarding engineering functions and determines or researches any criteria necessary for clarification of requirements to accomplish objectives;
6. Reviews, interprets, and concurs in design specifications, narratives, proposals, drawings, estimates, and construction modifications to obtain an efficient and economic method of operation;
7. May conduct or assist in evaluating technical responses to Requests for Proposal from \$1 million and over;
8. Prepares details, research, and strategies to negotiate or renegotiate subcontract scope changes and claims;
9. Advises and provides assistance and technical guidance to the General Manager and others using engineering criteria to improve efficiency and economy and promote better operations;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Principal Engineer

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;
3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with management personnel within the Company, DOE, USAF, and other user agencies to review and solve problem areas, review financial controls, and maintain awareness of programs as they develop and change.

Principal Engineer

WORKING CONDITIONS

General office conditions exist most of the time; however, during field trips, the incumbent may be exposed to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires ten years of professional engineering experience which have provided a thorough working knowledge of engineering disciplines, practices, and the theories, concepts, and practices used in a wide variety of construction functions.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering discipline.

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is desirable.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Principal Environmental Scientist

JOB CODE : 003392

DATE PREPARED : January 19, 1994

Revised: August 25, 1994

SUMMARY STATEMENT

The Principal Environmental Scientist provides technical advice, conducts studies, reviews and evaluates data, prepares professional reports, and performs technical and managerial liaison functions at the environmental program level of the Company. The incumbent serves as a primary point of contact with the DOE Nevada Operations Office and the Nevada State Department of Environmental Protection.

DIMENSIONS

The incumbent has contributory impact upon the operating budget allocated for environmental management. The incumbent provides technical advice and consultation to middle and senior-level management. This position reports to the Environmental Management Division Manager.

NATURE AND SCOPE

1. Reviews permit applications, environmental compliance reports, project plans, engineering drawings, operation and maintenance plans, and other documents that may impact the area of environmental management;
2. Maintains liaison efforts with the DOE/NV Environmental Protection Division, Director of the Nevada Test Site (NTS) Office, and the Nevada Department of Environmental Protection;
3. Performs studies; prepares; and presents technical reports on environmental protection, waste management, and environmental remediation;
4. Participates as a member of high-level contractor and agency technical committees;
5. Keeps abreast of environmental regulations, reviews and comments on proposed regulations, and participates in public hearings on environmental rule-making as appropriate;
6. Reviews, evaluates, and prepares responses to outside technical and management audits, appraisals, and inspections;
7. Provides environmental advice and assistance to REECo management and line organizations;
8. Prepares environmental program documentation including policies, procedures, instructions, manuals, plans, and guidance documents;
9. Keeps informed on the requirements of DOE Orders pertaining to environmental protection; waste management, environmental remediation, and technology development;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Principal Environmental Scientist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while operating motor vehicle between inspection sites, completing paperwork at desk, or working at computer terminal;
3. Frequent lifting/carrying up to 20 pounds of records, testing equipment, or tools; occasionally for distances of 1 to 25 feet;
4. Occasional climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected;
5. May kneel/crouch/crawl while performing inspections;
6. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
7. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;
8. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous materials/radioactive conditions;

Principal Environmental Scientist

9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other technicians in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with all levels of REECo management, DOE division managers and staff, the state of Nevada Division of Environmental Protection, U.S. Environmental Protection Agency, other government agencies, national laboratories, and universities to ensure program objectives are satisfied.

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field at various locations of the NTS where the incumbent may be exposed to radiation, laboratory work hazards, and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in environmental science, environmental engineering, or environmental management.

REQUIRED TRAINING

This position requires a doctorate degree in environmental science, environmental management, or a closely-related field or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position should have working familiarity with field and laboratory instruments and practical knowledge of managing scientific projects. This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree, or equivalent experience including expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the applicable discipline area is required. The incumbent should have national or international reputation for excellence and noteworthy achievements in his/her area of expertise as evidenced by publication of technical documents, chairing national meetings, or holding national professional/technical society offices.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Principal Health Physicist

JOB CODE : 003381

DATE PREPARED : September 8, 1988

Revised: March 23, 1994

SUMMARY STATEMENT

The Principal Health Physicist provides technical advice, conducts studies, reviews and evaluates data, prepares professional reports, and performs technical liaison functions at the program level in the field of health physics.

DIMENSIONS

The incumbent reports to either a division or department manager and has major contributory input on operating budgets. The incumbent may supervise nonexempt and exempt technical employees.

NATURE AND SCOPE

1. Provides expert advice to the Company, other contractors, and DOE and other federal agencies in radiation dosimetry and other aspects of health physics;
2. Performs studies, prepares and presents technical reports on the problems associated with radiation exposure and documentation of the weapons testing population;
3. Participates as a member of high-level contractor and agency technical committees;
4. Reviews, evaluates, and prepares replies to outside technical and management audits;
5. Serves as a senior reviewer at the division level of reports, manuscripts, procedures, and other technical documents;
6. Provides liaison between the Company and outside entities as assigned;
7. Investigates and coordinates the acquisition of historical radiation records and supporting documentation;
8. Adheres to all company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Frequent sitting while operating a computer terminal;
3. Occasional sitting while operating motor vehicle between inspection sites, working at a computer terminal, or completing paperwork at desk;
4. Occasional lifting/carrying 1 to 20 pounds of records, sample boxes, testing equipment for distances of 1 to 25 feet;

Principal Health Physicist

5. Occasional bending/twisting at waist/knees/neck while monitoring/inspecting work and operating motor vehicle under normal driving activities;
6. Constant use of sight/hearing abilities in conducting research, and maintaining a safe work environment;
7. Frequent use of speech abilities in communication with employees, coworkers, and supervisors, both in person and over the telephone;

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in recording activities; writing scientific papers; and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently with very general supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess good mechanical aptitude and spatial reasoning ability in activities such as determining best storage configuration when disposing of radioactive waste packages;
10. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other scientist or technicians in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

Contacts include all levels within the Company and representatives from DOE, DOJ, DOE/DNA, NAS, national laboratories, and other contractors.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of practical experience in all aspects of health physics. Experience in project coordination is useful.

Principal Health Physicist

REQUIRED TRAINING

This position requires a doctorate degree in health physics, engineering, or a related science, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should be certified by the American Board of Health Physics or be a licensed Professional Engineer. This position requires mastery of health physics and radiological controls/practices as obtained by advanced degree or equivalent experience in the field of radiation protection. The incumbent should have national or international reputation for excellence and noteworthy achievement in his/her area of expertise as evidenced by publication of more than two technical documents, excluding a master's thesis or dissertation, chairing national committees, holding national professional/technical society offices or presenting papers on an applicable topic at professional or DOE-sponsored symposiums/conferences.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Principal Hydrologist

JOB CODE : 003393

DATE PREPARED : September 5, 1991

Revised: May 31, 1994

SUMMARY STATEMENT

The Principal Hydrologist is responsible for the application of scientific and engineering expertise in planning, characterization, design, construction, operation, and remediation of projects and programs. The incumbent coordinates problem resolution to assure that project and customer requirements are met in accordance with applicable regulations and standards.

DIMENSIONS

The incumbent has contributory impact on the operating budget of \$2 million. The incumbent may have supervisory responsibility for technical exempt or nonexempt employees. This position reports to a division manager. The Principal Hydrologist provides technical advice and consultation to middle and senior-level management.

NATURE AND SCOPE

1. Participates in division project planning in areas such as environmental compliance and remediation;
2. Assists the Environment, Safety & Health Division Manager in evaluating engineering and hydrologic activities;
3. Performs original design development and testing methodology for unique, sophisticated, advanced, or state-of-the-art equipment or facilities;
4. Meets with the DOE, state, and local officials to provide information based on scientific and engineering analysis;
5. Evaluates available engineering and hydrologic information as to validity and applicability to the NTS;
6. Recommends operating procedures and technical work instructions;
7. Coordinates efforts among departments, with other contractors, and agencies conducting complementary work;
8. Develops and reviews quality assurance plans and procedures for departmental projects;
9. Performs quality control and assurance on data acquired through laboratory experiments and field measurements;
10. Assists in the preparation, review, and defense of project reports;
11. Maintains and improves technical skills through independent studies, seminars, classes, and collaboration with his/her peers;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Principal Hydrologist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;
3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent has constant contact with senior and mid-Company managers and their operational levels. The incumbent also maintains contacts outside the Company with the DOE/NV, various levels of employees of other DOE/NV contractors, other DOE groups and their associated contractors, academic and research organizations, and pertinent science and engineering professional organizations.

Principal Hydrologist

WORKING CONDITIONS

General office and field conditions exist the majority of the time. Some interstate travel is required. Some work may be supervised in a laboratory or outdoor desert environment.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in applicable engineering and hydrologic projects.

REQUIRED TRAINING

This position requires a doctorate degree in earth science or engineering with applicable research subjects, or equivalent experience.

OTHER SPECIAL CONDITIONS

This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree, or equivalent experience in the field of earth science or engineering, including expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the applicable discipline area is required. The incumbent should have national or international reputation for excellence and noteworthy achievements in his/her area of expertise as evidenced by publication of at least two technical documents, excluding a master's thesis or a dissertation, chairing national meetings, or holding national professional/technical society offices.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Principal Industrial Hygienist

JOB CODE : 003383

DATE PREPARED : September 5, 1991

Revised: May 10, 1994

SUMMARY STATEMENT

The Principal Industrial Hygienist provides technical advice, conducts studies, reviews and evaluates data, prepares professional reports, and performs technical liaison functions at the program level of industrial hygiene.

DIMENSIONS

The incumbent has primary impact upon Work Breakdown Structure Programs and significant projects with high visibility. The incumbent may have supervisory responsibilities. This position reports to the Environment, Safety & Health Division Manager or a department manager.

NATURE AND SCOPE

1. Provides expert advice to the Company, other contractors, DOE, and user agencies in industrial hygiene and other aspects of health protection services;
2. Performs studies; prepares and presents technical reports on the problems associated with health protection services and measurements;
3. Participates as a member of high-level contractor and agency technical committees;
4. Reviews, evaluates, and prepares replies to outside technical and management audits;
5. Serves as a senior reviewer at the department level of reports, manuscripts, procedures, and other technical documents;
6. Provides liaison between the Company and outside entities as assigned;
7. Investigates and coordinates the acquisition of historical health protection records and supporting documentation;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while operating motor vehicle between inspection sites, working at a computer terminal, or completing paperwork at desk;
3. Frequent lifting/carrying 1 to 20 pounds of records, sample boxes, testing equipment, or tools for distances of 1 to 25 feet;

Principal Industrial Hygienist

4. Occasional climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;
5. Occasional bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, monitoring sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations;
7. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous conditions;
8. Must possess good mechanical aptitude and spatial reasoning ability;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to exempt professionals and technicians in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with personnel of all levels within the Company, representatives from state and federal regulatory agencies, DOE, DOE/DNA, NAS, national laboratories, and other contractors.

Principal Industrial Hygienist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of practical experience in all aspects of industrial hygiene with an emphasis in regulatory compliance and technical practices.

REQUIRED TRAINING

This position requires a doctorate degree in industrial hygiene or in an applicable discipline, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification by the American Board of Industrial Hygiene as a Certified Industrial Hygienist, or by the Board of Certified Safety Professionals as a Certified Safety Professional, or registration as a Professional Engineer is required. The incumbent should have national or international reputation for excellence and noteworthy achievements in his/her area of expertise as evidenced by publication of more than two technical documents, excluding a master's thesis or dissertation, chairing national meetings, holding national professional/technical society offices or presenting papers on an applicable topic at professional or DOE-sponsored symposiums/conferences.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Principal Occupational Safety Professional

JOB CODE: 003169

DATE PREPARED: December 1, 1991

Revised: December 8, 1994

SUMMARY STATEMENT

The Principal Occupational Safety Professional provides technical advice, conducts studies, reviews and evaluates data, prepares professional reports, and performs technical liaison functions at the program level of Occupational Safety.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of over \$6 million. The incumbent generally has no direct supervisory responsibility. This position reports to the Manager, Occupational Safety and Fire Protection Department.

NATURE AND SCOPE

1. Serves as the Manager of the Occupational Safety and Fire Protection Department in the manager's absence;
2. Provides advice to the Company, other contractors, DOE, and user agencies in Occupational Safety;
3. Performs studies, prepares and presents technical reports on the problems associated with occupational safety;
4. Participates as a member of high-level contractor and agency technical committees;
5. Reviews, evaluates, and prepares replies to outside technical and management audits;
6. Serves as a senior reviewer of reports, manuscripts, procedures, and other technical documents;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while operating motor vehicle between inspection sites, working at a computer terminal, or completing paperwork at desk;
3. Frequent lifting/carrying 1 to 20 pounds of records, sample boxes, testing equipment, or tools for distances of 1 to 25 feet;
4. Occasional climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;

Principal Occupational Safety Professional

5. Occasional bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, monitoring sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations;
7. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous conditions;
8. Must possess good mechanical aptitude and spatial reasoning ability;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to exempt professionals and technicians in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with personnel of all levels within the Company and representatives from DOE, DNA, national laboratories, and other contractors.

WORKING CONDITIONS

General office conditions exist most of the time; however, some work in field conditions under extreme environmental conditions and some potentially hazardous working conditions may also occur.

Principal Occupational Safety Professional

REQUIRED WORK EXPERIENCE

This position requires ten years of practical experience in all aspects of occupational safety, with emphasis on construction safety.

REQUIRED TRAINING

This position requires a master's degree in engineering, management, physical science, another related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification/registration as a professional engineer, safety professional, industrial hygienist, or equivalent is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Principal Staff Assistant

JOB CODE: 002770

DATE PREPARED: October 1, 1989

Revised: July 6, 1994

SUMMARY STATEMENT

The Senior Staff Assistant coordinates and directs office management activities at the department or higher administrative level to ensure implementation of Company policies, directive, and procedures.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility. This position reports to a department or division manager.

NATURE AND SCOPE

1. Prepares and/or coordinates operating budgets and capital equipment requests, as required, to ensure that operating departments can continue to meet functional responsibility;
2. Reviews division office expenditures through ongoing analysis to ensure that costs are within limitation and for early detection of problem areas requiring management action;
3. Coordinates the Salary Administration Plan for the division;
4. Compiles or coordinates divisionwide responses for the quarterly and yearly Affirmative Action Plans, Productivity, Energy, Vehicle, and Radio requests and reports;
5. Requests and compiles annual Companywide information regarding trade association memberships; transmits this information to the DOE requesting the costs be contract allowable; approves the billings for the trade associations;
6. Initiates, coordinates, and edits Company policies, procedures, bulletins, organization statements, check stuffers, and the Requisitioner's Handbook, as required;
7. Serves as the principal contact for coordination between the DOE and REECo for DOE and OIG audits; schedules pre- and postaudit conferences between the DOE, OIG, and the Company;
8. Collects information to answer audit recommendations to the DOE; initiates followup letters to the DOE to effect closeout of the report;
9. Maintains a complete listing of all audits, appraisals, reviews, and surveys performed on the Company for reporting to the DOE;
10. Reviews the weekly overtime report for the Company; reports problem areas to the division/department concerned;
11. Participates in special studies and tasks as required;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Principal Staff Assistant

PRINCIPAL CONTACTS

The incumbent maintains contact with all levels of employees throughout the Company and various levels of personnel within DOE and other contractors, including LANL, LLNL, Sandia, and EG&G.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in coordinating and implementing administrative policies, procedures, and programs.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Principal Waste Management Specialist

JOB CODE : 003396

DATE PREPARED : February 25, 1994

Revised: August 25, 1994

SUMMARY STATEMENT

The Principal Waste Management Specialist coordinates waste management problem resolution to assure that project/program and customer requirements are met in accordance with applicable regulations and standards.

DIMENSIONS

The incumbent has primary impact on the operating budget. The incumbent may have supervisory responsibility for exempt and nonexempt employees. This position reports to a department or division manager.

NATURE AND SCOPE

1. Participates in planning meetings for new waste management projects/ programs;
2. Performs original design, development, and testing methodology for unique, sophisticated, advanced, or state-of-the-art equipment or facilities used in waste management activities;
3. Assists managers by reviewing, evaluating, and reporting the effectiveness of waste management activities;
4. Supervises the development of waste management programs, lectures, and professional papers;
5. Provides information and professional consultation to DOE, state, or local officials, and other DOE contractors, including forecasts or summaries showing the results of various waste management activities conducted by the Company;
6. Evaluates solutions to problems in waste management activities and recommends additional recourse;
7. Maintains and improves knowledge of trends and developments in regulatory documents concerned with waste management activities through independent studies, seminars, classes, and collaboration with his/her peers;
8. Presents information to managers in the form of computer readouts, graphs, charts, tables, or written reports.
9. May testify in court cases concerning cases of waste management;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Principal Waste Management Specialist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;
3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;
4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;
5. Occasional-to-frequent climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;
6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;
7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;
9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;
11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, disposing of radioactive waste, monitoring radiological sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

Principal Waste Management Specialist

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess good mechanical aptitude and spatial reasoning ability in maintaining equipment and determining best storage configuration when disposing of radioactive waste packages;
10. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other technicians in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with the department and division managers associated with waste management activities. The incumbent also has contact with DOE, contractors, and executive office managers.

WORKING CONDITIONS

General office conditions exist most of the time; however, trips to the field may expose the incumbent to adverse weather conditions and a variety of construction, radiation, and hazardous material hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in waste management or a related area. Experience in the management of technical projects/programs and personnel and preparation of technical and management documents and reports is desirable.

REQUIRED TRAINING

This position requires a doctorate degree in the natural sciences, health physics, industrial hygiene, engineering, or closely related field, or equivalent experience.

Principal Waste Management Specialist

OTHER SPECIAL QUALIFICATIONS

This position requires knowledge of waste management practices as obtained through an advanced degree, or equivalent experience in the area of expertise and a significant background in DOE project/program management, research, evaluation, or operations. This position should have working familiarity with field and laboratory radiation detection instruments and practical knowledge of managing a herbarium. This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree, or equivalent experience in the field of waste management including expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the applicable discipline area is required. Certification or registration as a Health Physicist, Environmental Manager, Environmental Leading Analyst, Registered Environmental Professional, Professional Engineer in a related field, or Hazardous Materials Manager is desirable. The incumbent should have national or international reputation for excellence and noteworthy achievements in his/her area of expertise as evidenced by publication of more than two technical documents, excluding a master's thesis or dissertation, chairing national meetings, holding national professional/technical society offices or presenting papers on an applicable topic at professional or DOE-sponsored symposiums/conferences.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Printing Plant Assistant Section Chief

JOB CODE: 002558

DATE PREPARED: December 12, 1990

Revised: July 6, 1994

SUMMARY STATEMENT

The Printing Plant Assistant Section Chief assists the Printing Plant Section Chief in the supervision and coordination of planning, photographic, prepress, graphics, and reproduction functions.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for nine nonexempt employees. This position reports to the Printing Plant Section Chief.

NATURE AND SCOPE

1. Assists in the formulation of procedures and the administration of policies and procedures necessary for efficient Printing Plant operation;
2. Acts for the Section Chief during absence and has full signature authority;
3. Assists in the establishment of work schedules and assignment of personnel and equipment to meet work schedules;
4. Supervises and technically directs employees engaged in reproduction functions such as lithography, process photography, graphic arts, composition, direct process reproduction, collating, and binding operations;
5. Consults with technical representatives regarding printing, photographic, and reproduction processes for the Printing Plant;
6. Submits material requisitions and recommends the acquisition of equipment as necessary;
7. Assists in the production of periodic reports such as the cost of operation, annual printing plant inventory, and production reports;
8. Coordinates applicable printing plant functions in accordance with government regulations and stays informed of the latest advances in the fields of photography, printing, and reproduction operations;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Printing Plant Assistant Section Chief

3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with all levels of personnel within the Company to coordinate and provide technical guidance. Outside contacts are maintained to purchase supplies and consult with vendors regarding printing and photographic processes.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be exposed to continuous machine and equipment noise as well as chemical odors.

REQUIRED WORK EXPERIENCE

This position requires six years of administrative and technical experience in the operation of reproduction and photographic equipment.

Printing Plant Assistant Section Chief

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training emphasizing printing, drafting, layout, typesetting, and other printing plant functions.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Printing Plant Section Chief

JOB CODE: 002769

DATE PREPARED: October 1, 1989

Revised: July 6, 1994

SUMMARY STATEMENT

The Printing Plant Section Chief plans, directs, coordinates, and controls the administrative and technical operations of the Printing Plant to ensure adequate, timely, and effective services to user organizations.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$395,000. The incumbent has direct supervisory responsibility for one exempt employee and nine nonexempt employees. This position reports to the Information Systems Department Manager.

NATURE AND SCOPE

1. Selects the appropriate staff and procures equipment to accomplish the requirements of user organizations;
2. Develops and maintains procedures and standards for the operation of reprographic/photographic art services and typesetting services;
3. Specifies the use of materials in conformance with government printing and binding regulations and approves requisitions;
4. Researches, specifies, and justifies equipment procurement for Joint Committee on Printing approval;
5. Interprets and administers government printing and binding regulations as they affect all users of the NTS plant and commercial procurement of printing;
6. Provides technical assistance to agencies and Company personnel;
7. Authorizes the use of illustrations in two or more colors when printing for Company or user organizations;
8. Researches, purchases, and installs equipment, consulting with factory representatives in pursuit of current technologies for accomplishing work;
9. Coordinates equipment repairs and schedules work to meet deadlines;
10. Produces annual, semiannual, and one-time printing plant reports in accordance with government printing and binding regulations;
11. Represents the Company in civic enterprises where printing expertise is requested;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Printing Plant Section Chief

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with the DOE offices, user agencies, all levels of employees inside the Company, vendors, and factory representatives regarding printing, graphics, or other reproduction requirements.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be exposed to high noise levels and some chemical odors due to the nature of the work.

Printing Plant Section Chief

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in printing plant operations, including printing, typesetting, photography, reproduction processes, layout, design, and art media, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training emphasizing printing, drafting, layout, typesetting, and other printing plant functions.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Procurement & Property Management Department
Assistant Manager

JOB CODE: 003292

DATE PREPARED: October 19, 1994

Revised: April 14, 1994

SUMMARY STATEMENT

The Procurement and Property Management Department Assistant Manager directs the timely acquisition of requested equipment, materials, and services through the execution and maintenance of effective procurement and traffic policies and procedures. The incumbent also provides oversight of Property and Materials Management sections as required.

DIMENSIONS

The incumbent has contributory impact on an organizational budget of approximately \$5 million and annual purchases of \$100 million. The incumbent has direct supervision of six exempt employees and one nonexempt employee. This position reports to the Procurement and Property Management Department Manager.

NATURE AND SCOPE

1. Develops and implements policies, procedures, and practices for the efficient execution of Procurement and Property Management Department activities;
2. Assists in establishing procurement and property management policies and may interpret such policies for management;
3. Assures that all materials, equipment, supplies, and services are procured in a timely manner through the effective administration of the purchasing, property management, materials, traffic, contract administration, and special contracts functions;
4. Interfaces with vendors, manufacturing representatives, etc., to maintain quality supply sources;
5. Maintains effective liaison efforts with other divisions and departments, DOE, and other NTS users;
6. Makes recommendations to the Procurement and Property Management Department Manager concerning administrative and policy matters in the department;
7. Assists in directing and maintaining the Company's small and economically/socially disadvantaged business programs and labor surplus programs including the Company's outreach program;
8. Assists with the supervision of warehouse activities at various NTS and other locations including the processing of special order and stock requests;
9. Collaborates with the Procurement and Property Management Department Manager concerning legal matters relating to procurement policies, claims, protests, disputes, labor, and terms and conditions stipulated by the Legal and Labor Relations Offices;
10. Personally approves the award of purchase orders and rental agreements up to \$500,000 and subcontracts up to \$500,000;
11. Supervises inspections to ensure that property management procedures are followed;

Procurement & Property Management Department Assistant Manager

12. Assures that excess property disposal sales are properly conducted and that comprehensive appraisals of capital equipment are conducted according to procedure;
13. Assists with the supervisor of the Property and Materials Management functions as required in the absence of the department manager;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent interfaces with middle management within the Company, EG&G, DOE, and representatives of NTS user organizations such as LLNL, LANL, EG&G, and Sandia to coordinate work problems, report progress, and maintain general liaison. Daily contacts are also maintained with representatives of minority and small business organizations as well as management personnel in other corporations and government offices.

Procurement & Property Management Department Assistant Manager

WORKING CONDITIONS

The incumbent normally works in general office conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience, preferably in government procurement, construction requirements, and contract law, four of which should have been in a supervisory capacity. The incumbent should have knowledge of a wide variety of trade practices and varied disciplines; be knowledgeable concerning equipment, material, supplies, and services; and be able to adequately deal with engineering and other technical terminology to fully understand the requirements and problems.

REQUIRED TRAINING

This position requires a bachelor's degree in Business Administration or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Procurement & Property Management Department Manager

JOB CODE: 003465

DATE PREPARED: April 2, 1992

Revised: April 14, 1994

SUMMARY STATEMENT

The Procurement and Property Department Manager plans, develops, coordinates, and controls the acquisition, receipt, storage, protection, issuance, and disposition of all equipment, materials, government-owned property in the custody of DOE/Nevada Operations Office and DOE contractors. The incumbent provides services required to perform the Company's objectives through the development, recommendation, and implementation of sound procurement, subcontracts, and traffic and property management policies and procedures. The incumbent is the senior procurement official for all of the Company's acquisition functions and ensures the proper classification of all information and materials as it pertains to national security.

DIMENSIONS

The incumbent has primary impact upon a departmental budget of approximately \$14.6 million and annual purchases of approximately \$100 to \$150 million. The incumbent has direct supervisory responsibility for exempt and nonexempt employees and may indirectly supervise 180-200 nonexempt and/or labor employees. This position reports to the Administration Division Manager.

NATURE AND SCOPE

1. Develops and implements policies, procedures, and objectives for the efficient execution of the Purchasing and Materials Management Department activities;
2. Plans, schedules, controls, coordinates, and supervises the contract administration activities necessary to acquire construction and services which the Company does not have the resources to provide;
3. Directs and controls the purchasing, special contracts, traffic, procurement of excess materials, JIT contracts, contract administration, and warehouse activities at locations at NTS and Las Vegas;
4. Plans, schedules, and procures all materials, equipment, supplies, and services to meet job requirements at a fair and reasonable cost, consistent with quality standards specifications, reliability of source, and urgency of need;
5. Develops and improves responsive and responsible sources of supply; maintains accurate and complete records of all material transactions under the custodial responsibility of the department;
6. Coordinates the department's capability through long-range planning to assure clients' project demands are satisfied through maintaining an effective liaison with other Company divisions and departments, DOE, and other NTS users;
7. Ensures that cyclical and special inventories are conducted and that physical or clerical discrepancies are reconciled;
8. Directs and implements the Company's small and economically or socially disadvantaged business programs, women-owned, and labor surplus programs, including the Company's outreach program;
9. Oversees the preparation of the department budget and operates within the limits of the authorized budget; personally approves the award of major contracts up to \$500,000 and subcontracts up to \$500,000;

Procurement & Property Management Department Manager

10. Coordinates all legal matters involving procurement policies, claims, protests, disputes, labor, and terms and conditions with the Legal and Labor Relations offices;
11. Oversees Just-In-Time systems contracting activities to ensure adequate and timely delivery of quality material to NTS, Las Vegas, and DOE contracting agencies;
12. Conducts periodic inspections to ensure that all REECo and contractor organizational units adhere to established property management procedures;
13. Conducts or has the General Services Administration conduct excess property disposal sales and comprehensive, annual appraisal of NTS capital equipment and utility systems to advise DOE of the physical condition and technological status of capital assets;
14. Establishes Company procedures for the classification of national security information and maintains a Companywide classification education program;
15. Is responsible for oversight of YMP Procurement and Contract Administration Sections to ensure compliance with applicable DOE and REECo standards;
16. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
17. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;

Procurement & Property Management Department Manager

4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent interaction with top and middle management, DOE management, and representatives of NTS users such as YMP, LLNL, LANL, and Sandia to determine departmental operating criteria and policies, coordinate requirements, outline objectives, and establish optimum service. Frequent contact is also maintained with representatives of minority and small business organizations as well as management personnel of other corporations and government branches.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel is required during the inspection of warehouses and supply management activities.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience, preferably in government procurement, construction requirements, contract law, and property management, six years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in Business Administration, Economics, Industrial Management or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have knowledge of a variety of trade practices and varied disciplines; be knowledgeable concerning equipment, material, supplies, and services; and be able to deal adequately with technical terminology to fully understand position requirements and problems. On-line computer experience is highly desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Program Manager, Budgets

JOB CODE: 003359

DATE PREPARED: August 16, 1991

Revised: July 6, 1994

SUMMARY STATEMENT

The Program Manager, Budgets accumulates, develops, consolidates, and controls the Company's budget (financial) requirements through the coordination and accumulation of data acquired from the Department of Energy, user agencies, Program/Department Managers, and other internal sources.

DIMENSIONS

The incumbent has primary impact upon functional budgets totaling \$140 million annually and indirect budgets totaling \$100 million. The incumbent supervises Assistant Program Managers and other exempt personnel that may include Senior Planning Coordinators, Planning Coordinators, Budget Supervisors, and Budget Analysts, and reports to the Administration Division Manager.

NATURE AND SCOPE

1. Directs the planning, preparation, and consolidation of the three or four-year Controller's budget requirements in accordance with DOE assumptions;
2. Directs the coordination, preparation, and issuance of work orders authorizing work performance and cost incurrence for approved operations;
3. Executes control on financial plan amounts furnished by the DOE and notifies top management when expenditures and commitments approach funding ceilings;
4. Controls expenditures of the General and Administrative (G&A) budget to ensure that approved amounts will not be exceeded. Analyzes and reviews the G&A cost base and recommends a G&A breakeven rate to the Administration Division Manager;
5. Monitors, controls, and recommends rate adjustments for the Fleet, Equipment, and Supply operations, as necessary, in order to remain within approved program cost ceilings;
6. Directs the monitoring, controlling of departmental labor load and equipment rates, and recommends adjustments as necessary in order to achieve proper distribution of department indirect costs;
7. Monitors and coordinates the Company's material requirements in order to ensure optimum use of stores inventories and to assure that inventory financial plan cost ceilings are not exceeded;
8. Directs the analysis of actual cost in relation to budgeted cost and coordinates the variances with other Program Managers in order to consolidate narrative comments for formal submission to the DOE as required;
9. Directs the collection of monthly cost estimates and full-time equivalent manpower by program from other Program Managers and develops other necessary data for top management or DOE use;
10. Participates in periodic program reviews presented for the benefit of the DOE/NV, DOE/NTSSO, and the Company's top management personnel; the data for these reviews must be prepared, consolidated, and coordinated with other Program Managers and DOE fiscal officials;

Program Manager, Budgets

11. Coordinates with assigned departments all information needed to comply with the quarterly Cost Plus Award Fee (CPAF) contractual requirements;
12. Develops and analyzes EG&G sales forecasts (program expenditures) and fee projections on a five-year basis for the General Manager and the EG&G corporate office;
13. Develops and coordinates scope of effort for fee purposes with the General Manager and DOE fiscal officials; analyzes the data and recommends alternatives prior to the CPAF negotiations; maintains fee files which include minutes of the negotiations meeting, fee computations, program expenditures, etc.;
14. Directs the monitoring and controlling of cost for miscellaneous cash reimbursable requirements and other prime contract costs;
15. Manages the NVOO and Common Programs to remain within financial plan cost ceilings and directs the collection of monthly cost estimates with other NTS users/agencies as required;
16. Manages the Capital Equipment, GPP/PAC, Restoration, and other programs as directed by the Administration Division Manager. This includes budget and submission preparation, cost collection, and other efforts necessary to remain within program requirements;
17. Directs the control of the Company's Las Vegas-based Classified Security Library;
18. Maintains adequate budget and work order records and prepares special reports as requested for the Company's top management and the DOE;
19. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
20. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;

Program Manager, Budgets

2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with top management personnel in the Company and with DOE and user officials to provide appropriate information necessary for timely execution of the program and to solve a variety of significant problems related to planning, scheduling, and the coordination of support requirements. The incumbent also maintains contact with all levels of management in the Company to collect and disseminate pertinent data in a timely manner.

WORKING CONDITIONS

General office conditions exist most of the time, with frequent trips to Mercury, the forward areas at NTS, and the users' home offices.

REQUIRED WORK EXPERIENCE

This position requires ten years of diversified experience in scheduling, financial management, and construction techniques including drilling and mining, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in an engineering or business discipline, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Program Manager, DOD, LANL, and Sandia

JOB CODE: 003357

DATE PREPARED: July 17, 1991

Revised: July 6, 1994

SUMMARY STATEMENT

The Program Manager, DOD, LANL, and Sandia controls the expenditures of program funds in order to optimize Company support within the authorized level of funding and serves as the primary Company contact for any program support requirements.

DIMENSIONS

The incumbent has primary impact upon the operating budget(s) totaling \$25 - \$75 million annually. The incumbent supervises an Assistant Program Manager and other exempt personnel that may include Senior Planning Coordinators, Planning Coordinators, and Budget Analysts. The Program Manager reports to the Administration Division Manager.

NATURE AND SCOPE

1. Manages an NTS user's program estimating costs by event, resources, and level of effort;
2. Advises the user of affordable levels of manpower, materials, and equipment;
3. Advises the user of alternate means to complete the program within funding limitations and advises the operating department manager of the levels that must be adhered to in order to meet the requirements of the program;
4. Required to have familiarity with drilling techniques, mining operations, road and building construction, types of crews required, and associated support functions necessary for each program;
5. Initiates the appropriate response to maximize field construction support without exceeding the fund authorization and to respond effectively if a program or its authorized funding level is changed;
6. Gathers information on future plans and current problems and conveys pertinent facts or guidance as required;
7. Analyzes historical costs and manpower data in order to advise DOE and the user agency of the cost of the scientific laboratory support requirements, maintenance, and operation of common facilities and savings that may be realized by a modification or requirements;
8. Publishes drilling and mining operations schedules at NTS and updates a catalog of event model data at least once a year;
9. Promotes the release of user criteria on a timely basis so drilling, mining, and construction forces in the field can operate with a backlog of work that allows for effective scheduling of available resources;
10. Communicates the program leaders and requests changes in test schedules that might be necessary to avoid sporadic periods of overtime or to guard against an overrun of available funds;
11. Ensures manpower is available and equipment and critical items are procured in ample time to maintain program schedules;
12. Consolidates the Cost Plus Award Fee self-appraisal of assigned operating departments;

Program Manager, DOD, LANL, and Sandia

13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with top management personnel in the Company and with DOE and user officials in order to provide appropriate information necessary for timely execution of the program and to solve a variety of significant problems related to planning, scheduling, and the coordination of support requirements. The incumbent also maintains contact with all levels of management in the Company in order to collect and disseminate pertinent data in a timely manner.

WORKING CONDITIONS

General office conditions exist most of the time, with frequent trips to the NTS forward areas and to the users' home office to exchange information regarding program activities and plans for the future.

Program Manager, DOD, LANL, and Sandia

REQUIRED WORK EXPERIENCE

This position requires ten or more years of diversified experience in scheduling, financial management, and construction techniques including drilling and mining.

REQUIRED TRAINING

This position requires a bachelor's degree in an engineering or business discipline, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Program Manager, DOE & Equipment

JOB CODE: 003356

DATE PREPARED: August 18, 1991

Revised: July 6, 1994

SUMMARY STATEMENT

The Program Manager of DOE and Equipment Programs accumulates, develops, consolidates, and controls the Company's budget (financial) requirements through the coordination and accumulation of data acquired from the Department of Energy, user agencies, Program/Department Managers, and other internal sources.

DIMENSIONS

The incumbent has primary impact upon functional budgets totaling \$140 million annually and indirect budgets totaling \$100 million. The incumbent supervises Assistant Program Managers and other exempt personnel that may include Senior Planning Coordinators, Planning Coordinators, Budget Supervisors, and Budget Analysts and reports to the Administration Division Manager.

NATURE AND SCOPE

1. Directs the planning, preparation, and consolidation of the three or four-year Controller's budget requirements in accordance with DOE assumptions;
2. Directs the coordination, preparation, and issuance of work orders authorizing work performance and cost incurrence for approved operations;
3. Executes control on financial plan amounts furnished by the DOE and notifies top management when expenditures and commitments approach funding ceilings;
4. Controls expenditures of the General and Administrative (G&A) budget to ensure that approved amounts will not be exceeded. Analyzes and reviews the G&A cost base and recommends a G&A breakeven rate to the Administration Division Manager;
5. Monitors, controls, and recommends rate adjustments for the Fleet, Equipment, and Supply operations, as necessary, in order to remain within approved program cost ceilings;
6. Directs the monitoring, controlling of departmental labor load and equipment rates, and recommends adjustments as necessary in order to achieve proper distribution of department indirect costs;
7. Monitors and coordinates the Company's material requirements in order to ensure optimum use of stores inventories and to assure that inventory financial plan cost ceilings are not exceeded;
8. Directs the analyses of actual cost in relation to budgeted cost and coordinates the variances with other Program Managers in order to consolidate narrative comments for formal submission to the DOE, as required;
9. Directs the collection of monthly cost estimates and full-time equivalent manpower by program from other Program Managers and develops other necessary data for top management or DOE use;
10. Participates in periodic program reviews presented for the benefit of the DOE/NV, DOE/NTSSO, and the Company's top management personnel; the data for these reviews must be prepared, consolidated, and coordinated with other Program Managers and DOE fiscal officials;

Program Manager, DOE & Equipment

11. Coordinates with assigned departments all information needed to comply with the quarterly Cost Plus Award Fee (CPAF) contractual requirements;
12. Develops and analyzes EG&G sales forecasts (program expenditures) and fee projections on a five-year basis for the General Manager and the EG&G corporate office;
13. Develops and coordinates scope of effort for fee purposes with the General Manager and DOE fiscal officials; analyzes the data and recommends alternatives prior to the CPAF negotiations; maintains fee files which include minutes of the negotiations meeting, fee computations, program expenditures, etc.;
14. Directs the monitoring and controlling of cost for miscellaneous cash reimbursable requirements and other prime contract costs;
15. Manages the NVOO & Common Programs to remain within Financial Plan cost ceilings and directs the collection of monthly cost estimates with other NTS users/agencies as required;
16. Manages the Capital Equipment, GPP/PAC, Restoration, and other programs as directed by the Administration Division Manager. This includes budget and submission preparation, cost collection, and other efforts necessary to remain within program requirements;
17. Directs the control of the Company's Las Vegas-based Classified Security Library;
18. Maintains adequate budget and work order records and prepares special reports as requested for the Company's top management and the DOE;
19. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
20. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;

Program Manager, DOE & Equipment

2. **Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;**
3. **Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;**
4. **Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;**
5. **Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.**

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with top management personnel in the Company and with DOE and user officials to provide appropriate information necessary for timely execution of the program and to solve a variety of significant problems related to planning, scheduling, and the coordination of support requirements. The incumbent also maintains contact with all levels of management in the Company to collect and disseminate pertinent data in a timely manner.

WORKING CONDITIONS

General office conditions exist most of the time, with frequent trips to Mercury, the forward areas at NTS, and the users' home offices.

REQUIRED WORK EXPERIENCE

This position requires ten years of diversified experience in scheduling, financial management, and construction techniques including drilling and mining, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in an engineering or business discipline, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Program Manager, LLNL

JOB CODE: 003358

DATE PREPARED: July 17, 1991

Revised: July 6, 1994

SUMMARY STATEMENT

The Program Manager controls the expenditure of program funds in Company's budget (financial) requirements through the coordination and accumulation of data acquired from the Department of Energy, user agencies, Program/Department Managers, and other internal sources.

DIMENSIONS

The incumbent has primary impact upon functional budgets totaling \$140 million annually and indirect budgets totaling \$100 million. The incumbent supervises Assistant Program Managers and other exempt personnel that may include Senior Planning Coordinators, Planning Coordinators, Budget Supervisors, and Budget Analysts and reports to the Administration Division Manager.

NATURE AND SCOPE

1. Directs the planning, preparation, and consolidation of the three or four-year Controller's budget requirements in accordance with DOE assumptions;
2. Directs the coordination, preparation, and issuance of work orders authorizing work performance and cost incurrence for approved operations;
3. Executes control on financial plan amounts furnished by the DOE and notifies top management when expenditures and commitments approach funding ceilings;
4. Controls expenditures of the General and Administrative (G&A) budget to ensure that approved amounts will not be exceeded. Analyzes and reviews the G&A cost base and recommends a G&A breakeven rate to the Administration Division Manager;
5. Monitors, controls, and recommends rate adjustments for the Fleet, Equipment, and Supply operations, as necessary, in order to remain within approved program cost ceilings;
6. Directs the monitoring, controlling of departmental labor load and equipment rates, and recommends adjustments as necessary in order to achieve proper distribution of department indirect costs;
7. Monitors and coordinates the Company's material requirements in order to ensure optimum use of stores inventories and to assure that inventory financial plan cost ceilings are not exceeded;
8. Directs the analyses of actual cost in relation to budgeted cost and coordinates the variances with other Program Managers in order to consolidate narrative comments for formal submission to the DOE, as required;
9. Directs the collection of monthly cost estimates and full-time equivalent manpower by program from other Program Managers and develops other necessary data for top management or DOE use;
10. Participates in periodic program reviews presented for the benefit of the DOE/NV, DOE/NTSSO, and the Company's top management personnel; the data for these reviews must be prepared, consolidated, and coordinated with other Program Managers and DOE fiscal officials;

Program Manager, LLNL

11. Coordinates with assigned departments all information needed to comply with the quarterly Cost Plus Award Fee (CPAF) contractual requirements;
12. Develops and analyzes EG&G sales forecasts (program expenditures) and fee projections on a five-year basis for the General Manager and the EG&G corporate office;
13. Develops and coordinates scope of effort for fee purposes with the General Manager and DOE fiscal officials; analyzes the data and recommends alternatives prior to the CPAF negotiations; maintains fee files which include minutes of the negotiations meeting, fee computations, program expenditures, etc.;
14. Directs the monitoring and controlling of cost for miscellaneous cash reimbursable requirements and other prime contract costs;
15. Manages the NVOO & Common Programs to remain within Financial Plan cost ceilings and directs the collection of monthly cost estimates with other NTS users/agencies as required;
16. Manages the Capital Equipment, GPP/PAC, Restoration, and other programs as directed by the Administration Division Manager. This includes budget and submission preparation, cost collection, and other efforts necessary to remain within program requirements;
17. Directs the control of the Company's Las Vegas-based Classified Security Library;
18. Maintains adequate budget and work order records and prepares special reports as requested for the Company's top management and the DOE;
19. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
20. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;

Program Manager, LLNL

2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with top management personnel in the Company and with DOE and user officials to provide appropriate information necessary for timely execution of the program and to solve a variety of significant problems related to planning, scheduling, and the coordination of support requirements. The incumbent also maintains contact with all levels of management in the Company to collect and disseminate pertinent data in a timely manner.

WORKING CONDITIONS

General office conditions exist most of the time, with frequent trips to Mercury, the forward areas at NTS, and the users' home offices.

REQUIRED WORK EXPERIENCE

This position requires ten years of diversified experience in scheduling, financial management, and construction techniques including drilling and mining, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in an engineering or business discipline, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Project Engineer

JOB CODE: 003165

DATE PREPARED: October 1, 1989

Revised: April 22, 1994

SUMMARY STATEMENT

The Project Engineer directs and coordinates engineering requirements relative to a particular project or provides direct engineering expertise in support of specific functional areas.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise other engineers and support staff. This position reports to the Project Manager, Engineering Section Chief, or other supervisory official.

NATURE AND SCOPE

1. Provides major engineering support to a management official;
2. Provides supervision with engineering design and technical information and assistance in the development of new equipment or methods;
3. Reviews criteria and preliminary designs to ensure adherence to specified requirements;
4. Recommends and coordinates modifications to approved plans due to variable operating conditions;
5. Conducts engineering studies related to the design, modification, testing, application, and maintenance of a variety of construction equipment, engineering systems, and related components;
6. Evaluates progress and results of engineering studies and analyzes and recommends major changes in engineering procedures or objectives;
7. May provide technical engineering guidance and counsel in the field of construction equipment, maintenance, drilling, or other engineering activities;
8. Processes and develops field recommendations for hardware changes;
9. Obtains information for advance planning scheduling from Program Managers, users, and DOE and forwards this information to supervision;
10. Informs users of construction equipment availability and capability;
11. Conducts continual studies of job costs to establish realistic standards for cost estimating and cost reporting;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Project Engineer

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;
5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/other managers, making presentations, and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with Program Managers and user agencies to coordinate engineering activities. Occasional contact is maintained with top management personnel inside and outside the Company to determine engineering criteria and objectives.

WORKING CONDITIONS

Field office conditions exist most of the time, which may expose the incumbent to adverse weather conditions and work hazards.

Project Engineer

REQUIRED WORK EXPERIENCE

This position requires eight years of professional engineering experience, preferably in the construction industry and resulting in expert knowledge and various engineering principles and practices.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering specialty.

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Project Manager

JOB CODE: 003363

DATE PREPARED: October 1, 1989

Revised: July 6, 1994

SUMMARY STATEMENT

The Project Manager plans and controls the factors necessary to initiate and complete a project construction requirement on time and within the budget while maintaining an excellent safety record and obtaining customer and DOE satisfaction.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$10 - \$60 million. The incumbent supervises various craft operations superintendents in carrying out the construction requirements of the project and may also supervise engineering personnel who provide technical assistance as required. This position reports to the Field Operations Department Manager.

NATURE AND SCOPE

1. Plans, directs, and coordinates project work schedules and subsequent operational phases associated with drilling, mining, or field construction program requirements;
2. Maintains economy of operation and meets project deadlines by the efficient use of manpower, material, and equipment;
3. Maintains continuous liaison and participates in meetings with user agencies, DOE, and other Company representatives in developing operating schedules and requirements;
4. Implements and controls accurate cost reporting procedures and the distribution and use of project funds;
5. Develops new methods and new equipment uses to decrease costs while increasing production and maintaining safe work practices;
6. Modifies the application of available resources in response to rapidly changing criteria to complete the project on schedule and within the budget, while keeping problems under control;
7. Attends and participates in numerous decision-making meetings that affect the overall project;
8. Determines the impact resulting from changing criteria and schedules requirements, makes necessary adjustments in manpower and priorities, and informs concerned management personnel of the factors;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Project Manager

2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;
5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/other managers, making presentations, and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains constant contact with managerial personnel within the Company to share manpower and other resources available. Some contact is maintained with budget personnel to maintain financial control of the project, and continuous contact is maintained with user agencies and DOE personnel to keep aware of changing event criteria.

WORKING CONDITIONS

General office conditions exist most of the time; however, during field trips to the work site, the incumbent may be exposed to adverse weather conditions and construction hazards.

REQUIRED WORK EXPERIENCE

This position requires 16 years of experience in drilling, mining, or heavy construction, 6 years of which should have been in a supervisory capacity.

Project Manager

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Property Section Chief

JOB CODE: 002771

DATE PREPARED: February 22, 1991

Revised: April 15, 1994

SUMMARY STATEMENT

The Property Section Chief administers and coordinates property activities with all affected parties, supporting all user program requirements relative to designated DOE-owned capital and controllable noncapital property.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the Property Section. The incumbent may supervise 10 to 16 employees comprised of exempt, nonexempt, technical, and manual employees. This position reports to the Supply & Property Management Department Manager.

NATURE AND SCOPE

1. Plans and executes the property management program for the Company, recommends property management policies, and establishes procedures in obtaining economical and efficient control of all property assets;
2. Directs and provides guidance to the receiving, inspection, identification, storage, and issuance functions relative to designated property;
3. Coordinates all matters affecting property management requirements with the client, customer, and Company organizations, as delegated among the Equipment Control, Accountability, and Disposal sections;
4. Coordinates all matters affecting personal access to the Property Master and Plant & Equipment Master and has direct input for Fire and Safety, Space Utilization, FOD (LLNL/LANL), Building Maintenance, and for the Automated Property System;
5. Coordinates the receiving, storage, classification, segregation, lotting, and storing of scrap and salvage equipment and material generated at the NTS for public and nonpublic sales, as well as property transfer from other government agencies;
6. Acts as property management representative at conferences planning future operations or reconciling disputes;
7. Appraises property resources and monitors the implementation of Companywide, DOE, and federal standards regarding the acquisition, utilization, maintenance, storage, inventory, records accountability, reports control, and replacement and disposal of all property assets;
8. Participates in Company/customer negotiations and provides guidance and information to all sections within the Supply & Property Management Department;
9. Coordinates all matters affecting the Real Property Inventory System and the Reportable Excess Automated System to Germantown, Washington, D.C., including submission of information in a timely manner;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Property Section Chief

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with all levels of management inside and outside the Company, and has frequent contact with top management personnel to discuss present and future property management objectives, provide technical advice, and coordinate property management services.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be required at times to travel to various NTS jobsites which may expose the incumbent to adverse weather conditions and construction hazards.

Property Section Chief

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in various property management functions which have provided familiarity with planning and executing all phases of property management, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation plus advanced vocational training in business administration, accounting, or in the field of property management, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Public Information Officer

JOB CODE: 002768

DATE PREPARED: October 1, 1989

Revised: July 6, 1994

SUMMARY STATEMENT

The Public Information Officer plans, directs, and controls communication work pertaining to employee and/or public information that may impact REECo, using various communication techniques.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for one exempt employee and one nonexempt employee. This position reports to the General Manager.

NATURE AND SCOPE

1. Reviews and disseminates information favorable to the goals and operations of the Company or that is unfavorable and must be refuted or clarified;
2. Develops and maintains employee and public opinion favorable to the Company;
3. Interfaces with Company personnel at all levels to gather news and information; plans, reviews, and disseminates publicity material to applicable news media;
4. Prepares, reviews, and/or routes all reports and correspondence of a general or sensitive nature before dissemination to the public or inclusion of such items to EG&G and the report to stockholders;
5. Works in conjunction with the General Manager and his staff to maintain liaison with civic organizations and community groups and to determine the extent, if any, of the Company's participation in community relations activities;
6. Develops design graphics, photographs events, and prepares information for inclusion in the NTS News and/or REECorder;
7. Instructs employees at all levels in the proper use of the Company name and logo and in the completion of communication or projects involving public relations, photography, graphics, and/or offset reproductions;
8. Coordinates the acquisition of promotional materials necessary for the completion of special activities such as the REECommunity and U.S. Savings Bonds campaigns;
9. Organizes, drafts, and edits all specifications for contractual agreements between vendors and the Public Information Office;
10. Coordinates and maintains a Speaker's File comprised of employees who make presentations upon request to community, civic, or professional groups;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Public Information Officer

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with upper-level management inside and outside the Company to receive advice and information. The incumbent frequently contacts news media to disseminate information.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of related experience in the public relations field.

Public Information Officer

REQUIRED TRAINING

This position requires a bachelor's degree in public relations, journalism, or business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Publications Editor

JOB CODE: 002354

DATE PREPARED: October 1, 1989

Revised: July 6, 1994

SUMMARY STATEMENT

The Publications Editor is responsible for all activities necessary to publish Company newsletters and press releases in order to meet printing and distribution deadlines.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the office. The incumbent has direct supervisory responsibility for one nonexempt employee. This position reports to the Public Information Officer.

NATURE AND SCOPE

1. Plans and coordinates the activities necessary for the publication of the Company's REECorder, NTS News, and Bulletin Board;
2. Coordinates activities with the Public Information Office;
3. Solicits, receives, and edits or rewrites press releases and other news items from many sources;
4. Determines material to be used and initiates and develops features, editorials, and other articles for publication;
5. Designs the format and plans the make-up of issues, including photographic copy;
6. Ensures publications are prepared in time to meet printing and distribution deadlines;
7. Stays abreast of other industrial publications, technology, and trends by establishing and maintaining liaison within the Company and other industrial editors;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Publications Editor

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with management inside and outside the Company to receive publication information as well as contract vendor owners or managers and news media representatives.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of experience in publications.

REQUIRED TRAINING

This position requires a bachelor's degree in journalism or related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Purchasing Agent

JOB CODE: 002556

DATE PREPARED: December 3, 1990

Revised: April 15, 1994

SUMMARY STATEMENT

The Purchasing Agent plans, directs, coordinates, and supervises professional employees engaged in the preparation, solicitation, negotiation, award, and administration of procurement documents required by the Company.

DIMENSIONS

The incumbent has contributory impact upon the Procurement and Property Management Department budget of approximately \$4 million and annual purchases of \$150 million. The incumbent has contractual authority of \$50,000. The incumbent has direct supervisory responsibility for exempt and/or nonexempt employees. This position reports to the Chief Purchasing Agent.

NATURE AND SCOPE

1. Ensures proper planning, scheduling, controlling, coordinating, and supervision of the procurement activities required to secure equipment, construction materials, supplies, and services;
2. Assists the Chief Purchasing Agent in coordinating and monitoring the advance acquisition plan for all major acquisitions, which includes the development of the overall strategy for managing the acquisition;
3. Ensures that each procurement activity is executed from start to finish in accordance with federal and DOE procurement directives and Company policy and procedures;
4. Assists the department manager through the DQC in the implementation of the Company Quality Assurance Program; reports quality activities and participates in various reviews to ensure that quality requirements have been met;
5. Coordinates with requesting parties the obtaining of complete and approved technical and procurement packages that describes accurately the item or service required;
6. Receives, reviews, approves, and assigns procurement requisitions to the appropriate personnel;
7. Approves/disapproves sole source requisitions and enforces policies to obtain additional sources to preclude sole source noncompetitive purchases;
8. Coordinates and supervises the surveillance of vendor performance to include documentation of any deviations or irregularities to ensure that each party honors its contractual obligation;
9. Approves requests prepared for Service Contract Act wage determinations to DOE for anticipated and/or actual requirements;
10. Coordinates with legal counsel to obtain legal opinions for queries arising prior to and during the term of an agreement;
11. Ensures that hazardous material procurement documents are properly identified and coded to aid Traffic Section in shipping and receiving hazardous materials;

Purchasing Agent

12. Promotes and implements small business; small, disadvantaged business; women-owned business; and labor-surplus programs to achieve DOE-assigned goals including vendor capability surveys, visits to suppliers' facilities, and briefings at local conferences;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent has continual contact with middle and upper management and supervisory personnel within the Company, DOE, and NTS users in obtaining and furnishing information concerning purchase orders, billings, special contracts, deliveries, and DOE approvals for procurement. Frequent contact is maintained with responsible contractors and manufacturing, wholesale, and retail representatives to advise them of Company policies and procedures and handle any procurement-related problems.

Purchasing Agent

WORKING CONDITIONS

General office conditions exist most of the time with occasional trips to suppliers' offices and plants and to contract performance sites.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable purchasing experience which have provided a thorough working knowledge of procurement procedures and practices, particularly relating to large government contracts, and on-line procurement system experience, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

A professional certification in contract management is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Quality Assurance Section Chief

JOB CODE: 003170

DATE PREPARED: October 1, 1989

Revised: July 7, 1994

SUMMARY STATEMENT

The Quality Assurance Section Chief plans, directs, organizes, and coordinates the implementation of the Company's Quality Management Program to ensure that management and control systems exist and are implemented. The organization solves problems and provides advice and counsel to management and/or clients regarding the most feasible solutions/improvements.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$2 million. The incumbent may have supervisory responsibility for 15 exempt and 5 nonexempt employees. This position reports to the Performance Assurance Department Manager.

NATURE AND SCOPE

1. Directs, administers, and coordinates all technical and administrative activities related to the implementation of Quality Assurance activities for REECo;
2. Performs managerial functions described herein and provides programmatic advice and counsel to senior management relative to the compliance, adequacy, and effectiveness of work performed by other REECo organizations;
3. Knows and understands the requirements of contracts and implements measurement methodologies to determine compliance to those requirements;
4. Prepares budgets, forecasts, accruals, and other financial assignments;
5. Administers established policies and practices to ensure that the conduct of all activities for which he/she is responsible meet contractual requirements;
6. Organizes and conducts meetings as necessary with customer(s), subcontractor(s), and internal REECo organizations to provide Quality Assurance;
7. Assures that each individual understands and accepts his/her duties and responsibilities; appraises performance and counsels individuals concerning performance, problems, and opportunities;
8. Executes appropriate cost control and cost effectiveness methods as described in Company policy and procedures;
9. Provides or recommends quality training to the extent necessary to establish and maintain a high level of competence consistent with Company missions;
10. Administers established practices to ensure that costs and financial data are recorded or submitted accurately and promptly;
11. Coordinates the development and implementation of the Company's Quality Management Program;
12. Administers the Quality Evaluation process for vendors, suppliers, and contractors;

Quality Assurance Section Chief

13. Administers the Quality Audit and Surveillance Program;
14. Participates in long-range program planning and assists in the implementation of quality programs in response to new DOE missions;
15. Promotes quality through program evaluation and administration, training, and communication, around which subsidiary quality programs are developed in Company organizational units;
16. Prepares reports for the Performance Assurance Department Manager and may represent the Manager in meetings with DOE, user organizations, and subcontractors;
17. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
18. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;

Quality Assurance Section Chief

6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The Quality Assurance Section Chief maintains contact with management/supervision at all levels within the Company to provide advice, counsel, plan, and coordinate quality assurance activities. The incumbent will refer to the Performance Assurance Department Manager on unusual or major matters for the purpose of obtaining advice, guidance, and authorization to proceed as may be appropriate.

Maintains effective channels of communication among the REECo personnel and other EG&G corporate personnel in order to provide for effective execution of common policies, plans, procedures, and operations.

WORKING CONDITIONS

General office conditions exist the majority of the time; however, some time in the field with considerable travel may expose the incumbent to work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in quality assurance, with at least four years of management or supervisory experience.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering, science, management, and/or other technical fields.

OTHER SPECIAL QUALIFICATIONS

Experience in or knowledge of operating compliance codes and standards such as: 10 CFR 50 APPENDIX B, ANSI/ASME NQA-1, ANSI/ASME N 45.2, MIL Q 9858A, ISO-9000, and SNT-TC-1A is preferred.

Registration as a registered professional engineer or American Society of Quality Control Quality Engineer (ASQC QE) certification is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Quality Assurance Specialist I

JOB CODE: 002265

DATE PREPARED: October 1, 1989

Revised: October 28, 1994

SUMMARY STATEMENT

The Quality Assurance Specialist I conducts studies and makes recommendations in response to potential or actual quality problems, and to the Quality Assurance Program.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have direct supervisory responsibility. This position reports to a Quality Assurance Specialist II, Engineer III, or Senior Engineer.

NATURE AND SCOPE

1. Provides assistance to other quality assurance professionals in the development and implementation of methods for promoting quality assurance;
2. Advises personnel within the Company on matters concerning quality assurance, codes, standards, and programs;
3. Provides instruction and/or material to assist field personnel in quality assurance matters;
4. Performs surveillance of operations to determine compliance with codes;
5. Ensures timely and orderly completion of inspections, audits, and reports;
6. Assists in quality training activities;
7. Reviews material and equipment requisitions for adherence to quality standards and codes;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Quality Assurance Specialist I

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with various employees and supervisory personnel for inspections, promotion of quality assurance, and compliance with codes and standards and error prevention, and performs audits and surveillances of internal units and vendors. Maintains continuous contact with technical and management personnel, Quality Assurance Specialists, and Engineers concerning the Quality Assurance Program.

WORKING CONDITIONS

Construction work site conditions exist most of the time where the incumbent may be exposed to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in quality assurance or quality engineering.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in quality assurance.

Quality Assurance Specialist I

OTHER SPECIAL QUALIFICATIONS

Experience in, or working knowledge of 10 CFR 50 Appendix B, ANSI/ASME NQA-1, ASNT SNT-TC-1A, AWS codes, ASTM specifications, and Mil-Q-9858A is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Quality Assurance Specialist II

JOB CODE: 002355

DATE PREPARED: February 7, 1992

Revised: October 28, 1994

SUMMARY STATEMENT

The Quality Assurance Specialist II assists in the development and administration of a significant portion of the Quality Assurance or Total Quality Management Program.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for exempt and technical nonexempt employees. This position reports to a Quality Assurance Specialist IV or the Quality Assurance Section Chief.

NATURE AND SCOPE

1. Consults with and advises other unit personnel throughout the Company in matters pertaining to quality assurance;
2. Assists in preparation of long-range plans and in implementation of quality programs in response to new missions;
3. Promotes quality assurance and understanding in other Company organizational units;
4. Assists in quality training programs;
5. Prepares reports of inspections; conducts audits and standards investigations to ensure compliance with quality codes and standards;
6. Assists in vendor and subcontractor evaluations for procurements from \$25,000 to several million dollars;
7. Reviews material and equipment requisitions for adherence to quality standards;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Quality Assurance Specialist II

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement; creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with operating unit personnel to promote quality programs and provide assistance. The incumbent has frequent contact with technical and management personnel to coordinate the development and implementation of new or revised quality procedures and techniques, and performs audits and surveillances of internal units and vendors.

WORKING CONDITIONS

Field conditions exist most of the time where the incumbent may be exposed to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in quality operations.

REQUIRED TRAINING

This position requires a high school diploma or equivalent, plus advanced vocational training in quality assurance.

Quality Assurance Specialist II

OTHER SPECIAL QUALIFICATIONS

Experience in, or working knowledge of 10 CFR 50 Appendix B, ANSI/ASME NQA-1, ASNT SNT-TC-1A, AWS codes, ASTM specifications, and Mil-Q-9858A is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Quality Compliance Branch Chief

JOB CODE: 002775

DATE PREPARED: July 16, 1992

Revised: July 7, 1994

SUMMARY STATEMENT

The Quality Compliance Branch Chief supervises, coordinates, administers, and participates in studies, certification, and implementation of automated business, and scientific systems for the Company, DOE, and contractors of the NTS. The incumbent manages the application software library for the Company-wide business systems, maintains the documentation, and executes and develops the testing environment for these systems; has oversight responsibilities for ensuring departmental compliance with the Company Quality Assurance Program.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$500,000 to \$700,000 and has direct and indirect supervisory responsibility for 25 to 30 exempt employees. This position reports to the Client Information Systems Services Section Chief.

NATURE AND SCOPE

1. Manages regression testing and verification/validation of computer software to implement Total Quality Management (TQM) principles;
2. Supervises and coordinates the development, maintenance, revision, promotion, and verification of TQM for the department's quality assurance software;
3. Monitors and develops reports on the progress of the implementation of the Company Quality Assurance Program;
4. Consults with management personnel to ensure that the assignment of human resources is proportional to the requirements of users and the Company;
5. Provides reports, schedules, and other information concerning progress on assigned projects and ensures that projects are completed within budget and on time;
6. Identifies problem areas and constraints which may hinder development of projects and require management's attention for problem resolution;
7. Participates in the review process of system documentation for completeness and accuracy; assists in the establishment of standards and guidelines for the operational processes of the branch;
8. Devises data verification methods and standard systems procedures;
9. Complies with DOE Orders 1360.2, 1360.3C, and 1330.1; maintains knowledge and familiarity of computer security procedures, the system development life cycle, and customer-based DOE Orders which may affect products and services provided by the branch;

Quality Compliance Branch Chief

10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

Quality Compliance Branch Chief

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of management throughout the Company, DOE, other contractors, vendors, data and computer operations, and programming supervisors to establish time schedules and priorities for computer application. The incumbent also maintains contact with operating personnel concerning systems studies for Electronic Data Processing (EDP) applications and advises them regarding systems and programming standards.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of varied data processing experience which have included programming, systems analysis and design, and relational database concept familiarity, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in Management Information Systems, Computer Science, Business Administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radioactive Waste Section Chief

JOB CODE: 003109

DATE PREPARED: July 22, 1992

Revised: April 27, 1994

SUMMARY STATEMENT

The Radioactive Waste Section Chief administers, directs, and supervises all operational tasks related to the disposal of radioactive waste at NTS.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the Waste Operations Department (WOD). The incumbent has direct supervisory responsibility for six exempt and three NENBU employees and indirect supervisory responsibility for six TNENBU and ten craft employees. This position reports to the Waste Operations Department Manager.

NATURE AND SCOPE

1. Plans, administers, and coordinates daily activities and projects to ensure effective use of equipment and personnel;
2. Analyzes unique problems in radioactive waste operations disposal and recommends solutions;
3. Maintains knowledge of new designs and developments of equipment and instruments for use in radioactive waste disposal;
4. Develops and formulates operating policies, methods, and procedures;
5. Initiates specifications for procurement of replacement and additional construction and waste handling equipment;
6. Administers and coordinates the maintenance, repair, and certification of equipment;
7. Initiates orders for replacement repair parts and small tools and supplies for daily operations;
8. Inspects operational, storage, and office areas for safety hazards and general housekeeping;
9. Coordinates, evaluates, and establishes quality assurance functions;
10. Initiates plans for building improvements and additions for program expansion;
11. Coordinates efforts with the Environmental Restoration and Technology Development Department (ERTDD) to ensure site operations are conducted in compliance with state and federal environmental regulations and DOE orders;
12. Coordinates efforts with the ERTDD to ensure the research and development needs of site operations are met and the necessary support is received from site operations;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

Radioactive Waste Section Chief

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with employees throughout the Company to discuss matters pertaining to personnel, equipment, supplies, and subcontracted construction operations; maintains contact with equipment and supply vendors and manufacturers and DOE Waste Operations personnel; and visits DOE waste generators at several locations.

Radioactive Waste Section Chief

WORKING CONDITIONS

General office conditions exist approximately 80 percent of the time. The remaining time is spent in the working areas where exposure to construction, radiological, and toxic materials hazards is possible.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in waste operations or related areas, two years of which should have been in a supervisory capacity. Experience in management of personnel and construction projects and preparation of management documents, budgets, labor projection, and technical reports is desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in the natural or physical sciences, health physics, or engineering or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have functional knowledge in construction activities including plumbing, electrical, excavation, and building structures.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radioanalytical Section Chief

JOB CODE: 003174

DATE PREPARED: September 3, 1991

Revised: July 7, 1994

SUMMARY STATEMENT

The Radioanalytical Section Chief directs, coordinates, and controls the activities of the laboratory radiomeasurements, radiochemistry, trace chemistry, and special process functions to ensure compliance with applicable DOE, federal, and state regulations.

DIMENSIONS

The incumbent has primary impact on an operating budget of \$2 million. The incumbent has direct supervisory responsibility for 4 exempt, 1 nonexempt, and indirect supervisory responsibility for 7 exempt and 14 nonexempt employees. The Radioanalytical Section Chief reports to the Analytical Services Department Manager.

NATURE AND SCOPE

1. Provides radioanalytical chemistry techniques to support the NTS bioassay program, environmental surveillance program, environmental restoration program, and testing activities;
2. Provides radiological measurement capabilities with state-of-the-art detection equipment;
3. Anticipates and monitors regulatory requirements and trends;
4. Advises the department manager of impending changes pertinent to the operation;
5. Develops analytical methodology for unique laboratory requirements;
6. Participates in nationally sanctioned boards and committees on standards and regulations of DOE, ANSI, and ACS;
7. Provides reports to users and DOE on the results of studies or analytical measurement concerning environmental surveillance and personnel radiation monitoring;
8. Participates in the training program as an instructor and assists in the planning and implementation of training programs within the department;
9. Ensures all samples submitted to the laboratory are processed and/or analyzed or reported promptly and accurately;
10. Ensures all DOE manual chapter requirements involving personnel radiation protection are met on a timely basis;
11. Reviews data, procedures, plans, cost estimates, and manpower requirements pertaining to the laboratory operations for content and accuracy;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Radioanalytical Section Chief

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with division managers, department managers, section chiefs, and representatives of DOE to coordinate policy and implement methods in radioanalytical methods. The incumbent also maintains regular contact with representatives of the EPA Radiation Assessment Branch to discuss the requirements of support efforts.

Radioanalytical Section Chief

WORKING CONDITIONS

General office conditions exist most of the time; however, travel to the forward testing areas may expose the incumbent to adverse weather conditions, radiation and construction hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in radiochemical analysis and measurements, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a master's degree in physical science, preferably in radiological health or radiochemistry, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification by the American Board of Health Physics is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radio & Electronics Superintendent

JOB CODE: 002937

DATE PREPARED: October 1, 1989

Revised: July 7, 1994

SUMMARY STATEMENT

The Radio & Electronics Superintendent directs and coordinate the activities of the branch to ensure prompt, efficient, and adequate services are provided to the Company, user agencies, and DOE.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$1 million. The incumbent may have direct supervisory responsibility for 5 exempt and 2 nonexempt employees and indirect supervisory responsibility for 26 nonexempt employees. This position reports to the Electronic Systems Section Chief.

NATURE AND SCOPE

1. Ensures compliance with DOE and Company policies and continually evaluates all operational systems for satisfactory performance and user satisfaction;
2. Performs frequency coordination, which includes the verification of all RF equipment to ensure proper licensing;
3. Inputs requirements and specifications, reviews engineering concepts and drawings, and provides support to procurement for prototype fabrication;
4. Ensures compliance with existing labor agreements and obtains rulings from labor relations in cases not covered by agreements;
5. Ensures equipment and materials are available for timely repairs;
6. Acts as an interface between A&E, departments within DOE, laboratories, other contractors, and first-line supervisors;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;

Radio & Electronics Superintendent

5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with DOE communications and security personnel concerning progress reports, frequency management, and security problem status reports.

WORKING CONDITIONS

General office conditions exist most of the time; however, occasional trips to job sites and mountaintop repeater sites may expose the incumbent to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience providing a broad background in state-of-the-art electronics, a working knowledge in communications systems, security and fire alarm systems, computer peripheral equipment, the ability to read and work with blueprints, and a working knowledge of fabrication, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in engineering and/or electronics, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radiological Analysis Supervisor

JOB CODE: 002773

DATE PREPARED: October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Radiological Analysis Supervisor supervises the analysis of radioactivity and completes answers for operational guidance in the field, laboratory requesters, and others in support of bioassay, radio-effluent documentation from nuclear tests, environmental surveillance, and other programs.

DIMENSIONS

The incumbent has primary impact upon the operating budget. The incumbent directly supervises ten exempt employees. This position reports to the Laboratory Analysis Superintendent.

NATURE AND SCOPE

1. Supervises the nuclear counting and sample preparation laboratories;
2. Ensures the integrity of the counting systems and resultant data;
3. Directs the preparation of environmental, biological, and other types of samples for gross radioactivity measurements and determination of specific radioisotopes;
4. Provides computations and estimates of total radioactivity released from a nuclear event on the basis of effluent sample analyses for test laboratories;
5. Analyzes bioassay samples to obtain internal dose estimates;
6. Develops systems configurations such as a series of detectors, timers, scales, multi-channel analyzers, and read-out systems to provide immediate reduction of data;
7. Directs precise low-level counting including determinations of radionuclides with low energy emissions, providing both a count of disintegrations and energies of the disintegrations;
8. Trains personnel in the operation of various multi-channel analyzer systems, some of which have gamma-detector shields and sodium iodide (thallium activated) well crystals;
9. Ensures that all sample counting and analyses computations are programmed for data processing to expedite data reduction, documentation, and reporting;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Radiological Analysis Supervisor

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

Continuous contact is maintained with middle management and scientific personnel inside and outside the Company to provide information on services available and results of analyses performed.

WORKING CONDITIONS

General office conditions exist some of the time; however, time is spent in the "Hot Lab" while directing activities requiring the use of glove boxes, radiochemical hoods, and other radiation protective equipment.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in nuclear radiation measurement by instrumental methods. The incumbent should be familiar with scientific data processing.

Radiological Analysis Supervisor

REQUIRED TRAINING

This position requires a bachelor's degree in physics, chemistry, or electrical engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radiological Assessor

JOB CODE: 003479

DATE PREPARED: October 26, 1992

Revised: July 8, 1994

SUMMARY STATEMENT

The Radiological Assessor provides technical assistance and information and reports to the Company's Executive Office for independent oversight of the radiological programs under their management.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$50 million. The incumbent generally has no direct supervisory responsibility. This position reports to the General Manager.

NATURE AND SCOPE

1. Performs regular assessments for the General Manager of the Radiological Protection Controls Program against the requirements identified in DOE Notice N5480.6, the Radiological Control Manual, and the NTS Site Specific Manual;
2. Provides advice to the Company, other contractors, DOE, and user agencies in health physics and radiological protection and controls;
3. Provides health physics coordination between other EG&G government contractor sites and REECO to enhance the overall radiological protection program at the NTS;
4. Performs radiological control assessments against required standards; prepares and presents technical reports on radiation protection and radiological controls and management systems;
5. Participates in the Nuclear Emergency Search Team program as a team leader or other resource as required;
6. Participates as a member of high-level contractor and agency technical committees;
7. Reviews, evaluates, and prepares replies to outside technical and management audits;
8. Services as a senior reviewer at the Company level of reports, manuscripts, procedures, and other technical documents;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Radiological Assessor

3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with managers at all levels within the Company, primarily the Health Protection Department Manager, the ES&H Division Manager, and the line managers of the Operations and Maintenance Division. Outside contacts are maintained with the representatives and managers of other DOE contractors, agencies, and national laboratories that have direct involvement in the Radiological Protection Program. The incumbent maintains contact with DOE/NV and DOE/HQ representatives that are involved in line and oversight of the Radiological Protection Program within the entire DOE.

WORKING CONDITIONS

General office conditions exist approximately 50 percent of the time, while the remainder is spent in the field assessing the operations of the Radiological Protection Program.

Radiological Assessor

REQUIRED WORK EXPERIENCE

This position requires 15 years of practical experience in all aspects of health physics and radiological protection, with emphasis in management and control systems of health physics programs.

REQUIRED TRAINING

This position requires a master's degree in physical sciences or related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification by the Board of Health Physics is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radiological Evaluation Section Chief

JOB CODE: 003172

DATE PREPARED: September 5, 1991

Revised: July 8, 1994

SUMMARY STATEMENT

The Radiological Evaluation Section Chief is responsible for planning, directing, and coordinating matters pertaining to internal, external dosimetry in support of nuclear tests and associated operations, and dosimetry research operations.

DIMENSIONS

The incumbent has primary impact on the operating budget of the dosimetry branch totaling approximately \$2.2 million per year. The incumbent directly supervises five exempt, six technical, and three clerical employees. The incumbent coordinates the work assignments of two Senior Health Physicists assigned to the section. The Radiological Evaluation Section Chief reports to the Health Protection Department Manager.

NATURE AND SCOPE

1. Directs the installation and maintenance of bioassay, whole body counting, external whole body TLD, extremity TLD, and external whole body neutron dosimetry procedures and assists in their development and improvement;
2. Develops proposals and implements programs to assure compliance with DOE orders and directives concerning internal and external dosimetry operations;
3. Directs the efforts of the dosimetry research branch;
4. Assists in evaluating new procedures, methods, and techniques;
5. Directs special studies and prepares subsequent reports;
6. Assists and supports the Human Resources Department training section in planning and implementing training programs;
7. Evaluates employees' work performance and recommends personnel actions;
8. Assists Labor Relations in properly implementing labor agreements;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

Radiological Evaluation Section Chief

3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with supervisory and scientific personnel inside and outside the Company on matters pertaining to user requirements for dosimetry and dosimetry research. Periodic contact is also maintained with maintenance and support personnel for dosimetry computer programs and equipment.

WORKING CONDITIONS

General office conditions exist 95 percent of the time. The remainder of the time may be spent in the field observing radiological operations that influence dosimetry operations or procedures.

REQUIRED WORK EXPERIENCE

This position requires eight years of varied experience in applied radiation protection, including two years in a supervisory position.

Radiological Evaluation Section Chief

REQUIRED TRAINING

This position requires a bachelor's degree in health physics, physics, chemistry, or other physical science, or the equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radiological Field Operations Branch Chief

JOB CODE: 002942

DATE PREPARED: October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Radiological Field Operations Branch Chief plans, directs, and coordinates administrative functions regarding radiological field operations for nuclear tests and associated operations for a specific user.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for 6 exempt employees and indirect supervisory responsibility for approximately 25 technical nonexempt employees. This position reports to the Radiological Field Operations Section Chief.

NATURE AND SCOPE

1. Directs the development and implementation of radiological safety procedures and ensures they are adhered to;
2. Assigns and directs activities and coordinates work for other departments with the specified user;
3. Plans and schedules participation in test operations;
4. Develops proposals and implements programs designed to accomplish objectives, reduce costs, and maintain accurate controls;
5. Directs special sample collection and interpretations;
6. Directs special studies and the preparation of subsequent reports;
7. Initiates surveys of radioactive contaminated areas and ensures proper posting of such areas;
8. Assists and supports in planning and implementing training programs;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

Radiological Field Operations Branch Chief

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with supervisory and scientific personnel inside and outside the Company regarding user requirements, support coordination, and preevent and postevent scheduling of personnel and equipment.

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field observing and directing radiological operations where the incumbent may be exposed to a variety of construction drilling, tunneling, and radiation hazards including high levels of radiation, explosions, and extremely toxic gases.

REQUIRED WORK EXPERIENCE

This position requires six years of varied experience in applied radiation protection.

REQUIRED TRAINING

This position requires a bachelor's degree in physics, chemistry, or other physical science, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radiological Field Operations Section Chief

JOB CODE: 003173

DATE PREPARED: October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Radiological Field Operations Section Chief plans, directs, and coordinates the functions of the Radiological Field Operations Section to ensure compliance with applicable government regulations and provide a radiological safe environment for the NTS and offsite project workers.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$5 million. The incumbent has direct supervisory responsibility for 5 exempt and 2 nonexempt employees and indirect supervisory responsibility for 10 exempt and 66 nonexempt employees. This position reports to the Health Physics Department Manager.

NATURE AND SCOPE

1. Provides radiation monitoring capabilities and detection equipment for all programs and agencies at NTS and offsite projects for which the Company is responsible;
2. Establishes control procedures to protect the health of NTS and offsite project participants;
3. Conducts a program for sampling, measuring, and evaluating work area environmental conditions to devise appropriate protection measures;
4. Maintains and operates radiation telemetry network for remote monitoring of test events;
5. Maintains and operates the facilities for the decontamination of personnel, vehicles, and equipment;
6. Ensures projects are performed within radiation exposure guidelines and protection standards;
7. Ensures proper documentation of activities relating to radiological protection is maintained for future reference by regulatory agencies;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Radiological Field Operations Section Chief

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with Health Physics Department personnel, DOE, and EPA representatives to receive or relay information regarding NTS activities.

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field where the incumbent may be exposed to radiation, chemicals, and toxic gases.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in applied radiation protection, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in health physics, natural sciences, or engineering, or equivalent experience.

Radiological Field Operations Section Chief

OTHER SPECIAL QUALIFICATIONS

The incumbent should be certified or eligible for certification by the American Board of Health Physics.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Radiological Field Operations Supervisor

JOB CODE: 002675

DATE PREPARED: October 1, 1989

Revised: August 25, 1994

SUMMARY STATEMENT

The Radiological Field Operations Supervisor assists the Radiological Field Operations Superintendent in supervising and coordinating the work of radiological field personnel engaged in the monitoring and control activities of an operational project for a specified user.

DIMENSIONS

The incumbent has contributory impact upon the section's operating budget of \$750,000. The incumbent has direct supervisory responsibility for eight nonexempt employees. exempt and 66 nonexempt employees. This position reports to the Radiological Field Operations Superintendent.

NATURE AND SCOPE

1. Supervises radiological monitoring personnel in the performance of radiological control activities associated with preevent, event, and postevent field operations on shift;
2. Participates in briefings and advises Company, user, and other personnel on the radiological conditions and requirements of a particular work situation;
3. Ensures that designated stations are manned prior to an experiment and provides initial survey and reentry party monitoring;
4. Establishes control areas including hot line determinations; operates base station facilities for postshot drilling and tunneling operations;
5. Controls traffic entering and exiting controlled areas; ensures that personnel are equipped with proper anti-contamination clothing, respiratory gear, film badges, dosimeters, and other appropriate equipment;
6. Directs monitoring of the work environment for radiation, explosive, and toxicological hazards in collection of environmental and biological samples as required;
7. Provides portable personnel and equipment decontamination facilities and ensures that equipment and material are monitored prior to removal from controlled areas;
8. Performs computations such as gross radiation activity levels, dose rate versus distant determinations, and stay-time evaluations;
9. Prepares special and regular reports and activity journals, assists with plans for participation in test operations, and executes work according to prescribed schedules;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Radiological Field Operations Supervisor

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with Company field personnel and DOE and user health physics and safety representatives to discuss matters relating to operating schedules and methods of radiation and toxicological monitoring and exposure level and to coordinate work of operating personnel.

Radiological Field Operations Supervisor

WORKING CONDITIONS

General office conditions exist some of the time. Time is also spent in the field where the incumbent may be exposed to construction, toxic materials, chemical, and radiation hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in applied radiation protection.

REQUIRED TRAINING

This position requires a bachelor's degree in radiological protection or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Records Management Supervisor

JOB CODE: 002270

DATE PREPARED: October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Records Management Supervisor implements, coordinates, and maintains the Records Management Program, which provides for the selective retention, disposal, and economic storage of records.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent directly supervises one nonexempt employee. This position reports to the Mail and Records Branch Chief.

NATURE AND SCOPE

1. Administers the Company Records Management Program;
2. Appraises, evaluates, plans, coordinates, and directs the continuing control, transfer, protection, retention, and disposition of records and associated documents;
3. Develops procedures and recommends policies to implement the overall records program efficiently and economically, adhering to standards and applicable records retention requirements;
4. Interprets DOE Manual provisions or statute requirements in relation to records retention;
5. Provides guidance in the interpretation of records control policies and procedures;
6. Maintains an accountability system on all records received by the archives;
7. Provides instruction and guidance to departments in the administration of their own records activities;
8. Selects and destroys records in accordance with approved disposal schedules;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Records Management Supervisor

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with records coordinators, department managers, and supervisors regarding the coordination of records inventory and disposition, annual inventories, retrieval of information from the archives, and destruction, transfer, or salvage of records.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in records management dealing with business archives.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Records Research Supervisor

JOB CODE: 002567

DATE PREPARED: October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Records Research Supervisor assists in organizing, coordinating, and scheduling clerical, research, and quality assurance activities of the Dosimetry Research Project.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$1 million. The incumbent has direct supervisory responsibility for approximately 20 nonexempt employees. This position reports to the Archives and Research Section Chief.

NATURE AND SCOPE

1. Assists in the design and implementation of quality assurance procedures for Dosimetry Research Project (DRP) task work, including, but not limited to, edit criteria used in computer programming, as well as clerical review of data;
2. Enforces quality assurance procedures requiring daily monitoring of ongoing DRP tasks at the various stages of completion;
3. Ensures all requests for radiation exposure histories (DOE Form NV-185) are researched and prepared in a timely manner and reviewed for accuracy before being provided to the requester;
4. Ensures dosimetry research work assignments are organized and scheduled effectively to complete priority tasks and meet deadlines;
5. Monitors clerical staff level requirements to ensure maximum productivity;
6. Coordinates dosimetry research task work and equipment procurement to ensure that dosimetry research commitments are fulfilled within the budget limits;
7. Ensures proper allocation of personnel and equipment resources to complete task work efficiently and effectively;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Records Research Supervisor

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with other contractors, DOE, ORAU, DNA, NTPR teams, the VA, and other government agencies to provide accurate and complete exchange of DRP information and data reports. This interaction requires frequent travel to such locations as Washington, D.C., and San Francisco to assess dosimetry research to be included in the Dosimetry Research Project Master File and to discuss future support for activities.

WORKING CONDITIONS

General office conditions exist most of the time; however, occasional trips may expose the incumbent to normal travel hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of experience which have provided knowledge of radiation exposure, radiation dosimetry, dosimetry records, data processing, and quality assurance procedures.

Records Research Supervisor

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, accounting, or related area, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Recreation Coordinator

JOB CODE : 002360

DATE PREPARED : October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Recreation Coordinator plans, organizes, and coordinates a well-rounded recreation program for the employees of all NTS user agencies and contractors to promote physical and mental well-being and good will for employees.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$500,000. The incumbent has supervisory responsibility for six nonexempt employees. This position reports to the Personnel Processing & Recreation Supervisor.

NATURE AND SCOPE

1. Prepares annual budget requests and regulates expenditure of funds within the limits of the budget as approved by the Company and DOE;
2. Directs the requisition of new and replacement equipment for best available price; recommends and administers new recreational programs that fall within the Company's contract with DOE;
3. Supervises the maintenance of recreation buildings, grounds, and equipment; maintains outside contacts to arrange use of needed facilities in the Southern Nevada area such as golf courses, bowling alleys, and gymnasiums, and arranges professional assistance such as umpires and dance bands;
4. Prepares all promotional material for publication in the NTS News, NTS Bulletin Board, and local news media;
5. Supervises the operation of the NTS theater and the amateur radio station;
6. Supervises budget controls on recreational television, the Mercury bowling alley, and radio station KNTS;
7. Plans, organizes, and directs special tournaments in bowling, tennis, racquetball, etc., and arranges and coordinates special event activities such as group excursions to Los Angeles for college or professional athletic contests;
8. Serves as quality assurance representative for Human Resources Department at Mercury for recreation equipment;
9. Coordinates efforts with the Company, user agencies, and contractors to promote recreational activities for all employees;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

Recreation Coordinator

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Constant standing/walking/running throughout recreation facilities;
2. Occasional sitting while completing paperwork;
3. Frequent lifting/carrying recreational equipment or cleaning supplies up to 25 pounds for distances up to 25 feet; occasional lifting up to 100-pound weights;
4. Frequent push/pull exerting force up to 50 pounds in moving recreational equipment and performing general maintenance and cleanup activities;
5. Occasional climbing stairs or ladders to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while operating cleaning equipment or assisting customers with recreational equipment or activities;
7. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering while issuing equipment, completing paperwork, performing maintenance, etc.;
8. Constant use of sight/hearing abilities in monitoring recreational activities, issuing equipment, cleaning, and ensuring all safety rules are followed;
9. Constant use of speech abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in monitoring recreational activities, lifeguarding, issuing equipment, and ensuring safety rules are followed;
2. Must be able to monitor multiple activities and react quickly and calmly in emergencies;
3. Must possess good oral communication skills and diplomacy; be able to deal with all types of personalities in a pleasant and professional manner while enforcing rules; ability to deal effectively with disorderly or belligerent people;
4. Must be able to plan and organize work to create schedules and ensure that all duties have been completed;
5. Must possess leadership/supervisory ability to deal with subordinates effectively, efficiently, and in a positive manner;
7. Must be able to read/write/speak English and possess basic mathematical skills.

PRINCIPAL CONTACTS

The incumbent maintains contact with the Site Maintenance Department for repairs and maintenance of recreation buildings, grounds, and equipment; Programs Department for guidance on budgetary matters and for requests for capital equipment; and the Procurement Department in preparation of Purchase Requisitions and to assist Buyers with purchases.

Recreation Coordinator

WORKING CONDITIONS

General office conditions exist most of the time; however, some work done outdoors at the Mercury ball park and swimming pool may expose the incumbent to adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in industrial recreation, including athletic and coaching training, organizational skills, and familiarity with accounting procedures.

REQUIRED TRAINING

This position requires an associate's degree, preferably in parks and recreation, physical education, or a related area, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Recruiting and Employment Administrator

JOB CODE: 002912

DATE PREPARED: October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Recruiting and Employment Administrator plans, directs, and controls the Company's employment and recruiting program to ensure human resource requirements are met.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$488,000, newspaper and periodic advertising of \$114,000, and employment agency service fees of approximately \$24,000. The incumbent has direct supervisory responsibility for two exempt and five nonexempt employees. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Recruits and interviews professional and technical personnel; ensures each applicant is notified of the status of his/her application;
2. Monitors the preparation, update, and maintenance of job postings for exempt and nonexempt positions;
3. Reviews resumes of candidates and makes recommendations to department heads for review;
4. Conducts qualification checks for recommended promotions; prepares and distributes promotion letters and ensures that employees receive the Company policy manual;
5. Ensures all vacancy advertisements are placed in a timely, orderly, professional manner;
6. Counsels applicants for rehire regarding revised policies, procedures, and Company status;
7. Supervises the coordination of travel arrangements for prospective employees and assists coordination after an employment offer is made;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

Recruiting and Employment Administrator

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with division and department managers, DOE personnel, various employment agencies, government-sponsored minority employment agencies, Labor Relations, and various levels of employees seeking promotion.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in the employment and recruiting field with exposure to college and labor-oriented recruitment, two years of which should have been in a supervisory capacity. The incumbent should have functional knowledge of applicable EEO laws and local, state, and federal legislation pertaining to employment interviewing and reference checks.

REQUIRED TRAINING

This position requires a bachelor's degree, preferably in personnel management or industrial relations, or equivalent experience.

Recruiting and Employment Administrator

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Resource Planning, Budgets & Acquisition
Branch Chief

JOB CODE: 002776

DATE PREPARED: July 16, 1992

Revised: July 11, 1994

SUMMARY STATEMENT

The Resource Planning, Budgets, and Acquisition Branch Chief plans, supervises, establishes, monitors, and maintains the Information Resources Management (IRM) Long and Short-Range Plans that are impacted by all Company users. The incumbent then applies that same oversight to the Capital and Fiscal Operating Budgets which are consistent with the customer's business plans; monitors current year cost expenditures and the distribution of those costs to assure consistency with the business plans and compliance with Company and DOE requirements; has direct responsibility for procurement of operating and capital Hardware/Software acquisitions and subcontract management review to ensure Information Systems Department (ISD) expenditures are in direct support of customer requirements, as stated in the business plan.

DIMENSIONS

The incumbent has direct supervisory responsibility for eight employees in support of Resource Planning, Budgets, & Acquisition activities. This position must develop and control a \$12 to 15 million operating budget and a \$1 to 2 million capital budget. This position reports to the Client Information Systems Services Section Chief.

NATURE AND SCOPE

1. Establishes and maintains the long and short-range (IRM) plans, based on needs assessment, containing:

- Specific output requirements;
- Timeframes for implementation;
- Estimated cost and proposed distribution of costs incurred.

The ISD plan will form the framework and establish the basis for ISD support to each division and department in the Company. Subsequent Requests for Services (1501s) will define the specifics of work definition;

2. Develops, monitors, and maintains ISD annual fiscal operating budget in coordination with Company Policies and Procedures. Requirements include, but are not limited to, the General and Administrative Budget process. Identifies areas of increasing and diminishing expenditures; ensures that funding authorization is correlated with identified client business plans. Examines, defines, and recommends requirements and oversees the implementation of IRM adopting the posture of a Labor Load department as an alternative to the current funding source of the General and Administrative Budget;
3. Supervises ISD procurement of hardware, software, and subcontract agreements for consistency with client business plans and budgetary requirements; ensures costing of acquisitions is appropriate and consistent with client business plans, as well as Company Policies and Procedures;
4. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
5. Performs related work as required.

Resource Planning, Budgets & Acquisition Branch Chief

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with the other section chiefs within the ISD and representatives of each of the client departments to assure business plan requirements are consistent with ISD support efforts. Budgeting of Capital and Operating funds will necessitate coordination with the Programs Plans & Budgets Department, as well as DOE ISD staff personnel.

Resource Planning, Budgets & Acquisition Branch Chief

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of direct budgeting experience which has provided knowledge in General and Administrative (G&A) accounting principles and Labor Load and Capital budgeting processes, two years of which should have been in a supervisory capacity. Additional (concurrent) requirements should include five years of microcomputer management experience which has provided knowledge in microcomputer technology (with integration to mainframes), and the interpersonal skills to understand and work with end users in meeting their requirements.

REQUIRED TRAINING

This position requires a bachelor's degree in Business Administration, Management Information Systems, Computer Science, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Revenue Supervisor

JOB CODE: 002269

DATE PREPARED: October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Revenue Supervisor supervises and coordinates the functions of the Cashier Branch to ensure that all cash transactions are made in a correct, timely manner.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of \$30 million. The incumbent has direct supervisory responsibility for six nonexempt personnel. This position reports to the Payroll Branch Chief.

NATURE AND SCOPE

1. Coordinates the control of the Main Imprest Fund, which is used in making authorized disbursements and collections;
2. Issues operating change funds for all Company-operated, revenue-producing facilities at NTS;
3. Orders cash through the General Accounting Section for imprest fund replenishment and verifies cash received from the bank;
4. Provides payroll and personal check cashing service and is responsible for associated cash;
5. Ensures that all Company policies and procedures regarding cash handling are followed;
6. Acts as the finance officer at all Company property disposal sales;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;

Revenue Supervisor

7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with Company department managers and other contractors, although the entire NTS population is a potential customer of this office.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in handling cash transactions, including disbursements, collections, and payroll functions.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Rig Superintendent

JOB CODE : 002865

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Rig Superintendent is responsible for the overall operation of a drilling rig.

DIMENSIONS

The incumbent has contributory impact upon an operating budget. The incumbent may have direct supervisory responsibility for 15 nonexempt employees. This position reports to a Project Manager.

NATURE AND SCOPE

1. Supervises the operations and maintenance of a rig on a 24-hour, 7-day/week basis and when not on location is continually available for consultation;
2. Directs and coordinates the timely and economic completion of large diameter (36" to 160") placement and satellite holes as well as drilling requirements for post-shot operations;
3. Supervises "fishing" operations as required;
4. Directs the acquisition and delivery of drilling tools, fuel, water, and supplies for use at drilling sites;
5. Ensures the quality of work performed is in accordance with established project requirements and that manpower and equipment are efficiently and economically used;
6. Establishes work procedures and adjusts priorities to meet operational schedules;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking in field or office/laboratory on all types of surfaces;
2. Frequent sitting while completing paperwork or working at a computer;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 100 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while moving/operating equipment;
5. Occasional bending/twisting at waist/knees/neck throughout shift while inspecting work in shop and field;
6. Occasional kneeling, crouching, or working in awkward positions while inspecting equipment;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, completing paperwork, etc.;

Rig Superintendent

8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech abilities in communicating with all levels of people, subordinates, and supervisors and giving/receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; lead meetings; train others; handle complaints; etc.;
3. Must possess excellent mathematical skills;
4. Must be able to work independently, make decisions, and prioritize and delegate;
5. Must possess good problem-solving skills, creativity, integrity, and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines and time constraints, multiple tasks, handling emergencies, hazardous conditions, and complaints;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must be able to supervise and train assigned personnel in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains close liaison with field operations personnel and user agency and A&E representatives in planning, coordinating, and executing drilling program requirements.

WORKING CONDITIONS

The incumbent is subjected to continual exposure to drilling work hazards and disagreeable noise and weather conditions while supervising a 24-hour, 7-day/week operation. It is possible the incumbent may be exposed to radiation during post-shot drilling.

REQUIRED WORK EXPERIENCE

This position requires eight years of drilling experience, preferably including some familiarity with large diameter drilling operations, four years should have been in a responsible supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Sample Management Section Chief

JOB CODE: 003176

DATE PREPARED: September 5, 1991

Revised: July 11, 1994

SUMMARY STATEMENT

The Sample Management Section Chief directs, coordinates, and controls the managing of sample activities, including analytical chemistry and radioanalytical samples, to provide a professional evaluation for precision, accuracy, and compliance with DOE and customer requirements.

DIMENSIONS

The incumbent has primary impact on an operating budget of \$1.5 million. The incumbent has direct supervisory responsibility for 3 exempt, 1 nonexempt, and indirect responsibility for 6 exempt and 11 nonexempt employees. The Sample Management Section Chief reports to the Analytical Services Department Manager.

NATURE AND SCOPE

1. Provides sample management service to support the NTS Events, Effluent and Environmental Surveillance, Hazardous Waste, Mixed Waste, and Health Physics Programs;
2. Provides customer/laboratory interface for project planning for all radioanalytical services provided by the Analytical Services Department;
3. Assists customers with development of Data Quality Objectives (DQO) for radioanalytical analysis and review all radioanalytical laboratory data for compliance with project specific DQO;
4. Provides customer/laboratory interface for project planning for all nonradiological environmental and hazardous analysis and analytical chemistry services provided by the laboratory;
5. Assists customers with development of DQO for nonradiological analysis and reviews all nonradiological laboratory data for compliance with project specific DQO;
6. Provides electronic and mechanical shop services for maintenance and repair of laboratory and environmental instruments and equipment;
7. Provides for fabrication of one-of-a-kind electronic or mechanical equipment needed by the Analytical Services Department;
8. Participates in nationally sanctioned board and committees on standards and regulations of DOE, ASTM, ANSI, ASC, and AIHA;
9. Reviews data, procedures, plans, cost estimates, and manpower requirements pertaining to the sample management operations for content and accuracy;
10. Provides in-house oversight to the Analytical Services Department by intensive review of data and by scrutiny of data for compliance with SOP requirements;
11. Provides data flow charts for all project plans that interact with the other sections of the department;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Sample Management Section Chief

13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with Company management to coordinate analytical support of routine and special projects. The incumbent maintains contact with DOE and contractors to discuss laboratory capabilities.

Sample Management Section Chief

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be exposed to low-level ionizing radiation, toxic and corrosive materials, and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience as an Analytical Chemist, Industrial Hygienist, or Health Physicist, preferably in the areas of Environmental Analysis, Health Physics, Radioanalysis, or Environmental Surveillance, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a master's degree in chemistry or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification by the American Board of Industrial Hygiene or the American Board of Health Physics is desirable, but not mandatory.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Sanitarian I

JOB CODE : 002198

DATE PREPARED : December 17, 1993

DATE REVISED: May 20, 1994

SUMMARY STATEMENT

The Waste Operations Sanitarian I assists in performing various technical, administrative, and operational tasks related to sanitation and environmental management at the Nevada Test Site in accordance with county, state, and federal laws.

DIMENSIONS

The incumbent has a remote impact on the operating budget and no direct supervisory responsibility. This position reports to a section chief or a higher level Waste Operations Sanitarian.

NATURE AND SCOPE

1. Assists in the execution of a variety of inspections and investigations to implement compliance with state and United States Public Health Service regulations;
2. Makes regular and unannounced inspections of sewage lagoon systems, sanitary landfills, storage tanks, and other areas connected with the domestic and industrial water and waste water systems;
3. Prepares reports on discrepancies noted and collects samples of such materials as water and waste water systems;
4. Performs various routine tests to determine PH factors;
5. Trains in other functional areas of sanitation such as pest control, refuse garbage and waste collection, and disposal and sewage lagoon site operation;
6. Assists in the day-to-day operation of the portable toilet business;
7. Maintains records and prepares reports;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Frequent sitting while working at a computer terminal or completing paperwork;
3. Occasional lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;

Sanitarian I

5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
4. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
5. Must be able to deal with pressures of deadlines and multiple tasks;
6. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with Nonradioactive Waste Section supervisory personnel, occasional contact with Waste Operations Department personnel, and frequent contact with organizations outside the department that request sanitation information or services.

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field, and the incumbent may be exposed to adverse weather conditions and a variety of construction conditions associated with sanitation facilities and activities.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a college degree in public health, environmental health, a natural science, or equivalent experience.

Sanitarian I

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Sanitarian II

JOB CODE : 002398

DATE PREPARED : January 6, 1994

DATE REVISED: May 20, 1994

SUMMARY STATEMENT

The Waste Operations Sanitarian II plans and directs various technical, administrative, and operational tasks related to sanitation and environmental management at the Nevada Test Site (NTS) in accordance with county, state, and federal laws.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for 20 to 30 nonexempt employees. This position reports to a section chief or a Waste Operations Sanitarian IV.

NATURE AND SCOPE

1. Organizes, files, and records all data concerning sanitation functions, activities, technical information, correspondence; maintains current knowledge and records of local, state, and federal statutes, rules, and regulations pertaining to environmental sanitation at the NTS;
2. Maintains liaison and establishes procedures in accordance with organizations such as OSHA, NIOSH, EPA, DOE, NEHAPAS, and USDA to comply with land and water pollution control regulations;
3. Performs line management surveillance and inspection of NTS facilities including portable toilets, waste water lagoon systems, and sanitary landfills; ensures compliance with all such applicable regulations pertaining to environmental sanitation of these facilities;
4. Directs an effective system of solid waste collection and transport throughout the NTS; supervises and directs the operation sanitary landfills where such wastes are disposed;
5. Provides and maintains steam cleaning facilities for the cleaning of garbage and trash containers, garbage trucks, and waste water influents at the lagoon systems;
6. Supervises the sewage disposal system which involves a fleet of vacuum trucks servicing portable toilets located throughout the NTS;
7. Conducts sampling and flow measurements of the waste water at various sewage disposal systems at NTS to comply with current state and federal pollution control standards;
8. Obtains and disseminates useful educational materials and information pertaining to Waste Management sanitation to personnel, organizations, and the public;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Sanitarian II

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;
3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with Nonradioactive Waste Section supervisory personnel, occasional contact with Waste Operations Department personnel, and frequent contact with various agencies including: the Public Health Service, Department of Energy, Environmental Protection Agency, Department of Transportation, state of Nevada, and the Environmental Health Association.

Sanitarian II

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field, and the incumbent may be exposed to adverse weather conditions and a variety of construction conditions associated with sanitation facilities and activities.

REQUIRED WORK EXPERIENCE

This position requires two years of experience in solid waste collection, transportation, or disposal; liquid wastewater treatment; sewage waste transportation; or closely related experience.

REQUIRED TRAINING

This position requires a college degree in public health, environmental health, a natural science, a closely related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have two of the following certifications:

1. State of Nevada Registered Sanitarian.
2. State of Nevada Wastewater Treatment Operator.
3. United States Department of Agriculture Pesticide Applicator.
4. Solid Waste Association of North America Certified Landfill Operator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Sanitarian III

JOB CODE : 002598

DATE PREPARED : December 17, 1993

DATE REVISED: May 20, 1994

SUMMARY STATEMENT

The Waste Operations Sanitarian III plans, supervises, and directs various technical, administrative, and operational tasks related to sanitation and environmental management at the Nevada Test Site (NTS) in accordance with county, state, and federal laws.

DIMENSIONS

The incumbent has a contributory impact on the operating budget. The incumbent may have indirect supervisory responsibility for 20 to 30 nonexempt employees. This position reports to a section chief or a Waste Operations Sanitarian IV.

NATURE AND SCOPE

1. Organizes, files, and records all data concerning sanitation functions, activities, technical information, correspondence; maintains current knowledge and records of local, state, and federal statutes, rules, and regulations pertaining to environmental sanitation at the NTS;
2. Maintains liaison and establishes procedures in accordance with organizations such as OSHA, NIOSH, EPA, DOE, NEHAPAS, and USDA to comply with land and water pollution control regulations;
3. Performs line management surveillance and inspection of NTS facilities including portable toilets, waste water lagoons system, and sanitary landfills; ensures compliance with all such applicable regulations pertaining to environmental sanitation of these facilities;
4. Directs an effective system of solid waste collection and transport throughout the NTS; supervises and directs the operation of sanitary landfills where such wastes are disposed;
5. Provides and maintains steam cleaning facilities for the cleaning of garbage and trash containers, garbage trucks, and waste water influents at the lagoon systems;
6. Supervises the sewage disposal system which involves a fleet of vacuum trucks servicing portable toilets located throughout the NTS;
7. Conducts sampling and flow measurements of the waste water at various sewage disposal systems at the NTS to comply with current state and federal pollution control standards;
8. Obtains and disseminates useful educational materials and information pertaining to waste management sanitation to personnel, organizations, and the public;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Sanitarian III

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;
3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with the Nonradioactive Waste Section supervisory personnel, frequent contact with Waste Operations Department personnel, and frequent contact with various agencies including: the Public Health Service, Department of Energy, Environmental Protection Agency, Department of Transportation, state of Nevada, and the Environmental Health Association.

Sanitarian III

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field, and the incumbent may be exposed to adverse weather conditions and a variety of construction conditions associated with sanitation facilities and activities.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in solid waste collection, transportation, or disposal; liquid wastewater treatment; sewage waste transportation; or closely related experience.

REQUIRED TRAINING

This position requires a college degree in public health, environmental health, a natural science, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have three of the following certifications:

1. State of Nevada Registered Sanitarian.
2. State of Nevada Wastewater Treatment Operator.
3. United States Department of Agriculture Pesticide Applicator.
4. Solid Waste Association of North America Certified Landfill Operator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Sanitarian IV

JOB CODE : 002798

DATE PREPARED : December 17, 1993

DATE REVISED: June 28, 1994

SUMMARY STATEMENT

The Waste Operations Sanitarian IV plans, supervises, and directs technical, administrative, and operational tasks related to sanitation and environmental management at the Nevada Test Site (NTS) in accordance with county, state, and federal laws.

DIMENSIONS

The incumbent has a contributory impact on the operating budget. The incumbent may have indirect supervisory responsibility for 20 to 30 nonexempt employees. This position reports to a section chief.

NATURE AND SCOPE

1. Organizes, files, and records all data concerning sanitation functions, activities, technical information, and correspondence; maintains current knowledge and records of local, state, and federal statutes, rules, and regulations pertaining to environmental sanitation at NTS;
2. Maintains liaison and establishes procedures in accordance with organizations such as OSHA, NIOSH, EPA, DOE, NEHAPAS, and USDA to comply with land and water pollution control regulations;
3. Performs line management surveillance and inspection of NTS facilities including portable toilets, waste water lagoon systems, and sanitary landfills; ensures compliance with all such applicable regulations pertaining to environmental sanitation of these facilities;
4. Directs an effective system of solid waste collection and transport throughout NTS; supervises and directs the operation of sanitary landfills where such wastes are disposed;
5. Provides and maintains steam cleaning facilities for the cleaning of garbage and trash containers and garbage trucks;
6. Supervises the sewage disposal system which involves a fleet of vacuum trucks servicing chemical toilets;
7. Conducts an operator program for monitoring the waste water of the various sewage disposal systems at NTS to comply with current state and federal pollution control standards;
8. Researches, designs, plans, constructs, and operates a facility for the disposal of nonradioactive hazardous waste to ensure compliance with current state and federal laws and regulations;
9. Obtains and disseminates useful educational materials and information pertaining to waste management sanitation to personnel, organizations, and the public;
10. Adheres to all Company EEO, affirmative action, environment, safety health, quality assurance, and security programs;
11. Performs related work as required.

Sanitarian IV

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;
3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with the Nonradioactive Waste Section Chief, frequent contact with Waste Operations Department personnel, and frequent contact with various agencies including the Public Health Service, Environmental Protection Agency, Department of Transportation, Department of Energy, state of Nevada, and the National Environmental Health Association.

Sanitarian IV

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field, and the incumbent may be exposed to adverse weather conditions and a variety of construction conditions associated with sanitation facilities and activities.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in solid waste collection, transportation, or disposal; liquid wastewater treatment; sewage waste transportation; or closely related experience.

REQUIRED TRAINING

This position requires a master's degree in public health, environmental health, a natural science, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Scheduler II

JOB CODE: 002362

DATE PREPARED: October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Scheduler II compiles and analyzes data for advanced planning and scheduling software to supervise and develop maintenance work schedules for the plant facilities or heavy equipment fleet, which includes emergency field repairs, modifications, and preventative maintenance.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for two exempt employees and three nonexempt employees. This position reports to a Senior Engineer or Project Manager.

NATURE AND SCOPE

1. Assists in the compilation and coding of data, according to procedure, to ensure it can be entered into computer planning and scheduling software programs;
2. Maintains constant surveillance of available manpower needed to accomplish scheduled and unscheduled work;
3. Prepares a network of analysis programs which code the logical order of the activities for planning and scheduling;
4. Reviews maintenance work requests to determine responsibility, work order validity, location, and any special requirements;
5. Coordinates with the Information Systems Department to discuss hardware or software problems and to ensure that timely computer runs are available;
6. Maintains and distributes master job order schedules, determines priorities, and adjusts the master job order schedule to accommodate such priorities;
7. May be responsible for the operation of the trouble call center or maintenance of a central record-keeping system;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Scheduler II

3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with middle management and administrative and technical personnel inside and outside of the Company to coordinate, schedule, and resolve maintenance requirements.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of experience in plant or heavy equipment maintenance, including the operation of software programs designed to assist scheduling operations.

Scheduler II

REQUIRED TRAINING

This position requires a bachelor's degree in industrial engineering or business administration, or equivalent education.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Scheduler III

JOB CODE: 002568

DATE PREPARED: October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Scheduler III develops and implements the use of complex planning and scheduling programs which lay out instruction and maintenance projects within the economic and programmatic constraints of the department.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has indirect supervision of one nonexempt employee. This position reports to a Project Manager.

NATURE AND SCOPE

1. Constructs preliminary schedules for major construction projects performed by NTS General;
2. Manually loads each chart and compares the manual load with the official or preliminary estimates;
3. Designs schedules with superintendents for actual working conditions and reevaluates and updates schedules on a timely basis;
4. Ensures that a feasible schedule is prepared prior to construction;
5. Ensures that all jobs have a reasonable time frame for completion;
6. Ensures that manpower charts are reasonably close to estimates;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;

Scheduler III

7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with DOE Project Engineers, Air Force Project Engineers, H&N inspection, REECo Operations and Maintenance Division Manager, department managers, and superintendents to apprise these individuals of job progress to reassess various schedules.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of general business experience, preferably related to the construction industry and involving the use of management information systems.

REQUIRED TRAINING

This position requires a bachelor's degree in industrial engineering or business administration, including some training in management information systems, or equivalent education.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Security Administrator

JOB CODE: 002870

DATE PREPARED: December 12, 1990

Revised: July 11, 1994

SUMMARY STATEMENT

The Security Administrator manages the Company's Security Program in accordance with Company and DOE security policies, regulations, and pertinent statutes.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for six exempt and one nonexempt employee. This position reports to the Administration Division Manager.

NATURE AND SCOPE

1. Administers the Security Program for the protection of classified areas and information;
2. Advises the Human Resources Department with respect to personnel security problems;
3. Coordinates guard force and plant protection functions with the DOE and applicable law enforcement agencies;
4. Safeguards classified materials according to their level and category and conducts security surveys of classified locations;
5. Studies and implements security methods and procedures;
6. Investigates security infractions and violations as necessary;
7. Coordinates onsite visitor control activities;
8. Maintains an up-to-date listing of alarmed locations;
9. Conducts physical inspections of warehouses and storage areas to protect REECo's assets; makes recommendations for improvements as necessary;
10. Serves as appointed OPSEC Coordinator for REECo and performs those duties falling under the auspices of the program as outlined in DOE Order 5636-38-33;
11. Serves as appointed TSCM Officer for REECo as required in DOE Order 5636.3-32;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking for short distances in office or work areas;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Security Administrator

2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with all levels of management to provide technical and administrative guidance relative to the Security Program. Continual contact is maintained with DOE Security personnel to coordinate and resolve NTS security problems. The incumbent also maintains contact with local law enforcement agencies and military agencies and exchanges information with security personnel of other agencies.

WORKING CONDITIONS

General office conditions exist most of the time; however, varied responsibilities require travel to the forward areas and TTR.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in security methods as related to DOE or similar government security operation, four years of which should have been in a supervisory capacity. Experience in investigative and interrogation procedures to be used in gaining information to resolve critical Company-related issues is also required.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in various aspects of the security field.

Security Administrator

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Security Officer

JOB CODE: 002210

DATE PREPARED: October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Security Officer coordinates and participates in one or more of the major areas of responsibility within the Company's security program, develops internal security systems and procedures, implements and coordinates the DOE Security Education Program, and provides counseling and guidance to Company management and subcontractor/vendor representatives.

DIMENSIONS

The incumbent has remote impact upon the operating budget. The incumbent may have supervisory responsibility for nonexempt employees. This position reports to the Security Administrator or Senior Security Officer.

NATURE AND SCOPE

1. Advises and counsels personnel at all levels on security methods and procedures;
2. Serves as primary security liaison and conducts special investigations as requested by the user, local, state, and federal law enforcement agencies at that location;
3. Coordinates security access requirements with the DOE/NTS and TTR users for personnel assigned to different security areas;
4. Conducts investigations regarding the DOE Confidential Hotline and alleged employee misconduct at NTS and the TTR;
5. Participates in investigations of security infractions and coordinates investigative efforts with DOE and Contractor security forces;
6. Coordinates and conducts annual security awareness and OPSEC briefings to all employees, permanently badged subcontractors, and vendors and consultants, and presents special security briefings as required or requested;
7. Serves as custodian of classified documents or materials;
8. Delivers and issues handcarry authorization cards, photographer's permits, optical permits, and recorder permits to designated users;
9. Conducts Companywide physical surveys and unannounced inspections of cash funds, bus ticket funds, food service, and miscellaneous funds to ensure proper procedures are being followed;
10. Maintains records of "Q" or "L" clearance grants;
11. Processes requests for access of Foreign Nationals to the NTS and the Las Vegas facilities to ensure paperwork is submitted in accordance with established DOE orders;
12. Conducts inspection of subcontractor's pilots to ensure they are adhering to the Standard Operating Procedures for Security of DOE Shipments and Passengers at the NTS;

Security Officer

13. Escorts an employee offsite or searches the employee's person, personal property, or work area when the employee has committed a violation or has been suspended from work status;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with the DOE; Company personnel at all levels; other agency and contractor security personnel; local, state, and federal law enforcement agencies; and military personnel. The incumbent also maintains contact with the U.S. Office of Personnel Management concerning matters of background investigations of REECo personnel.

Security Officer

WORKING CONDITIONS

Field conditions exist most of the time where the incumbent may be exposed to work hazards, adverse weather conditions, and irregular hours.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in the security field as related to a military, DOE, or other government agency or contractor; experience in investigative and interrogation procedures used in gaining information or resolving critical Company-related issues is also required.

REQUIRED TRAINING

This position requires advanced training in security, equivalent to two years of college, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Accountant

JOB CODE : 002569

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Senior Accountant performs accounting work which requires the application of well-established accounting principles, concepts, and practices to a broad range of assignments.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for exempt employees. This position reports to the Financial Accounting Supervisor.

NATURE AND SCOPE

1. Plans, conducts, and supervises complex assignments generally involving a major segment of an accounting area; reviews the progress and evaluates the results;
2. Prepares income statements and balance sheets, consolidated statements, and various other statements and reports as required by DOE and Company management;
3. Analyzes financial reports, record-making studies, and recommendations concerning accounting of reserves, assets, and expenses;
4. Reviews and verifies the accuracy of journal and noncash transfer vouchers, accounting classifications, and codes assigned to various records and accounts, as well as standard rates for distribution of cost;
5. Correlates source documents to ledger records and data processing runs;
6. Examines and participates in the maintenance of the general ledger, expense ledger, and accounts receivable ledgers;
7. Provides regular assistance or independently resolves the more difficult and complex accounting problems;
8. Conducts special studies and develops or recommends accounting methods and procedures requiring versatility in the overall Company accounting system;
9. Coordinates accounting matters within the Accounting Department and with operating organizations;
10. Recommends changes or revisions to the accounting system or its operational features;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as assigned.

Senior Accountant

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with personnel to supply accounting data and analyses, secure information on operations and problems, explore the possibility or need for supplying or obtaining additional data, and supply advice based on accounting matters. Contact is also maintained with officials outside the Company regarding any routine phase of Company accounting.

Senior Accountant

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of professional accounting experience which have provided a broad practical knowledge, preferably related to government construction contracts.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Auditor

JOB CODE : 002779

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Senior Auditor performs audits independently or as the leader of an audit team to carry out the Company's established audit program.

DIMENSIONS

The incumbent has contributory impact on the operating budget. The incumbent may have supervisory responsibility for exempt employees. This position reports to the Chief, Internal Audit.

NATURE AND SCOPE

1. Plans and conducts audits covering accounting, financial, functional, and administrative aspects of the Company's overall operations to determine whether operations and activities are being performed efficiently, economically, and in accordance with Company policies, procedures, and applicable DOE and government regulations;
2. Ensures the audit documentation and records are adequate and accurate;
3. Conducts or participates in audits of subcontractor records to verify the propriety, adequacy, and accuracy of cost or pricing data relating to negotiated subcontracts and compliance with applicable government-established cost accounting standards;
4. Prepares reports to clearly reflect work performed, techniques used, and resultant findings and recommendations;
5. Discusses audit results with managers responsible for the audited activity, both during the audit and upon completion of the field work;
6. Writes comprehensive audit reports to apprise Company management and DOE/NV of the audit findings and recommendations;
7. May assist in DOE audits when requested;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking in office for short distances;
2. Constant sitting throughout work shift in office chair;
3. Occasional lifting/carrying, 1 to 10 pounds of paperwork, office supplies; sometimes up to 20 to 25 pound boxes of records;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Senior Auditor

4. Occasional push/pull up to five pounds of force in opening doors or file drawers;
5. Occasional climbing stairs, two to three flights, to reach work area;
6. Frequent-to-constant use of hands/arms in reaching/handling/grasping/fingering while operating computer, calculator, copier, or completing paperwork;
7. Constant use of sight/speech/hearing abilities in operating computer and office equipment, completing paperwork, reading documents/screen, and dealing with supervisors and coworkers.

Mental

1. Constant mental alertness, attention to detail, and accuracy are required in verifying and reviewing financial and functional records, ensuring that all activities are performed properly and accurately;
2. Must be able to use independent judgement, organizational, and problem-solving skills to resolve issues and research problems;
3. Must be able to follow through with projects and instructions;
4. Must possess oral/written communication skills in order to deal with coworkers in a professional, effective manner;
5. Must possess excellent mathematical skills including algebra;
6. Must be able to read/write/speak English and record data accurately;
7. Must be able to follow multiple tasks, often with frequent interruptions.

PRINCIPAL CONTACTS

The incumbent maintains contact with Company management at all levels during performance of an audit.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel to and from work in any area of NTS may expose the incumbent to adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires six years of professional auditing experience (financial, functional, and operational), preferably relating to government contract operations.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting or business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Accreditation as a Certified Internal Auditor, Certified EDP Auditor, or Nevada Certified Public Accountant is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Benefits Specialist

JOB CODE : 002679

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Senior Benefits Specialist implements, maintains, and operates systems providing for the accountability of moneys connected with the administration of employee welfare plans, various Company insurance policies and bonds, workers' compensation, and retirement and investment savings plans.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for several nonexempt employees. This position reports to the Workers' Compensation & Risk Management Administrator or the Employee Benefits Administrator.

NATURE AND SCOPE

1. Designs, implements, and supervises the operation and maintenance of systems providing for accountability of moneys connected with the administration of employee benefits;
2. Develops and utilizes usual and customary fee schedule covering physicians in Nevada and determines the payment of all bills for treatment of industrially injured employees;
3. Reviews, posts, and reconciles Pension Accounts prepared by the carrier;
4. Prepares all Form 5500s and Summary Annual Reports;
5. Counsels and prepares plan members for all retirement plan options prior to retirement and computes a retiring members' monthly retirement income;
6. Reconciles all general ledger accounts monthly;
7. Prepares all annual census reports to insurance carriers;
8. Maintains Special Risk Aviation Insurance Accounts, including the accumulation of flight time from various departments, and prepares accounting transaction vouchers;
9. Researches insurance contracts, consults insurance brokers and underwriters, and prepares abstracts to assist with contractual interpretations;
10. Assists with annual production of Employee Benefits Statement;
11. Investigates and resolves problems involving systems and procedures to ensure good relationships with insurance plan participants, medical providers, regulatory agencies, and insurance companies;
12. Designs, produces, and distributes publications and audio-visual aids to promote understanding of employee benefit and Worker's Compensation plans;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as assigned.

Senior Benefits Specialist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with all levels within the Company and regular contact with representatives of various insurance companies and the SIIS.

WORKING CONDITIONS

General office conditions exist most of the time.

Senior Benefits Specialist

REQUIRED WORK EXPERIENCE

This position requires two years of experience which have provided proficiency in the practical application of insurance disciplines.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, or equivalent experience. Formal training in property and casualty, employee benefits, and Worker's Compensation insurance disciplines is also required.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Buyer

JOB CODE : 002463

DATE PREPARED : December 3, 1990

Revised: April 15, 1994

SUMMARY STATEMENT

The Senior Buyer procures large dollar value procurement actions such as items of major equipment, scientific cable, services of consultants, service and construction subcontracts; and negotiates the rental or lease of equipment and facilities at the lowest possible price consistent with considerations of quality and urgency of need.

DIMENSIONS

The incumbent has contributory impact upon purchases in multimillion dollar volume and has contractual authority up to \$25,000. This position reports to a Purchasing Agent or Chief Purchasing Agent and works with minimum supervision. The incumbent may have direct supervisory responsibility.

NATURE AND SCOPE

1. Coordinates purchases of technical and specialized products required for drilling, coaxial and signal cable, electronic systems, casing, special design fabrications, large construction and service subcontracts, rental or lease of equipment and facilities, and services of consultants;
2. Develops and issues requests for proposals to manufacturers, construction and service contractors, landlords, lessors, and/or consultants;
3. Schedules, conducts, and documents preproposal conferences;
4. Ensures that quality requirements have been met and informs Purchasing Agent of quality activities;
5. Ensures that hazardous material procurement documents are properly identified and coded to aid Traffic Section of the Procurement and Property Management and Supply and Property Management Departments in shipping and receiving hazardous materials;
6. Secures cost and pricing data and coordinates audit requirements; negotiates contract prices in accordance with cost principles;
7. Obtains and negotiates small and small, disadvantaged business subcontracting plans to meet and accomplish DOE goals;
8. Selects sources and coordinates evaluation of suppliers or subcontractors in accordance with DOE and Company procurement policies and regulations;
9. Administers purchase orders, rental agreements, lease agreements, and consultant agreements to ensure seller compliance with contract terms and conditions;
10. Assists Purchasing Agent in training lower-level personnel on an as-needed basis;

Senior Buyer

11. Locates and promotes new sources of supplies through current knowledge of market and product development;
12. Develops and maintains necessary records and files for efficient operations;
13. Promotes and implements small businesses; small, disadvantaged businesses; women-owned businesses; and labor surplus area programs;
14. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;
3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;
4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;
5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;

Senior Buyer

6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

PRINCIPAL CONTACTS

The incumbent has frequent contact with distributors, manufacturers' representatives, construction subcontractors, and service subcontractors in negotiating or expediting purchase orders and subcontracts. Contact is also maintained with technical, administrative, contract administration, and legal personnel within the Company in regard to matters related to contracts.

WORKING CONDITIONS

General office conditions exist most of the time; however, occasional travel is also required.

REQUIRED WORK EXPERIENCE

This position requires six years of applicable buying experience which has provided a thorough working knowledge of procurement procedures and practices, particularly relating to a wide variety of complex, large, government contracts and familiarity with technical specifications and terminology sufficient to negotiate and administer the provisions of contracts. Experience with an automated procurement and/or materials management system is desirable.

REQUIRED TRAINING

This position requires high school graduation plus advanced vocational training, or the equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Senior Chemist

JOB CODE : 003075

DATE PREPARED : November 6, 1989

Revised: February 11, 1994

SUMMARY STATEMENT

The Senior Chemist researches, develops, and improves methods and procedures for conducting analytical and/or radiochemical analyses. The incumbent performs special studies and research on current topics of interest in analytical and/or radioanalytical chemistry for publication in technical and professional journals.

DIMENSIONS

The incumbent has a contributory impact upon an operating budget. The incumbent has some direct supervisory responsibility and reports to supervisory personnel such as a section chief or department manager.

NATURE AND SCOPE

1. Performs research and developmental work and recommends solutions to problems related to various phases of analyses and/or radiochemistry;
2. Performs research and experimentation to develop new methodology and procedures for conducting quantitative and qualitative chemical, analytical, and/or radiochemical analyses;
3. Prepares comprehensive reports on developed methods;
4. Performs experimentation and analyses to resolve special problems; evaluates and revises established procedures; simplifies techniques to improve accuracy and efficiency;
5. Trains technicians or other personnel in the use of analytical and/or radioanalytical procedures; assists with solving users' technical and scientific problems;
6. Prepares and reviews analytical project reports;
7. Evaluates new instruments, equipment, and devices to determine possible use and application;
8. Acts as a liaison for user and government agencies associated with assigned projects;
9. Submits articles and papers for publication in technical and professional journals or presentation in professional meetings;
10. May testify in court cases involving analytical and/or radioanalysis procedures, data, and records;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Senior Chemist

2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;
3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent has continual contact with technical personnel inside and outside the Company concerning technical aspects of analytical and/or radiochemistry and the instruments/equipment involved. The incumbent has frequent contact with manufacturing representatives concerning instrument operations, development, and problems. The incumbent also has frequent contact with the staff members of user agencies in order to resolve problems, exchange technical information, and establish project plans; occasional contact is maintained with universities and the scientific community.

WORKING CONDITIONS

Most of the time is spent in laboratories where the incumbent may be exposed to various noxious, poisonous, and explosive gases; radiation; acids and caustics; and toxic fumes from solvents and other chemicals.

Senior Chemist

REQUIRED WORK EXPERIENCE

This position requires seven years of experience in analytical and/or radiochemistry, demonstrated personnel management abilities, and a sound working knowledge of various analytical instruments.

REQUIRED TRAINING

This position requires a master's degree in chemistry or a related field or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree or equivalent experience in the area of expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the field of chemistry is required. The incumbent must have published at least two professional papers in a scientific journal besides a master's thesis or a dissertation or present two papers on an applicable topic at professional or DOE-sponsored symposiums/conferences.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Compensation Specialist

JOB CODE: 002572

DATE PREPARED: October 1, 1989

Revised: July 14, 1994

SUMMARY STATEMENT

The Senior Compensation Specialist assists the Compensation Planning & Research Administrator in the development, implementation, and administration of compensation policies and programs.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of Compensation Planning & Research. The incumbent has no supervisory responsibility but may give assignments to the clerical staff. This position reports to the Compensation Planning & Research Administrator.

NATURE AND SCOPE

1. Conducts broad compensation and benefit studies to make informed recommendations concerning organizational planning, wage and salary structures, performance appraisal programs, merit programs, and job evaluation techniques;
2. Surveys, researches, and analyzes developments in the compensation field and participates in the planning and development of salaries and salary range programs;
3. Collects, analyzes, and develops occupational and economic trend data in order to establish or recommend realignment of classification, salary structure adjustments, and revisions to the total compensation program;
4. Participates in surveys conducted by outside organizations;
5. Reviews personnel actions to assure conformity with established policy and procedures in effecting changes in rates of pay and job classification levels;
6. Coordinates the administration of the employee appraisal program;
7. Performs individual job audits and conducts job studies for all occupational levels;
8. Prepares requests for Reimbursement Authorizations as they affect classification proposals and personnel policies;
9. May participate in union negotiations relative to wage and salary matters;
10. Analyzes and determines the costs of installing economic proposals for wage and benefit contract reopeners;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as assigned.

Senior Compensation Specialist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with all employee levels within the Company to conduct job audits and studies and resolve compensation questions or conflicts. The incumbent has frequent contact with middle and top management personnel within the Company and the DOE to discuss and present new or revised programs and frequent contact with key representatives of outside organizations to conduct or participate in compensation and benefit surveys.

Senior Compensation Specialist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of personnel experience with a thorough working knowledge of job evaluation and compensation practices and techniques.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, preferably in personnel management, industrial relations, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Designation as a Certified Compensation Professional by the American Compensation Association is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Contract Administration Specialist

JOB CODE: 002574

DATE PREPARED: October 1, 1989

Revised: July 14, 1994

SUMMARY STATEMENT

The Senior Contract Administration Specialist plans, coordinates, and executes activities necessary for the administration of complex subcontracts for the acquisition of construction and services in accordance with DOE and federal procurement regulations.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$3.5 million. The incumbent may have indirect supervisory responsibility for exempt employees. This position reports to the Contract Administration Section Chief.

NATURE AND SCOPE

1. Plans, coordinates, and executes all activities required for the acquisition of construction and services which are procured by subcontractors or required administration due to their high dollar value;
2. Prepares or coordinates the preparation of subcontract packages to assure they are complete and approved;
3. Participates in the evaluation of proposals, bids, and quotations by conducting technical evaluations to ensure that the vendor has the capabilities to perform the work required and makes recommendations for rejection or award of contract;
4. Conducts the prejob conference; obtains approval of subcontractor drawings and catalog data;
5. Surveys subcontractors' performance to review progress claims and settlements by negotiating with the various contractors;
6. Consults the General Counsel Office to secure legal determinations in the event of a contractual conflict or to resolve a dispute;
7. Minimizes delays and claims, disputes situations, and resolves such problems at the lowest level possible;
8. Negotiates claims, field change orders, or modifications;
9. Approves pay estimates and prepares authorizations;
10. Checks certified payrolls and monthly utilization reports for accuracy and compliance;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Senior Contract Administration Specialist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with lower level management and middle management, both inside and outside the Company, to secure approval for procurement, modification, legal determination, and administration of subcontracts and agreements.

Senior Contract Administration Specialist

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent travel to the field is required to check on subcontractor performance, which may expose the incumbent to adverse weather and construction conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable experience which have provided a thorough working knowledge of procurement procedures and practices related to government contracts. Work experience must have provided knowledge of functions supporting procurement, audit, legal, and accounting. The incumbent should also have functional knowledge of federal procurement regulations, DOE regulations, and the ability to negotiate field changes and claims.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, engineering, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires the ability to interpret engineering drawings and specifications.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Custodian Supervisor

JOB CODE : 002575

DATE PREPARED : March 4, 1992

Revised: July 14, 1994

SUMMARY STATEMENT

The Senior Custodian Supervisor plans, schedules, directs, and supervises the work of all custodial activities to maintain the proper level of cleanliness within all buildings, living quarters, trailers, and laboratories at NTS, Systems, and Tonopah Test Range.

DIMENSIONS

The incumbent has primary impact upon the operating budget of over \$5 million. The incumbent has supervisory responsibility for 6 exempt and 200 nonexempt employees. This position reports to the TTR Camp Services Manager.

NATURE AND SCOPE

1. Coordinates schedules and other work orders to ensure prompt maintenance and repair of housing facilities;
2. Inspects work performance and determines requisition type and amount of operating supplies required;
3. Coordinates the movement of janitorial supplies and linen to the Forward area and the shipping and receiving of linen to the laundry facility in Las Vegas;
4. Coordinates with health, safety, and fire organizations for the maintenance of sanitation, safety, and fire prevention measures within all buildings and living quarters to ensure minimum injury to employees;
5. Inspects all equipment and supervises submission of equipment to various shops for repairs and maintenance;
6. Tests and evaluates different janitorial products from various vendors;
7. Prepares charts containing the square footage of all facilities maintained by the Custodial Services Department;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking in field or office/laboratory on all types of surfaces;
2. Frequent sitting while completing paperwork or working at a computer;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 100 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while moving/operating equipment;

Senior Custodian Supervisor

5. Occasional bending/twisting at waist/knees/neck throughout shift while inspecting work in shop and field;
6. Occasional kneeling, crouching, or working in awkward positions while inspecting equipment;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, completing paperwork, etc.;
8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech abilities in communicating with all levels of people, subordinates, and supervisors and giving/receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; lead meetings; train others; handle complaints; etc.;
3. Must possess excellent mathematical skills;
4. Must be able to work independently, make decisions, and prioritize and delegate;
5. Must possess good problem-solving skills, creativity, integrity, and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines and time constraints, multiple tasks, handling emergencies, hazardous conditions, and complaints;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must be able to supervise and train assigned personnel in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent has frequent contact with administrative, technical, and supervisory personnel both inside and outside the Company to provide effective coordination and direction of assigned responsibility. Constant contact is maintained with janitorial customers to explain policies and resolve problems.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of janitorial and housekeeping experience, four years of which should have been in a supervisory capacity. The ability to plan and schedule work assignments and ability to control and account for all government-owned material and property within the area of responsibility is preferred.

Senior Custodian Supervisor

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Ecologist

JOB CODE : 002873

DATE PREPARED : October 1, 1989

Revised: July 14, 1994

SUMMARY STATEMENT

The Senior Ecologist is responsible for conducting the ecological monitoring of plant and animal components in disturbed and undisturbed ecosystems on the Nevada Test Site (NTS) and surrounding locales. The incumbent also operates a herbarium for NTS.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$250,000, and provides functional guidance to an Ecologist. This position reports to the Ecological Superintendent.

NATURE AND SCOPE

1. Provides soil sampling to determine the fertility status of soil with respect to organic matter content, water, available forms of nitrogen, and both macro- and micro-nutrient elements;
2. Handles vegetation sampling to determine the status, recovery, and use of perennial vegetation in disturbed and undisturbed study areas;
3. Detains small mammals to determine the condition of individual specimens and the continuity and stability of resident species populations;
4. Surveys other animals to obtain information concerning the resident populations of threatened, endangered, protected, and rare species;
5. Operates the NTS herbarium to maintain the long-term ecological monitoring investigations conducted on and around NTS;
6. Analyzes and reduces data obtained to a reportable form;
7. Assists in maintaining an adequate quality assurance program to ensure the validity and integrity of the program;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while working on a computer console or completing paperwork at desk;
3. Frequent lifting/carrying one to two pounds for distances of 1 to 25 feet;

Senior Ecologist

4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing surveillance duties;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, or tunnels;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing surveillance activities, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and surveillance;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in conducting surveillances;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to technicians and other professional employees in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent interfaces with DOE, DRI, universities, other government contractors, and other outside agencies to achieve assigned duties.

Senior Ecologist

WORKING CONDITIONS

Field and laboratory conditions exist most of the time. Time is also spent in the forward field areas where one may be exposed to radiation and typical laboratory work hazards.

REQUIRED WORK EXPERIENCE

This position requires six years of practical experience in ecological and biological work.

REQUIRED TRAINING

This position requires a master's degree in ecology or biology, or a closely related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have working familiarity with field and laboratory radiation detection instruments and have practical knowledge in maintaining a herbarium and assisting in the supervision of its management.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Employment Specialist

JOB CODE: 002576

DATE PREPARED: October 1, 1989

Revised: July 15, 1994

SUMMARY STATEMENT

The Senior Employment Specialist assists in the direction of Recruiting and Employment activities, primarily the recruitment of qualified applicants in technical and professional areas.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no supervisory responsibility but may give assignments to the clerical staff. This position reports to the Recruiting and Employment Administrator.

NATURE AND SCOPE

1. Assists in directing and supervising the internal activities of Recruiting and Employment;
2. Recruits, interviews, and recommends qualified applicants and makes offers of employment as authorized for technical, professional, and/or administrative and clerical job openings;
3. Assists in the employment of manual employees and maintains liaison with local unions;
4. Establishes and maintains working relationships with various colleges and placement directors for recruitment of college graduates;
5. Provides guidance and assistance to Company personnel in matters pertaining to employment or transfer;
6. Reviews qualifications of employees and makes recommendations on promotions;
7. Provides the Recruiting and Employment Administrator with information on labor market conditions and trends;
8. Maintains familiarity with Company labor agreements in relation to employment practices;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;

Senior Employment Specialist

5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with middle management and supervisory personnel within the Company on matters relating to employee recruitment and/or placement. The incumbent has continuous contact with personnel of all levels, both inside and outside the Company, in recruiting and interviewing prospective applicants and providing and/or receiving employment information.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent is required to conduct out-of-state recruiting trips.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable experience in personnel management which have provided a thorough knowledge of personnel recruitment and placement.

REQUIRED TRAINING

This position requires a bachelor's degree, preferably in personnel management or industrial relations, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Engineer

JOB CODE : 002957

DATE PREPARED : October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Senior Engineer performs a variety of highly complex engineering tasks in a recognized engineering discipline relative to design, construction, or fabrication.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no direct supervisory responsibility. This position reports to the Engineering Section Chief, Project Engineer, or other supervisory official.

NATURE AND SCOPE

1. Plans, executes, and coordinates major engineering projects and studies as related either to the design, estimating, construction, or testing through application and evaluation of professional engineering practices, principles, and procedures;
2. Works independently on engineering assignments or may be charged with giving final direction and coordination to other engineers working cooperatively on engineering problems;
3. Investigates jobsites for familiarization and orientation of project requirements;
4. Analyzes available criteria and determines a practical plan of action;
5. Reviews, concurs, or recommends changes in the scope of work in the design specifications, proposals, estimates, and construction modifications;
6. Serves as an advisor for the analysis and solution of engineering problems and interprets drawings, verbal instructions, and applicable codes relevant to project requirements;
7. Prepares engineering sketches to explain, instruct, or direct the performance of particular technical work features;
8. Recommends and coordinates modifications to approved plans due to changed field conditions or to overcome adverse situations;
9. Makes estimates and material takeoffs and ascertains whether the proposed material usage will be adequate for its purpose;
10. Advises other engineering personnel of ideas and designs which have been developed and proven adequate or have failed and should be avoided;
11. Conducts comprehensive engineering studies and prepares resultant reports;
12. Provides engineering instruction to other personnel;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Senior Engineer

14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;
5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/other managers, making presentations, and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with all levels of personnel inside and outside the Company on matters regarding engineering or construction projects or providing technical counseling, analyzing, and resolving complex engineering problems. Occasional contact is maintained with top management inside and outside the Company for presenting technical data, project definition, or briefings.

Senior Engineer

WORKING CONDITIONS

General office or field office conditions exist most of the time; however, time is spent in the field investigating and coordinating engineering activities which may expose the incumbent to adverse weather conditions and construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires six years of professional engineering experience in the design or construction industry which has provided thorough knowledge of codes, principles, practices, and techniques in a specialty area.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering specialty.

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Environmental Compliance Officer

JOB CODE : 003056

DATE PREPARED : December 3, 1990

Revised: February 17, 1994

SUMMARY STATEMENT

The Senior Environmental Compliance Officer assists the Environmental Compliance Officer in achieving operating requirements within scheduled deadlines that ensure environmental compliance at DOE operated facilities.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget of the Environmental Compliance Office. The incumbent may supervise lower-level Environmental Compliance Officers and may direct personnel of other departments to take actions necessary to ensure environmental compliance. This position may report to the Director, Environmental Compliance Office.

NATURE AND SCOPE

1. Keeps abreast of any new state and federal environmental regulations or revisions to existing regulations;
2. Schedules the activities and projects of the Environmental Compliance Office staff to ensure that objectives are met in a timely manner;
3. Ensures environmental compliance by enforcing state and federal regulations for impact on the Company's operations;
4. Determines the applicability of state and federal regulations to the Company's activities and provides information and guidance to the affected departments.;
5. Directs individuals to perform surveillances, inspections, and appraisals of the Company's operations and facilities for environmental compliance; reviews their work; and proposes corrective action for all environmental deficiencies noted;
6. Identifies Company operations that require environmental permits and/or approvals and ensures that information needed for obtaining these permits is sent to the DOE/Environmental Protections Division in a timely manner;
7. Writes and institutes procedures;
8. Reviews subcontracts;
9. Plans and writes scopes of work for subcontracts for environmental services;
10. Reviews subcontracted work, engineering drawings, project proposals, and major equipment requisitions that involve environmental compliance issues;
11. Tracks the progress of proposed corrective actions; submits reports to regulatory agencies;
12. Assures that the staff members of the Environmental Compliance Office are properly trained to carry out their assigned duties;

Senior Environmental Compliance Officer

13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while working on a computer console or completing paperwork at desk;
3. Frequent lifting/carrying one to two pounds for distances of 1 to 25 feet;
4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing surveillance duties;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, or tunnels;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing surveillance activities, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and surveillance;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in conducting surveillances;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

Senior Environmental Compliance Officer

7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to technicians and other professional employees in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent has frequent contact with personnel of the DOE/Nevada, DOE/NTS Office, the Department of Environmental Protection of the State of Nevada, and the Environmental Protection Agency during their visits to DOE operated facilities. The incumbent frequently contacts other departments in the Company whose operations impact the environment.

WORKING CONDITIONS

The incumbent works part of the time in general office conditions; the remainder of the time is spent in the field at DOE operated facilities. Field assignments may expose the incumbent to potential health hazards, mining hazards, and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires seven years of environmental compliance or related natural science experience.

REQUIRED TRAINING

This position requires a master's degree in a science, engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree or equivalent experience in the area of expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the field of chemistry is required. The incumbent must have published at least two professional papers in a scientific journal besides a master's thesis or a dissertation dealing with technology in the field of chemistry.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Estimator

JOB CODE: 002780

DATE PREPARED: October 1, 1989

Revised: July 15, 1994

SUMMARY STATEMENT

The Senior Estimator estimates the costs associated with various construction and maintenance projects to assist the Engineering Section Chief in preparing bids and solving cost-related problems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise exempt employees. This position reports to the Engineering (Support) Section Chief.

NATURE AND SCOPE

1. Estimates all direct and indirect costs including labor and materials for various construction and maintenance work taking place at NTS or other locations as required;
2. Estimates all labor, maintenance, and indirect costs for construction and maintenance projects including all costs associated with the electrical, structural/civil, and mechanical phases of each job;
3. Estimates the costs of proposed projects so various concepts can be evaluated by engineering personnel to choose the most cost-efficient design;
4. Makes material take-offs from all blueprints or preliminary sketches including rough engineering drawings to determine the cost of material, labor, and indirect charges which may apply to a project;
5. Participates in the review of drawings, blueprints, and cost estimates prepared by the architects and engineers of other contractors or user agencies to determine if these documents are complete, accurate, and conform to the Company's established engineering practices, as required;
6. Maintains records necessary to document recurring and special estimating assignments including studies, analyses, and statistical data to communicate findings to the proper management personnel and to record all actions taken for future reference;
7. Recommends changes to the current policies and procedures which will make the estimating function more efficient;
8. Utilizes computer systems and associated software that have been designed to perform certain estimating routines;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Senior Estimator

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with technical personnel from other architectural and engineering firms as well as Company design and project engineers. The incumbent has occasional contact with construction superintendents and material vendors to understand all the conditions and costs associated with each project.

WORKING CONDITIONS

General office conditions exist most of the time; however, some travel to work sites is required where the incumbent may be exposed to work hazards or adverse weather conditions.

Senior Estimator

REQUIRED WORK EXPERIENCE

This position requires eight years of professional estimating experience related to the construction industry which have provided a thorough knowledge of engineering codes, principles, practices, and techniques associated with cost estimating.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training relating to the construction industry, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Excess Material Procurement Specialist

JOB CODE: 002490

DATE PREPARED: October 1, 1989

Revised: July 15, 1994

SUMMARY STATEMENT

The Senior Excess Material Procurement Specialist determines the availability and need of excess material, makes a technical inspection of the material to be transferred, and arranges for the transfer of the material to the proper location at the NTS.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may direct exempt employees. This position reports to the Excess Material Procurement Section Chief.

NATURE AND SCOPE

1. Increases employee awareness of excess material and equipment throughout the NTS and determines the availability of excess items which are located throughout the United States;
2. Determines the need for various kinds of material required to support the activities of each department;
3. Makes a technical inspection of material to be transferred to determine its physical condition before it can be used at NTS;
4. Makes a detailed report of the condition of material, including the need for overhaul or replacement parts, to bring it up to quality standards;
5. Screens and inspects excess material and equipment at storage areas;
6. Places "freezes" on materials that fit the needs of the requesting departments and prepares the appropriate paperwork to effect the shipment of the material to the proper NTS location;
7. Prepares various reports that summarize the savings effected by the use and transfer of excess material to the NTS, which incur no cost to the Company except transportation and modification costs;
8. Assists the Excess Material Procurement Section Chief in preparing market surveys to determine which contractor can supply the special equipment or material needed by the Company or user agency at the best price and delivery;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;

Senior Excess Material Procurement Specialist

3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with management and supervisory personnel within the Company, DOE, excess material holding agencies, and user agencies to exchange information regarding the Company's excess material program.

WORKING CONDITIONS

General office conditions exist some of the time; however, frequent travel to excess material storage locations may expose the incumbent to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience which have provided a working knowledge of technical inspections of various equipment and familiarity with procurement procedures.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training courses in excess material procurement.

OTHER SPECIAL QUALIFICATIONS

A technical background in heavy duty equipment is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Fire Protection Engineer

JOB CODE: 002960

DATE PREPARED: October 1, 1989

Revised: March 7, 1995

SUMMARY STATEMENT

The Senior Fire Protection Engineer assists in the development and administration of fire protection engineering activities.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for one exempt employee. This position reports to the Fire Protection Services Chief.

NATURE AND SCOPE

1. Plans and supervises fire protection engineering activities in compliance with the Company's contractual responsibilities;
2. Evaluates effectiveness of the fire protection engineering program;
3. Participates with engineers of the Company, DOE, and other contractors in preparation of design criteria to ensure inclusion of adequate fire protection;
4. Participates in the design and installation and directs inspection of operational testing and maintenance of fire protection systems;
5. Supervises fire tests and other research for construction materials and firefighting equipment to ensure a high level of fire protection;
6. Plans, schedules, and supervises the fire prevention inspection program;
7. Prepares and/or reviews subsequent reports and ensures compliance with recommended corrective action;
8. Keeps fire suppression forces appraised of special or unusual hazards;
9. Maintains close liaison with personnel of safety organizations to ensure adequate action in areas of joint responsibility;
10. Conducts or supervises investigations of fires as directed and compiles necessary reports;
11. Reviews statistical fire loss data to identify trends which indicate need for modifications or additions to fire protection regulations;
12. Evaluates operational procedures of other organizational units to ensure compliance with fire protection standards;
13. Compiles written fire protection codes;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. Performs related work as required.

Senior Fire Protection Engineer

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with department managers and supervisory personnel to establish and maintain adequate fire protection programs. Contact is also maintained with DOE fire protection officials and other personnel outside the Company to assist, instruct, and apply fire prevention regulations.

Senior Fire Protection Engineer

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent trips throughout the NTS for the purpose of conducting fire prevention surveys and evaluating fire hazards may expose the incumbent to a variety of work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in the field of fire protection engineering..

REQUIRED TRAINING

This position requires a bachelor's degree in fire protection engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Senior Health Physicist

JOB CODE : 003061

DATE PREPARED : October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Senior Health Physicist provides technical guidance and assistance to the Health Physics Department; develops and monitors radiation protection programs for compliance with standards set by the National Committee on Radiation Protection, International Committee on Radiation Protection, and government regulatory agencies; and directs or participates in the development of solutions to problems which encompass all phases of health physics.

DIMENSIONS

The incumbent has contributory impact upon the operating budget and programs. The incumbent may have direct supervisory responsibility for exempt and nonexempt employees. This position reports to a department manager or other section chief level supervisor.

NATURE AND SCOPE

1. Directs and performs analytical and developmental work and solves problems related to all phases of health physics;
2. Prepares, develops, and monitors radiation protection programs and establishes control methods and procedures using proper shielding, instrumentation, and sampling techniques;
3. Evaluates bioassay and other pertinent data for trends and unusual incidents;
4. Develops methods and procedures for decontamination of personnel and equipment;
5. Provides technical guidance to professional personnel including other Health Physicists, laboratory assistants, and monitoring technicians;
6. Prepares operational procedures suitable for field and laboratory uses in keeping with established standards;
7. Acts as the team leader in postshot reentry operations;
8. Oversees operations where unusual radiation hazards are present;
9. Directs and/or consults with other Health Physicists in gathering data, making observations, working on special projects, and reporting information;
10. Recommends new instruments, equipment, and procedures to be used for calibration and maintenance;
11. Reviews the conclusions of studies conducted by other Health Physicists to evaluate the technical aspects of work and prepares formal reports on radiological aspects of work accomplished at various work locations; submits conclusions and recommendations to management for evaluation;
12. Coordinates health physics programs, lectures, and professional papers on various health physics subjects;

Senior Health Physicist

13. Adheres to all company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while operating motor vehicle between inspection sites, working at a computer terminal, or completing paperwork at desk;
3. Frequent lifting/carrying 1 to 20 pounds of records, sample boxes, testing equipment, or tools for distances of 1 to 25 feet;
4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas at heights up to 50 feet; uses man lift and safety harnesses when appropriate;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work and operating motor vehicle under normal driving activities;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting; testing; monitoring radiological sites; and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

Senior Health Physicist

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess good mechanical aptitude and spatial reasoning ability in activities such as determining best storage configuration when disposing of radioactive waste packages;
10. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other scientist or technicians in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with high-level scientific, legal, and supervisory personnel inside and outside the Company on health physics matters which impact all organizations at the NTS.

WORKING CONDITIONS

General office conditions exist some of the time; however, trips to the field and laboratory may expose the incumbent to radiation, toxic materials, chemicals, or explosive gas hazards.

REQUIRED WORK EXPERIENCE

This position requires seven years of health physics experience.

REQUIRED TRAINING

This position requires a master's degree in health physics, engineering, or a related science, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent must be certified by the American Board of Health Physics.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Industrial Hygienist

JOB CODE: 003063

DATE PREPARED: October 1, 1989

Revised: May 10, 1994

SUMMARY STATEMENT

The Senior Industrial Hygienist provides technical guidance and assistance to the Health Protection Department; acts as project coordinator for major industrial hygiene programs and projects; develops and monitors industrial hygiene programs for compliance with occupational safety and health regulations; and directs or participates in the development of solutions to complex problems which encompass all phases of industrial hygiene.

DIMENSIONS

The incumbent has contributory impact upon Work Breakdown Structure Programs. The incumbent may have direct supervisory responsibility for exempt and nonexempt employees. This position reports to the Industrial Hygiene Section Chief or to a department manager.

NATURE AND SCOPE

1. Schedules daily activities of the Industrial Hygiene staff to ensure efficient and cost effective use of resources;
2. Applies industrial hygiene and engineering skills to develop sampling schemes and strategies necessary to solve unique industrial hygiene problems;
3. Anticipates present and future equipment needs in concert with the Industrial Hygiene Section Chief to plan procurement of items needed to ensure continuation of an effective industrial hygiene program;
4. Anticipates trends in regulatory activities and state-of-the-art techniques that can be applied as appropriate to maintain the competency of the Industrial Hygiene staff;
5. Supervises in-house maintenance and repair of industrial hygiene equipment to ensure readiness for use and reviews in-progress or completed work of subordinate Industrial Hygienists to ensure objectives are achieved;
6. Makes frequent contact with Company managers and the management of federal and state governmental agencies, DOE, and DOE contractors to ensure program compliance with applicable regulations;
7. Provides consultation on technical problems to DOE and other DOE contractors as requested to promote timely, economic, and effective problem resolution and better agency relationships;
8. Reviews engineering plans and work orders to identify items which should receive industrial hygiene consideration;
9. Supervises and monitors the operation of the respiratory protective equipment program to ensure operational needs are met for fitting, training, and providing respiratory protective equipment;
10. Ensures potential hazards in the work place are identified to competent authority so that informed decisions can be made to accept risk or institute controls to minimize risk;
11. Ensures appropriate measurements and evaluations are conducted as necessary to maintain the industrial hygiene program in compliance with Company, DOE, and federal policies, rules and regulations;

Senior Industrial Hygienist

12. Promotes the elimination of potential health hazards in the planning and engineering design stages by consulting with various groups and managers to review design and develop criteria for control of hazards;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while operating motor vehicle between inspection sites, working at a computer terminal, or completing paperwork at desk;
3. Frequent lifting/carrying 1 to 20 pounds of records, sample boxes, testing equipment, or tools for distances of 1 to 25 feet;
4. Occasional climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;
5. Occasional bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, monitoring sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

Senior Industrial Hygienist

5. **Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;**
6. **Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations;**
7. **Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous conditions;**
8. **Must possess good mechanical aptitude and spatial reasoning ability;**
9. **Must possess excellent interpersonal/leadership skills in order to provide guidance and training to exempt professionals and technicians in an effective, positive, and professional manner.**

PRINCIPAL CONTACTS

The incumbent maintains contact with field supervision to coordinate survey work, DOE, and DOE contractor health and safety groups to discuss findings, regulations, and compliance and to deliver requested consultation services. The incumbent maintains frequent contact with management inside and outside the Company to establish criteria and discuss implementation and recommendations for control of industrial health hazards and occasional contact with professional societies or educational institutions to discuss current developments in the field.

WORKING CONDITIONS

General office conditions exist most of the time; however, work on some projects may require the incumbent to work in field conditions which may expose the incumbent to chemical, physical, biological, health, and safety hazards in construction and mining operations, and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires seven years of experience in industrial hygiene.

REQUIRED TRAINING

This position requires a master's degree in industrial hygiene or in an applicable discipline, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification by the American Board of Industrial Hygiene as a Certified Industrial Hygienist, or by the Board of Certified Safety Professionals as a Certified Safety Professional, or registration as a Professional Engineer is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Labor Relations Advisor

JOB CODE : 003175

DATE PREPARED : October 1, 1989

Revised: August 30, 1994

SUMMARY STATEMENT

The Senior Labor Relations Advisor administers various labor agreements and researches and investigates labor relations complaints, grievances, pay questions, and jurisdictional disputes to achieve satisfactory problem resolution.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$50 million. The incumbent has direct supervisory responsibility for one or more exempt employees and one nonexempt employee. This position reports to the Labor Relations Manager.

NATURE AND SCOPE

1. Conducts the initial investigation and prepares investigative reports of labor relations complaints, grievances, pay questions, or jurisdictional disputes, and makes appropriate recommendations to management to resolve problems;
2. Assists the EEO Office in the investigation of EEO-related complaints upon request of the EEO Officer;
3. Coordinates activities and communications with union representatives and all levels of Company supervision in an effort to resolve outstanding problems;
4. Advises all levels of Company supervision regarding propriety under the provisions of applicable labor agreements and established jurisdictional assignments of operational action taken or contemplated;
5. Participates in labor negotiations;
6. Makes decisions regarding the assessment of disciplinary action, type of disciplinary action, the wording of written reprimands, etc.;
7. Advises field personnel, in a timely manner, regarding disputed work assignments;
8. Interviews disgruntled employees and informs them of labor relations decisions and the reasons for those decisions;
9. Interviews supervisors regarding past practices within the various areas as they relate to the disputed practice;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Occasional standing/walking short distances in office and engineering support as required in field work areas;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i></p>
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Senior Labor Relations Advisor

2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. Conducts field walk-throughs on Company-designed projects and field tests;
4. May lift/carry up to 20 pounds of paperwork or supplies;
5. May push/pull, exerting force of up to 15 pounds to open doors or file drawers;
6. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas, or to attend meetings;
7. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
8. Constant use of speech/hearing abilities in communicating with subordinates/ other managers, making presentations, and talking on the telephone, etc.;
9. Occasional climbing on equipment platforms to perform inspections or conduct performance evaluations.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to guarantee that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management and supervisory and interpersonal communication skills in dealing with subordinates, other managers, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with the division managers, department managers, superintendents contacted in the course of grievance investigations and formal complaints, and the gathering of information for arbitration or negotiation.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in construction, labor relations on either the union or management side, or a combination of both.

Senior Labor Relations Advisor

REQUIRED TRAINING

This position requires a bachelor's degree in industrial relations, labor relations, or business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Legal Counsel

JOB CODE : 003377

DATE PREPARED : November 1, 1991

Revised: August 30, 1994

SUMMARY STATEMENT

The Senior Legal Counsel exercises a high degree of independence and originality in the resolution of complex legal problems and litigation; provides legal advice and guidance to Company management; prosecutes and defends lawsuits involving the Company in various courts and administrative bodies; and works to prevent litigation.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise and provide some guidance and training to Legal Counsel and Associate Legal Counsel. This position reports to the General Counsel.

NATURE AND SCOPE

1. Provides legal counsel and guidance to Company officials on various complex or important legal matters;
2. Works to resolve various complex and important legal problems pertaining to contracts, torts, property, labor and employer/employee relations, environmental matters, tax matters, contract negotiations, etc.;
3. Performs legal research and analysis in complex or important issues;
4. Prepares legal correspondence, pleadings, discovery documents, and motions and briefs relating to litigation and appellate matters;
5. Prepares for and participates in trials and hearings in various courts and administrative agencies in the state of Nevada;
6. Confers and negotiates with opposing counsel, senior attorneys, and high-level management officials of other companies, the DOE legal staff, the DOE Industrial Relations Manager, and other federal attorneys;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

Senior Legal Counsel

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent works closely with top management of the Company and all organizational levels within the Company, the DOE, the Department of Justice, other DOE-family contractors' personnel, opposing counsel, outside counsel, the judiciary, witnesses, and state congressional officials.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in the area of federal government contracting, labor law, or other relevant expertise. Must have current litigation experience.

REQUIRED TRAINING

This position requires a Juris Doctorate degree from an ABA-accredited law school, or any law school that is approved by the Nevada Supreme Court.

Senior Legal Counsel

OTHER SPECIAL QUALIFICATIONS

The incumbent must have excellent writing, research, negotiation, and analytical skills. Should be familiar with the Federal Rules of Civil Procedure and the Nevada Rules of Civil Procedure. Must have passed a state bar examination and be a member in good standing of that state's bar. Must be or become a member of the Nevada State Bar.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Management Systems Assessor

JOB CODE: 003124

DATE PREPARED: December 9, 1992

Revised: August 30, 1994

SUMMARY STATEMENT

The Senior Management Systems Assessor provides technical expertise, guidance, and assistance related to the development and implementation of management systems analytical techniques. The techniques will be used to ensure competent and high quality management system performance throughout REECo.

DIMENSIONS

The incumbent has contributory impact upon the operating budget and may have other subordinate technical and/or administrative employees as direct reports. This individual reports to the Chief of Management Systems and Standards.

NATURE AND SCOPE

1. Provides technical and/or management expertise in the development, implementation, and measurement of management (internal control) systems as related to the technical and management activities for which the Company has contractual responsibility;
2. Knows and understands the contractual and customer requirements and provides the REECo interpretation of systems necessary to fulfill them;
3. Maintains the responsibility of interfacing with management and supervisory personnel to assist in evaluating and utilizing management systems in ways which enhance productivity, efficiency, effectiveness, timeliness, and quality;
4. Assists management and supervision at all levels, or individually, to conduct analyses and investigations required to solve management system problems; makes recommendations to immediate manager, division management, and/or customer regarding most feasible solutions;
5. Performs or directs the analysis of requirements and management systems and provides reports and/or recommendations relative to improvements that are recommended;
6. Conducts various self-assessment programs with the intent of evaluating REECo's performance in meeting contractual responsibilities;
7. Reviews, comments, and assures comment resolution and recommends approval or disapproval of policies, procedures, and instructions;
8. Supervises the gathering, filing, and indexing of records generated as the result of activities for which he/she is responsible;
9. Provides guidance to immediate manager in the preparation of budgets, forecasts, accruals, and other financial data;
10. Administers established practices to ensure that costs and financial data are recorded or submitted accurately and promptly;

Senior Management Systems Assessor

11. Directs assigned activities and counsels personnel to help ensure that all activities are in compliance with applicable laws, regulations, and policies.
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;

Senior Management Systems Assessor

8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with middle management and supervisory personnel to provide advice, counsel, plan, and coordinate management systems/internal control activities. As a technical and/or management authority, is responsible and accountable to the Chief, Management Systems and Standards. The Senior Management Systems Assessor will refer to his/her manager unusual or major matters for the purpose of obtaining advice, guidance, authorization, or approval to proceed as may be appropriate. Will review with the manager the overall progress of his/her work activities against established work plans and budgets.

Maintains channels of communication among REECo personnel and other Corporate personnel, to provide for harmonious negotiations and execution of common policies, plans, and operations.

Maintains an effective working relationship with all personnel to obtain the best possible teamwork with a view of achieving the overall performance objectives and contract requirements.

WORKING CONDITIONS

General office conditions exist the majority of the time; however, considerable travel in the field may expose the incumbent to work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in the area of expertise combined with at least four years supervisory or management experience.

REQUIRED TRAINING

This position requires a bachelor of arts or science degree or equivalent experience in a recognized engineering, science, management, and/or other fields.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Material Control Agent

JOB CODE : 002372

DATE PREPARED : October 1, 1989

Revised: August 30, 1994

SUMMARY STATEMENT

The Senior Material Control Agent performs materials takeoff, requisitions materials, and provides liaison between operating, procurement, and supply departments.

DIMENSIONS

The incumbent has contributory impact upon the operating budget and no direct supervisory responsibility. This position reports to a Material Control Supervisor.

NATURE AND SCOPE

1. Performs material takeoffs and writes requisitions for materials with special quantities and acquired data using Company stock catalog terminology and provides other documents required by suppliers for procurement departments;
2. Conducts quantity surveys and performs material takeoffs using work orders and blueprints;
3. Ensures propriety of work order numbers before using them on materials requisitions;
4. Studies past material usage and recommends the establishment of certain stock levels to the Supply and Property Management department;
5. Advises buyers of adequate material substitutes, supply personnel of future operation demands at stock levels, and field superintendents of the availability of materials in the market;
6. Verifies subcontractors' charges for operations and materials or services;
7. Supervises personnel in locating, identifying, and controlling reusable or repairable material and conducts special inspections of vendor facilities and received materials;
8. May act as the Company representative at off-site locations such as vendor, fabrication, or production facilities;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

Senior Material Control Agent

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with various levels of management within the Company to coordinate the requisition of materials. Frequent contact is maintained with manufacturers for details regarding specific products.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in drilling, electrical, mechanical, structural tunneling, or electronics, including the field of logistics, estimating, or procurement.

Senior Material Control Agent

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in business administration, engineering, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Methods and Procedures Analyst

JOB CODE: 002582

DATE PREPARED: October 1, 1989

Revised: August 30, 1994

SUMMARY STATEMENT

The Senior Methods and Procedures Analyst plans, develops, recommends, and maintains Company policies, procedures, directives, publications, and forms usage and conducts method studies and analyses to ensure optimum effectiveness and use.

DIMENSIONS

The incumbent has remote impact upon the operating budget. The incumbent may have supervisory responsibility for exempt or nonexempt employees. This position reports to the Methods and Procedures Section Chief.

NATURE AND SCOPE

1. Conducts field visits to find ways of improving existing procedures and point out possible problem areas;
2. Makes recommendations to the appropriate division manager to add a new or update an existing document based on questions or problems;
3. Reviews and updates existing documents to ensure all documents are correct and express management's ideas clearly;
4. Conducts studies and analyses to make recommendations and increase procedural effectiveness;
5. Develops new procedures, policies, and/or directives in response to DOE or REECo audits and appraisals;
6. Designs and conducts various presentations using graphs, forms, and/or flow charts to communicate organizational changes and/or responsibility;
8. Updates existing Company procedural publications to ensure accuracy of content;
9. Maintains a log of all published documents and assigns appropriate documentation to ensure all manuals' tables of contents are correct;
10. Develops or recommends development of new forms, as required to ensure necessary data is submitted to the system properly and correctly;
11. Maintains and updates the Company Emergency Preparedness Plan to ensure correctness of responsibilities and information;
12. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
13. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

Senior Methods and Procedures Analyst

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with various levels of employees in the Company including first level supervisors, section chiefs, foremen, division managers, and occasionally the General Manager to convey new ideas and information. Occasional contact is maintained with members of other agencies such as EG&G, H&N, DOE, LANL, and LLNL to give or receive requested information.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires three years of experience involving the study of managerial policies, practices, methods, and procedures.

Senior Methods and Procedures Analyst

REQUIRED TRAINING

This position requires a bachelor's degree, preferably in business administration, industrial engineering, or journalism, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Planning Coordinator

JOB CODE: 002781

DATE PREPARED: October 1, 1989

Revised: August 30, 1994

SUMMARY STATEMENT

The Senior Planning Coordinator assists in the management of program funds and participates in the preparation of advance planning information, develops budget estimates for assigned programs in terms of cost and affordable manpower levels, and recommends reallocation of funds or manpower when appropriate.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise exempt employees. This position reports to a Program Manager, Assistant Program Manager, or Budget Officer.

NATURE AND SCOPE

1. Develops techniques to collect, compile, and report cost information relating to equipment, events, and programs to develop planning estimates and program analyses;
2. Prepares conceptual plans and cost estimates for program or project support for construction equipment or for logistical support;
3. Participates in the scheduling of activities; estimates resource requirements; interprets statistical data; and disseminates information regarding affordable manpower levels, procurement of capital equipment, direct and indirect costs, and program status;
4. Recommends reallocation of funds, changes in equipment procurement, realignment of scheduled activities, and solutions to developing problems;
5. Prepares the annual and mid-year budget estimates for specific programs applying historical data regarding resource requirements, direct, support, and indirect costs, and inflationary trends;
6. Estimates costs and determines the proper percentage load rate, labor load, equipment load, material handling, and related cost distribution procedures;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Senior Planning Coordinator

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with department-level employees inside and outside of the Company regarding advance planning and current program activities and may assist the Program Manager with presentations at joint agency planning meetings.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of industrial management, general business, or government/construction accounting or program management experience.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering, business administration, or related field, or equivalent experience.

Senior Planning Coordinator

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Property Specialist

JOB CODE : 002160

DATE PREPARED : October 1, 1989

Revised: April 20, 1994

SUMMARY STATEMENT

The Senior Property Specialist procures, maintains, and disposes of all DOE-owned and leased capital, noncapital controllable, and sensitive office equipment used by REECo, DOE, and associated agencies and contractors at NTS and Las Vegas facilities.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may directly supervise one nonexempt employee. This position reports to a Supply and Property branch chief manager.

NATURE AND SCOPE

1. Receives, reviews, and evaluates requests for office equipment; initiates documentation when equipment is available from stock or Purchasing Requisitions when equipment must be procured from outside sources;
2. Analyzes specifications to ensure procured equipment meets user needs, as well as effects efficiency, productivity, and economy;
3. Coordinates return of malfunctioning office equipment to the vendor and the replacement of like equipment; prepares proper documentation of action taken;
4. Coordinates and prepares documents for delivery, location change, and disposal of office, reproduction, and micrographic equipment;
5. Initiates, processes, and revises Purchase Requisitions outlining specifications of preventive maintenance contracts for all office equipment not maintained in-house;
6. Authorizes payment of invoices by verifying that maintenance services are performed in accordance with established contracts;
7. Provides necessary coordination and paperwork for the loan of government-owned property to other federal agencies, DOE/NV contractors, and/or other DOE offices;
8. Establishes and updates all control procedures and documents affecting office equipment and reproduction machines relating to requesting, relocating, returning to stock, maintenance, and disposal;
9. Assists in the annual formulation of Office Equipment Five-Year Replacement and Additions Forecast; provides input for preparation of the annual fiscal year capital equipment budget relating to known or anticipated requirements, including replacements and capture of leased equipment;
10. Inventories and verifies all office equipment located in the Wyandotte facility and prepares documentation for temporary removal and return of office and training equipment;
11. Assists in compiling data for feasibility studies for special reports relating to new capital equipment requirements and/or update of equipment when required;
12. Performs annual review of reproduction equipment capability (approximately 70 machines) to ascertain condition, use, efficiency, and economy;

Senior Property Specialist

11. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;
3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;
4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;
5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with various vendors and levels of Company personnel, DOE contractors and agencies, including LANL, Sandia, and WSI to coordinate property management activities, provide technical guidance, and ensure compliance with regulations.

Senior Property Specialist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in various property management functions which have provided the knowledge of needed for the control of government property and coordination of property management matters. Familiarization with specifications of all major items of office equipment is required.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Quality Assurance Specialist

JOB CODE: 002782

DATE PREPARED: October 1, 1989

Revised: August 30, 1994

SUMMARY STATEMENT

The Senior Quality Assurance Specialist assists in directing and coordinating the Company's Quality Assurance Program and performs technical and supervisory work to ensure effective quality services are provided.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$1.5 million. The incumbent may have supervisory responsibility for exempt and nonexempt employees. This position reports to the Quality Assurance (QA) Section Chief or the Quality Assurance Manager.

NATURE AND SCOPE

1. Plans and implements high quality technical standards and practices and performs internal audits to ensure compliance with quality codes and standards;
2. Prepares long-range plans and implements quality programs in response to new missions;
3. Promotes quality through training and communication with other Company organizational units;
4. Participates in early stages of planning quality activities; prepares program proposals and ensures they are met;
5. Participates in early stages of planning quality activities;
6. Performs or supervises vendor and subcontractor evaluations for procurements from \$25,000 to several million dollars;
7. Reviews material and equipment requisitions for adherence to quality standards and codes;
8. Acts for the Quality Assurance Section Chief during absence;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Senior Quality Assurance Specialist

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with operating unit personnel to promote quality assurance and provide assistance. The incumbent has frequent contact with technical and management personnel to coordinate the development and implementation of new or revised quality assurance procedures and techniques and performs audits and surveillances of internal units and vendors.

WORKING CONDITIONS

Field conditions exist most of the time where the incumbent may be exposed to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in quality assurance or quality engineering.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in quality assurance.

Senior Quality Assurance Specialist

OTHER SPECIAL QUALIFICATIONS

Certification as a Quality Assurance Lead Auditor is preferred, as is experience in, or working knowledge of 10 CFR 50 Appendix B, ANSI/ASME NQA-1, ASNT SNT-TC-1A, AWS codes, ASTM specifications, and MIL-Q-9858A.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Scheduler

JOB CODE: 002896

DATE PREPARED: October 1, 1989

Revised: September 2, 1994

SUMMARY STATEMENT

The Senior Scheduler prepares, develops, maintains, and provides project planning and resource management to user organizations.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent directly supervises two exempt employees and indirectly supervises three exempt and two nonexempt employees. This position reports to the Project Manager (FOD-Construction) or the Project Engineer (FOD-Engineering and Material Section).

NATURE AND SCOPE

1. Obtains construction and technical criteria to develop and update activity schedules to promote and assist management control of the project;
2. Prepares and submits project activity network and charts using both manual and computerized programming scheduling techniques for use by supervision;
3. Prepares and submits monthly, quarterly, and yearly department planning status reports to inform REECo, ANI, DNA, and DOE personnel of project activity progress;
4. Prepares and submits project cost analysis reports to the project manager when requested to assist with fiscal control and accountability;
5. Prepares and submits work order status reports and potential work overrun letters when requested;
6. Observes work areas and personnel to prepare project networks for a supervisor's approval;
7. Coordinates and directs the implementation of changes to the automated planning system to ensure the system is updated and functioning properly;
8. Coordinates and directs the implementation criteria changes to the automated project plans;
9. Correlates the proper costing output with supervision to ensure proper cost distribution for PAC 11 and EZ PERT to function correctly;
10. Coordinates the proper use of the system with departments and the division; consults with other companies using, or interested in using, the automated graphics planning system;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Senior Scheduler

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent regularly interacts with the Information Systems Department and the Accounting Department, superintendents, general foremen, electrical and mechanical superintendents, and project engineering for information and coordination. External contacts are maintained with laboratory engineering and vendor representatives as well as ANE, DNA, and DOE personnel for criteria information.

Senior Scheduler

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of construction planning experience and experience in developing and preparing PERT networks, Gant charts, and programming.

REQUIRED TRAINING

This position requires a bachelor's degree in industrial engineering or business administration, or equivalent experience, including some training in management information systems and engineering principles.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Security Officer

JOB CODE: 002680

DATE PREPARED: December 12, 1990

Revised: September 2, 1994

SUMMARY STATEMENT

The Senior Security Officer coordinates and maintains a Companywide security program to ensure compliance with government regulations for the protection of classified matter and other DOE assets in accordance with the Company's contract with DOE and ensures the Company's security programs comply with those of other contractors and government agencies.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent directly supervises four exempt employees and one nonexempt employee. This position reports to the Security Administrator.

NATURE AND SCOPE

1. Directs and/or inspects the contract airlines for adherence to established security procedures for the transfer of classified shipments, documenting the inspection and making recommendations if discrepancies are found;
2. Arranges access for subcontractor and REECo employees to NTS or other secured areas when the need has been established;
3. Coordinates Foreign National visits with the WSI Visitor Control, ensuring that paperwork is submitted in accordance with established DOE Order 1240.2 requirements;
4. Conducts security plans of newly established security interest areas, submitting a plan to DOE for approval; receives and reviews security plans for those areas already established to ensure adequate protective measures; inspects warehouses to ensure protective measures are in place and recommends action;
5. Maintains and updates listings for personnel authorized to activate and deactivate alarms for REECo-operated facilities;
6. Coordinates and monitors investigations and interviews concerning infractions of policies and procedures with respect to security violations and infractions;
7. Coordinates and periodically conducts various surveys including cash-handling facilities, drug inventory at the medical department and aid stations, and explosive storage magazines;
8. Coordinates security-related work which pertains to Systems Construction, including security education, investigations, bus ticket fund surveys, and badging information;
9. Coordinates, conducts, and reviews security education briefings;
10. Serves as classified custodian and instructs other classified custodians on the proper handling of classified documents;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Senior Security Officer

12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with DOE; various Company personnel; security personnel at other agencies and contractors; local, state, and federal law enforcement agencies; and military personnel. The incumbent also maintains regular contact with the U.S. Office of Personnel Management and the Investigations Division concerning background investigations of REECo personnel.

WORKING CONDITIONS

The incumbent is subject to considerable field travel, is occasionally required to do project work with possible hazards and inclement weather, and works irregular hours in the course of issuing security badges and conducting comprehensive and annual security awareness briefings.

Senior Security Officer

REQUIRED WORK EXPERIENCE

This position requires six years of experience in the security field as related to a military, DOE, or other government agency or contractor. Experience in investigative and interrogation procedures to be used in gaining information to resolve critical Company-related issues is also necessary.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus an associate degree in security, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Staff Assistant

JOB CODE: 002378

DATE PREPARED: December 20, 1991

Revised: September 2, 1994

SUMMARY STATEMENT

The Senior Staff Assistant coordinates and directs office management activities at the department or higher administrative level to ensure implementation of Company policies, directive, and procedures.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility. This position reports to a department or division manager.

NATURE AND SCOPE

1. Acts as assistant to a department manager to relieve administrative detail;
2. Recommends effective control systems relative to implementing administrative policies and procedures;
3. Promotes quality by conducting training programs and communicating with other Company organizational units;
4. Develops budget estimates and justifications;
5. Analyzes existing and proposed reports for reporting methods and procedures and assists supervision in manpower planning activities;
6. Assists in ensuring adherence to established collective bargaining agreements and personnel policies relative to the requisitioning, transfer, reclassification, performance evaluation, and termination of the department's employees;
7. Assists in coordinating safety and security requirements;
8. Directs the time reporting procedures, including the coordination accountability of overtime;
9. Prepares activity reports, correspondence, and memoranda;
10. Directs office operations, including record files and mail distribution, reproduction, supplies and equipment services, and clerical trained responsibilities;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Senior Staff Assistant

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with the next higher level of administration to execute administrative orders and procedures and various personnel at DOE and user agencies in other operating departments to provide assistance and coordinate office management activities.

WORKING CONDITIONS

Field office conditions exist most of the time where the incumbent may be exposed to adverse weather and working conditions and field construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of office administration experience which have provided thorough working knowledge of administrative policies and procedures.

Senior Staff Assistant

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus completion of advanced training in office administration, equivalent to two years of college, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Systems & Applications Specialist

JOB CODE: 002790

DATE PREPARED: July 16, 1992

Revised: July 11, 1994

SUMMARY STATEMENT

The Senior Systems & Applications Specialist serves as a leader of a systems team analyzing and participating in the management of computer systems, computer resources, and networks.

DIMENSIONS

The incumbent has contributory impact upon the department's operating budget of up to \$1,000,000. This position may have supervisory responsibility for one or more exempt/nonexempt employees. This position reports to the Systems & Applications Branch Chief or Systems & Applications Section Chief.

NATURE AND SCOPE

1. Provides support by participating in the development of integrated departmental programs;
2. Develops and maintains cooperative working relationships with various Information Systems Department sections and client departments in order to provide optimal support;
3. Determines origin and severity of systems-related problems and initiates the appropriate action required to achieve resolution;
4. Monitors, analyzes, and projects resource utilization for capacity planning;
5. Provides input into development of Automated Data Processing (ADP) policies, goals, and objectives; assists in preparation of ADP capital and operating budgets;
6. Maintains knowledge of current trends and developments in the field through training and technical publications;
7. Monitors established workload reports and compiles the information needed to develop updated workload reports;
8. Reviews applications to propose and affect cost reduction;
9. Complies with DOE Order 1360.2 and has a working knowledge of computer security requirements;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Senior Systems & Applications Specialist

3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent collaborates with data and computer operations and programming supervision in managing computer systems, computer resources, and networks. The incumbent also interfaces with ADP users to analyze and solve problems frequently through ADP resources; provides liaison and coordination with operating personnel during systems studies for ADP application. Contact is maintained with personnel on systems programs, software, hardware, and vendors.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are required.

REQUIRED WORK EXPERIENCE

This position requires six years of varied data processing experience, which include programming, testing, analysis, design, relational database concepts, system development life cycle methodology, and project management.

Senior Systems & Applications Specialist

REQUIRED TRAINING

This position requires a bachelor's degree in Management Information Systems, Computer Science, Data Processing, Business Administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Technical Systems Specialist

JOB CODE: 002791

DATE PREPARED: July 16, 1992

Revised: September 2, 1994

SUMMARY STATEMENT

The Senior Technical Systems Specialist serves as a leader of a systems team analyzing and participating in the management of computer systems, computer resources, and networks.

DIMENSIONS

The incumbent has primary impact upon the section's operating budget which may approach \$400,000. This position may have supervisory responsibility for exempt employees. The type of employees supervised are primarily other computer system specialists. This position reports to the Technical Services Branch Chief.

NATURE AND SCOPE

1. The incumbent provides support by participating in the development of integrated departmental programs;
2. Develops and maintains cooperative working relationships with various departments in order to provide optimal support;
3. Supervises the installation, maintenance, and support of operating systems, off the shelf software packages, interfacing at the system programming level with vendors of software to structure the Company's computing environment;
4. Monitors, analyzes, and projects resource utilization for capacity planning;
5. Provides input into development of Automated Data Processing (ADP) policies, goals, and objectives and assists in preparation of ADP capital and operating budgets;
6. Maintains knowledge of current trends and developments in the field through training and technical publications and uses the knowledge to identify systems level solutions to the Company's computing needs;
7. Generates, implements, and monitors new technical procedures with Information Systems database;
8. Monitors established workload reports and compiles the information needed to develop updated workload reports;
9. Reviews operations to propose and effect cost reduction; prepares project feasibility and progress reports;
10. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Senior Technical Systems Specialist

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent collaborates with data and computer operations and programming supervision in managing computer systems, computer resources, and networks. The incumbent also interfaces with ADP users to analyze and solve problems, frequently through ADP resources, and provides liaison and coordination with operating personnel during systems studies for ADP application. Contact is maintained with personnel on systems programs, software, hardware, and vendors.

Senior Technical Systems Specialist

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are required.

REQUIRED WORK EXPERIENCE

This position requires six years of varied data processing experience, which have provided familiarity with applications, networks, and direct experience in operating system support and system management.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Management Information Systems, Data Processing, Mathematics, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Senior Training Specialist

JOB CODE: 002787

DATE PREPARED: April 17, 1991

Revised: June 13, 1994

SUMMARY STATEMENT

The Senior Training Specialist coordinates and manages training, educational, and human resources development programs.

DIMENSIONS

The incumbent has a contributory impact upon the Human Resources Department operating budget. The incumbent has no supervisory responsibility. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Defines and quantifies REECO's education and training needs and requirements by conducting annual training needs, assessment, activities, and communicating same to EG&G/EM Education and Training Department for execution;
2. Collects and summarizes all REECO departmental education and training needs based on review of DOE orders and other applicable directives;
3. Tracks accomplishment of training requirements, reports deficiencies with a corrective action plan on an ongoing basis, and assists in establishing a five-year plan for a Companywide record-keeping system for training programs;
4. Develops a process for tracking and recording REECO education and training costs and hours trained on a monthly basis; compares incurred costs and budget allowances; monitors status and hours trained to hours planned;
5. Develops alternative training sources (internal or external) when courses directed by EG&G/EM are found to be cost-excessive;
6. Defines job family progression steps for employee career growth and advancement;
7. Develops a communication plan and materials for implementing a career development program that addresses the accelerated training program, job family progression steps, and future job skills availability information;
8. Provides support, analysis, and direction in resolving liaison issues between REECO and EG&G/EM with respect to education and training activities;
9. Assists the Company in developing and maintaining Total Quality Management (TQM) processes through ongoing education and coaching;
10. Assures that all new employees schedule and complete their level of TQM education classes; develops and implements a follow-up process to promote employee implementation of TQM principles into their routine work practices;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Senior Training Specialist

12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with top management, middle management, and supervisory personnel within the Company and outside organizations such as DOE, other contractors, colleges, and universities to develop and initiate new programs.

Senior Training Specialist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in an employee training environment which has provided thorough knowledge of employee education procedures and training technology.

REQUIRED TRAINING

This position requires a bachelor's degree in management, education, industrial psychology, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

This position requires the communication and management skills necessary to maintain a visible and credible image with users of training services.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Senior Waste Management Specialist

JOB CODE : 003081

DATE PREPARED : October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Senior Waste Management Specialist plans, coordinates, and directs a variety of complex technical, administrative, and operational tasks related to the management and disposal of waste materials.

DIMENSIONS

The incumbent has a contributory impact on the operating budget. The incumbent may have supervisory responsibility for exempt and nonexempt employees. This position reports to a section chief or department manager.

NATURE AND SCOPE

1. Monitors efforts of subordinates in waste management activities;
2. Evaluates the design and fabrication of equipment used in waste management activities by subordinate personnel;
3. Reviews and evaluates conclusions of studies conducted by other Waste Management Specialists and prepares formal reports on the validity and accuracy of the study;
4. Reviews waste management programs, lectures, and professional papers;
5. Provides professional consultation on technical problems to DOE and other DOE contractors as requested to provide timely problem resolution;
6. Analyzes unique problems in waste management activities and recommends solutions to management;
7. Maintains and improves knowledge of trends and developments in regulatory documents concerned with waste management activities through independent studies, seminars, classes, and collaboration with his/her peers;
8. May testify in court cases concerning cases of waste management;
9. Acts as the Waste Operations Department Manager in his/her absence;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;

Senior Waste Management Specialist

3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with the Waste Operations Department Manager, DOE, contractors, and professionals inside and outside the Company.

WORKING CONDITIONS

General office conditions exist most of the time, however, trips to the field may expose the incumbent to adverse weather conditions and a variety of construction, radiation, and hazardous material hazards.

REQUIRED WORK EXPERIENCE

This position requires seven years of experience in waste management or a related area. Experience in the management of technical projects and personnel and preparation of technical and management documents and reports is desirable.

Senior Waste Management Specialist

REQUIRED TRAINING

This position requires a master's degree in the natural sciences, health physics, industrial hygiene, engineering, computer sciences, management, a closely related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Training and experience in DOE project management is preferred. This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree or equivalent experience in the area of expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the field of waste management is required. The incumbent must have published at least two professional papers in a scientific journal besides a master's thesis or a dissertation or present two papers on an applicable topic at professional or DOE-sponsored symposiums/conferences.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Site Maintenance Department Manager

JOB CODE: 003480

DATE PREPARED: October 1, 1989

Revised: September 2, 1994

SUMMARY STATEMENT

The Site Maintenance Department Manager organizes, staffs, directs, plans, and controls plant maintenance at the Nevada Test Site and Las Vegas.

DIMENSIONS

The incumbent has primary impact upon the operating budget of \$10 million. The incumbent directly supervises ten exempt employees. This position reports to the Operations and Maintenance Division Manager.

NATURE and SCOPE

1. Directs the operation and maintenance of various facilities and systems at NTS;
2. Supervises and directs the operation and maintenance of water wells and water transmission lines up through the reservoirs in all areas of NTS;
3. Supervises the maintenance of the air strips, parking lots, and roads except for those involved in active test areas;
4. Supervises the maintenance, repair, and service of plant equipment, buildings, and facilities;
5. Directs the emergency maintenance, routine maintenance, and preventive maintenance of projects involving minor construction, alteration, or modification;
6. Prepares maintenance programs for long-range programs and coordinates with other organizations on problems concerning facilities;
7. Participates in and is responsible for preparing a department budget and adhering to the budgetary limits;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Site Maintenance Department Manager

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent has frequent contact with Company, department, and division officials; user agencies; and DOE officials to plan and maintain plant equipment and facilities at NTS and Las Vegas.

WORKING CONDITIONS

General office conditions exist most of the time; however, some travel to maintenance work areas and shops is required.

REQUIRED WORK EXPERIENCE

This position requires 12 years of experience, preferably in the maintenance and repair of buildings, plant equipment, roads and grounds, and maintenance of water utilities, eight years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in a recognized engineering specialty, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Special Projects Section Chief

JOB CODE: 003181

DATE PREPARED: July 29, 1992

Revised: September 2, 1994

SUMMARY STATEMENT

The Special Projects Section Chief is primarily responsible for special projects supporting the waste management and technology development mission of DOE/NV, including Site Characterization of Waste Management Facilities in Areas 3 and 5 to meet state and federal regulations and DOE Orders. The incumbent is responsible for developing, testing, and evaluating environmental technologies and monitoring systems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the Environmental Restoration and Technology Development Department. The incumbent has direct supervisory responsibility for 11 exempt and 3 nonexempt, nonbargaining (NENBU) employees. This position reports to the Environmental Restoration and Technology Development Department Manager.

NATURE AND SCOPE

1. Plans, administers, and coordinates daily functions and activities to ensure that site characterization tasks are properly conducted and evaluated to determine the potential for the release and migration of waste from radioactive waste management sites;
2. Supervises and evaluates the drilling of bore holes and monitoring wells, excavation of trenches, water quality analyses, analysis of chemistry and physical properties of soils and sediments, and situation testing of soil and sediment properties;
3. Supervises the analysis and interpretation of all historic and current site characterization data;
4. Supervises the design, construction, and testing of optimum monitoring systems for micrometeorological parameters at the ground surface and hydraulic and contaminant indicator parameters in both the shallow and deep vadose zone;
5. Organizes and supervises monthly meetings, monthly budget deliverable status reports, annual status reports, overall site characterization program plans, and all budget requests and projections for DOE site characterization contractors;
6. Supervises and monitors the conducting of regulatory analysis, identification of a defensible compliance strategy, development of a suitable technical approach defining specific data needs and associated uncertainties and prioritizing tasks to meet data needs;
7. Administers program to develop methods and technology to excavate plutonium contaminated soils, to remove plutonium from these soils, and to minimize the amount of the residual waste;
8. Supervises hydrogeologic flow and transport modelling to identify site characterization data needs, support performance assessments, and optimize disposal cell and cover design;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Special Projects Section Chief

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with employees throughout the Company to discuss matters pertaining to personnel, equipment, supplies, Information Systems, and subcontracted construction operations.

Special Projects Section Chief

WORKING CONDITIONS

General office conditions exist approximately 50 percent of the time. The remaining time is spent in the working areas where exposure to construction, radiological, and toxic materials hazards is possible.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in environmental technology and regulatory issues or related areas, two years of which should have been in a supervisory capacity. Experience in management of personnel, preparation of management documents, budgets, labor projection, and technical reports is desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in the natural or physical sciences, health physics, engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have functional knowledge of the Resource Conservation and Recovery Act (RCRA) and the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Staff Assistant

JOB CODE: 002165

DATE PREPARED: October 1, 1989

Revised: September 2, 1994

SUMMARY STATEMENT

The Staff Assistant assists a Project Manager, section chief, or related management official in planning, coordinating, and directing a variety of office management functions within a department, section, or similar organizational unit.

DIMENSIONS

The incumbent has remote impact upon the operating budget. The incumbent may have direct supervisory responsibility for nonexempt employees and indirect supervisory responsibility for exempt employees. This position reports to a variety of supervisory personnel.

NATURE AND SCOPE

1. Acts as assistant to a line supervisor to relieve administrative detail;
2. Assists supervision in the administration of personnel policies including requisitioning, transferring, reclassifying, performance evaluating, and terminating procedures applicable to the operating unit personnel;
3. Assists in coordinating safety and security requirements;
4. Directs the preparation and accountability of overtime and staffing requirements of the operating unit;
5. Assists in the preparation, analysis, and fiscal control of operating budgets and/or fund allocations and expenditures;
6. Ensures preparation and submittal of job progress or activity reports to verify accuracy of charges and distribution made to overhead or work order accounts and directs follow-up procedures to correct errors or deficiencies;
7. Reviews and analyzes work order modifications and field costs in work order summary reports to verify accuracy of charges and distribution made to overhead or deficiencies;
8. Directs the timely submittal of equipment timecards and coordinates with the motor pool or Operations Equipment Department regarding equipment status, inventories, and requirements;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Staff Assistant

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with middle management and staff representatives of numerous departments to execute and coordinate office management responsibilities.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of office administration experience which have provided a good working knowledge of administrative policies and procedures.

Staff Assistant

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Stock Control Superintendent

JOB CODE: 002789

DATE PREPARED: October 1, 1989

Revised: April 14, 1994

SUMMARY STATEMENT

The Stock Control Superintendent plans, directs, and coordinates the activities of the Stock Control Section to ensure the accurate recording and timely reporting of data for the effective management and control of the General Stores inventory, including the publication and timely distribution of the stores catalog for NTS users.

DIMENSIONS

The incumbent has primary impact upon the operating budget of \$1 million. The incumbent has direct supervisory responsibility for two exempt and one nonexempt employee, and indirect supervisory responsibility for ten nonexempt employees. This position reports to the Supply & Property Management Department Manager.

NATURE AND SCOPE

1. Directs the flow of material source documents to the Information Systems Department for the timely update of automated stock records;
2. Ensures stock record balances are correct and provides inventory status reports for use in maintaining optimum stock levels, forecasting inventory changes, and user requirements;
3. Reviews and approves the results of the research and reconciliation of discrepant stock records and correcting documentation;
4. Maintains surveillance over the cataloging and classification of stock items to ensure that the Stock Catalog is properly maintained and updated with timely additions, deletions, and accurate descriptions;
5. Develops, initiates, and coordinates additions or modifications to store-related ADP programs to achieve maximum effectiveness and efficiency in managing the stores inventory;
6. Directs the preparation of reports and documentation for the transfer of obsolete, overstock, and zero-use materials from the stores account to the excess stores account, including preparation of documents to adjust these accounts as required;
7. Maintains liaison with Procurement, Accounting, Budget Programs, Property Management, and Information Systems Departments to disseminate or obtain information relative to Stores Inventory, operating procedures, and stores-related ADP programs;
8. Prepares or directs the preparation of periodic and/or special statistical reports pertinent to the Stores activities;
9. Assists the department staff in the preparation of forecasts of operating costs, changes in inventory balances, receipts, issues, etc.;
10. Maintains a catalog of ADP reports used within the Supply Department to include a sample of each report, an explanation of report content, and related documentation when required;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Stock Control Superintendent

12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent has daily contact with Supply Superintendents, Warehouse Supervisors, the Supply & Property Management Department Manager, and office staff. The incumbent also has frequent contact with personnel in the Information Systems, Accounting, Procurement, and Budget Programs Departments on matters relating to receiving, shipping, stock item transfers, and General Ledger accounts.

WORKING CONDITIONS

General office conditions exist most of the time.

Stock Control Superintendent

REQUIRED WORK EXPERIENCE

This position requires six years of general supply experience relating to record keeping and warehousing operations, two years of which should include supervisory experience in the principles, methods, and maintenance activities of stock control, including familiarity with automated systems, procurement, and accounting operations.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration or related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Substation Superintendent

JOB CODE: 002975

DATE PREPARED: October 1, 1989

Revised: September 2, 1994

SUMMARY STATEMENT

The Substation Superintendent plans, directs, and coordinates the functions of the Substation and Generator Branch.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$1 million. The incumbent may have direct supervisory responsibility for up to 30 nonexempt employees. This position reports to the Power Systems Section Chief.

NATURE AND SCOPE

1. Ensures the preventive and corrective maintenance of all major NTS substations and power generation units, including terminal facilities at Area 51;
2. Provides maintenance services on offsite and onsite generators for communications power;
3. Plans for and assists in the procurement of material and equipment for delegated assignments;
4. Directs and participates in the use of sophisticated test equipment for functional substation apparatus to accomplish analysis, adjustment, and repair;
5. Ensures the correct physical installation and immediate repair of relay and related protective and operational devices;
6. Directs the disassembly and assembly of large substation-type transformers and other major equipment for repair, maintenance, and upgrading purposes;
7. Directs and coordinates the maintenance and technical work of craftsmen through subordinate personnel;
8. Makes technical decisions regarding substation generation equipment and is responsible for the results, as well as the training program, of safety and workmanship;
9. Assists in developing job layout and in making job estimates;
10. Conducts inspections of completed work and work in progress to ensure conformance to established standards and specifications for power substations;
11. Submits redline drawing updates on system design changes for correction of original prints;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Substation Superintendent

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with high level personnel inside and outside the Company to review technical criteria and recommend specialized solutions. The incumbent has frequent contact with technical and administrative personnel of middle management level inside and outside the Company on problems regarding substation operation and maintenance, formulating maintenance procedures, and establishing effective preventive and programmed maintenance schedules.

WORKING CONDITIONS

Field conditions exist most of the time which may expose the incumbent to adverse weather conditions and work hazards such as energized high voltage power stations and related apparatus.

REQUIRED WORK EXPERIENCE

This position requires eight years of technical experience in power substations or other large electrical equipment facilities, which have afforded a working knowledge of substation and power generation maintenance and operations, four years of which should have been in a supervisory capacity.

Substation Superintendent

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in power generation or substation maintenance, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Supply and Property Management Department Assistant Manager

JOB CODE: 003291

DATE PREPARED: May 30, 1991

Revised: April 14, 1994

SUMMARY STATEMENT

The Supply & Property Management Department Assistant Manager provides subordinate assistance for the receipt, storage, protection, issuance, and disposition of material and government-owned property in the custody of DOE/Nevada Operations Office and NTS contractors.

DIMENSIONS

The incumbent has primary impact upon the operating budget of \$9.6 million. The incumbent has direct supervisory responsibility for ten exempt and two nonexempt employees and may indirectly supervise 180-200 nonexempt and/or labor employees. This position reports to the Procurement and Property Management Department Manager.

NATURE AND SCOPE

1. Plans and executes the property management program for the Company and recommends property management policies;
2. Establishes procedures in obtaining economic and efficient control of all property assets, both real and personal;
3. Coordinates all matters affecting property management requirements with client, customer, and Company organizations;
4. Studies, analyzes, and appraises property resources and implementation of Companywide standards regarding the acquisition, use, maintenance, storage, records accountability, reports control, replacement, and disposal of all property assets;
5. Assists with the direction and control of warehouse activities;
6. Assists with the planning, scheduling, and supervision of activities to ensure that optimum levels of material are available to meet the needs of the Company and DOE contracting agencies;
7. Oversees the development and maintenance of an up-to-date catalog and maintains liaison with clients and users;
8. Participates in the preparation of the department budget and operates within the limits of the authorized budget;
9. Oversees Just-In-Time systems contracting activities to ensure adequate and timely delivery of quality material to NTS, Las Vegas, and DOE contracting agencies;
10. Conducts periodic inspections to ensure that all REECo and contractor organizational units adhere to established property management procedures;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Supply and Property Management Department Assistant Manager

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent regularly collaborates with top and middle management inside and outside the Company concerning supply and property management services and systems.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel is required during supply and property management activities and may expose the incumbent to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience which have provided a thorough working knowledge of methods and techniques used in supply and warehousing activities, property management, excess property sales, and property records systems. Thorough knowledge of federal property management regulations is required, four years of which should have been in a supervisory capacity.

Supply and Property Management Department Assistant Manager

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, economics, industrial management, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification as Professional Property Manager per National Property Management Association standards is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Supply and Property Management Department Manager

JOB CODE: 003482

DATE PREPARED: February 26, 1991

Revised: October 26, 1994

SUMMARY STATEMENT

The Supply & Property Management Department Manager is responsible for the receipt, storage, protection, issuance, and disposition of material and government-owned property in the custody of DOE/Nevada Operations Office and NTS contractors. The incumbent ensures the proper classification of all information and materials as it pertains to national security.

DIMENSIONS

The incumbent has primary impact upon the operating budget of \$9.6 million. The incumbent has direct supervisory responsibility for ten exempt and two nonexempt employees and may indirectly supervise 180-200 nonexempt and/or labor employees. This position reports to the Procurement and Property Management Department Manager.

NATURE AND SCOPE

1. Supports the work efforts of Company departments through an interchange of plans and information in providing prompt and efficient supply services;
2. Directs and controls comprehensive warehouse activities at locations in Mercury, Area 6, Area 12, and Las Vegas, including the processing of special order and stock requests;
3. Plans, schedules, requisitions, and accounts for minimum and optimum levels of stock materials and ensures compliance with continuous use and economic order quantity systems;
4. Maintains accurate and complete records of all material transactions under the custodial responsibility of the department;
5. Ensures that cyclical and special inventories are conducted and that physical or clerical discrepancies are reconciled;
6. Oversees the development and maintenance of an up-to-date catalog and maintains liaison with clients and users;
7. Oversees the preparation of the department budget and operates within the limits of the authorized budget;
8. Oversees Just-In-Time systems contracting activities to ensure adequate and timely delivery of quality material to NTS, Las Vegas, and DOE contracting agencies;
9. Conducts periodic inspections to ensure that all REECo and contractor organizational units adhere to established property management procedures;
10. Conducts excess property disposal sales and comprehensive, annual appraisal of NTS capital equipment and utility systems to advise DOE of the physical condition and technological status of capital assets;
11. Establishes Company procedures for the classification of national security information and maintains a Companywide classification education program;

Supply and Property Management Department Manager

12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with top-level management inside and outside the Company to determine departmental operating criteria and policies, coordinate requirements, outline objectives, and establish optimum service. The incumbent regularly collaborates with middle management concerning supply and property management services and systems.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel is required during the inspection of warehouses and supply management activities.

Supply and Property Management Department Manager

REQUIRED WORK EXPERIENCE

This position requires ten years of experience which have provided a thorough working knowledge of methods and techniques used in supply and warehousing activities within the construction industry, property management experience, and a thorough knowledge of the classification of national security information, six years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, economics, industrial management, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Supply/JIT Superintendent

JOB CODE: 003080

DATE PREPARED: February 25, 1991

Revised: April 14, 1994

SUMMARY STATEMENT

The Supply/JIT Superintendent is responsible for the planning, supervision, and coordination of Supply Warehousing and Just-In-Time (JIT) Contract System to include timely and efficient material support for NTS activities.

DIMENSIONS

The incumbent has primary impact upon an organizational budget of approximately \$7 to \$8 million. The incumbent is directly responsible for the supervision of a minimum of 6 exempt and indirectly supervises 3 exempt and 47 to 58 nonexempt employees. This position reports to the Supply & Property Management (S&PM) Department Manager.

NATURE AND SCOPE

1. Maintains and directs the management and inventory control of a number of warehouses to include the timely reordering of replacement stock items; the maintenance of stores inventory at optimum levels; the timely issuing, recording, and delivery of material to users; the physical protection and storage of material; and the physical counting and recounting of stock items for special and cyclical inventories;
2. Ensures that receiving and issuing documentation is properly prepared and processed through appropriate channels including the preparation of Technical Inspection Reports and Discrepancy Reports where required;
3. Ensures that appropriate documentation and labeling is prepared for the handling, packaging, recording, and coordination of onsite and offsite shipments of JIT material and government-owned materials and property;
4. Ensures that S&PM and JIT operations are in compliance with the Quality Assurance Program (QAP), REECo, and S&PM Department procedures;
5. Manages the efficient flow of JIT materials from the seller to the user to include receiving, delivery, seller payment, seller performance, user satisfaction, and the addition/deletion of items which appear on JIT contracts;
6. Ensures that personnel attend appropriate job-related and Company-required training classes to include JIT training and training required for certification to comply with the REECo QAP, Safety, and Environmental Compliance Program requirements;
7. Directs a Material Excessing Program which ensures that current inventory requirements do not exceed limits set by the DOE;
8. Ensures that hazardous materials are handled, packaged, stored, and transported in accordance with DOT, CFR, and OSHA requirements;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Supply/JIT Superintendent

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with all S&PM supervisory personnel; Labor Relations; Budget, DOE, and Equipment Programs; Quality Systems; and DOE/NTSO and DOE/NV. Extensive contact is made with the Procurement and Property Management Department in relation to stock material and the JIT Systems Contracting.

WORKING CONDITIONS

General office and warehousing conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of general supply experience with a thorough knowledge of warehousing procedures, methods, and practices, four years of which should have been in a supervisory capacity. The incumbent must be familiar with budgets, procurement, accounting operations, and the JIT contract system.

Supply/JIT Superintendent

REQUIRED TRAINING

This position requires high school graduation plus advanced vocational training in business administration or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Support Services Division Manager

JOB CODE: 003630

DATE PREPARED: March 9, 1992

Revised: September 2, 1994

SUMMARY STATEMENT

The Support Services Division Manager directs comprehensive site services activities encompassing communications and electronics, engineering, housing custodial and food services, supply and property, and information systems functions.

DIMENSIONS

The incumbent has primary impact upon the operating budget of \$60 million. The incumbent directly supervises several department managers and an office staff and indirectly supervises approximately 100 exempt and 400 nonexempt and manual employees. This position reports to the General Manager or Deputy General Manager.

NATURE AND SCOPE

1. Oversees the formulation of division policies and procedures pertaining to support services requirements;
2. Provides telephone cable and communications services;
3. Provides information systems services, including efficient use of data processing equipment;
4. Provides engineering services including engineering support services, facilities engineering, and special engineering projects;
5. Ensures efficient operations and sustained Total Quality Management within all division activities;
6. Provides housing and food services functions incorporating billeting and custodial services, cafeteria and food services, recreation hall, post exchange, and vending operations;
7. Directs and coordinates the inventory and stock control, warehousing, and stock and material allocation activities to satisfy construction schedules and maintain Company operations;
8. Coordinates plans and programs with the Executive Office and other division managers;
9. Coordinates functional capabilities through long-range planning so that the DOE's present and future requirements are satisfied;
10. Supervises and assists in the preparation of the organizational budget and operates within such limits;
11. Ensures the enforcement of safety standards and prohibits work under unsafe conditions;
12. Ensures proper planning, negotiation, and implementation of all appropriate labor agreements through the legal and labor relations organizations;
13. Reviews and recommends organizational changes to improve the efficiency of operations;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. Performs related work as assigned.

Support Services Division Manager

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of management within the Company, DOE, and user organizations in formulating policies and procedures relative to the division's operations and in coordinating administrative and technical effort required for the division's services.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires 15 years of experience in a professional field, 10 years of which should have been in a managerial capacity.

Support Services Division Manager

REQUIRED TRAINING

This position requires a bachelor's degree in a technical discipline or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Survey Superintendent

JOB CODE: 003082

DATE PREPARED: October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Survey Superintendent supervises and coordinates engineering survey support to various users on and off the Nevada Test Site which is necessary for the land use, design, construction, and layout of engineering projects.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has supervisory responsibility for three nonexempt employees. This position reports to an Engineering Section Chief.

NATURE AND SCOPE

1. Provides geodetic, cadastral, topographic, and construction survey support to DOE and its agencies and contracts;
2. Determines the nature and extent of the survey needed to meet requirements; evaluates, selects, and adapts proper survey instruments and techniques for meeting requirements;
3. Supervises and coordinates activities of field survey personnel in the performance of preliminary reconnaissance, cross-section and profile work, topographic surveying, establishment of horizontal and vertical controls, legal surveying, and construction staking;
4. Ensures engineering survey data is accurate, adequate, and recorded and that the results are illustrated;
5. Directly participates in the design and drafting of civil engineering projects and topographical maps;
6. Serves as a technical advisor on matters concerning survey activities;
7. Ensures that adjustments or alterations to underground utility lines, buildings, or roads are as-built on drawings or maps;
8. Coordinates engineering survey efforts and maintains current data on utility installations;
9. Coordinates the care and maintenance of survey equipment;
10. Enforces safety, sanitary, and fire protection standards, and furnishes survey data required for engineering applications;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Survey Superintendent

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of job;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with middle and lower management personnel inside and outside the Company to coordinate survey activities, disseminate survey information, and furnish technical advice. The incumbent frequently contacts all levels within the department to coordinate and maintain engineering schedules.

Survey Superintendent

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent frequently engages in survey activity in the field with exposure to adverse weather conditions and rugged terrain.

REQUIRED WORK EXPERIENCE

This position requires eight years of survey experience which have provided a broad working knowledge of all phases of field and office surveys, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering or an engineering-related field plus a state of Nevada license as a Land Surveyor.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Systems & Applications Branch Chief

JOB CODE: 002976

DATE PREPARED: July 16, 1992

Revised: September 2, 1994

SUMMARY STATEMENT

The Systems & Applications Branch Chief directs, supervises, administers, and participates in studies and the implementation of automated business and/or scientific systems applications for REECo, DOE, and contractors of the NTS.

DIMENSIONS

The incumbent has contributory impact upon the department's operating budget of up to \$1,000,000. The incumbent has direct and indirect supervisory responsibility for 4-14 exempt/nonexempt employees. This position reports to the Systems & Applications Section Chief.

NATURE AND SCOPE

1. Manages data processing hardware, software, and human resources in support of an Information Systems Department (ISD) branch;
2. Directs, organizes, and controls business, technical, or scientific work processes to solve problems and provide solutions to the Company and DOE contractors through employment of Automated Data Processing (ADP) hardware and software systems;
3. Supervises and coordinates the activities of subordinates performing successive phases of the System Development Life Cycle;
4. Ensures the development and maintenance of project management and workload schedules and monitors assigned projects accordingly;
5. Recommends solutions for overall data processing needs and Company processes that lend themselves to automation, methods, and techniques for implementation;
6. Develops and maintains cooperative working relationships with various ISD sections and client departments in order to provide optimal support;
7. Complies with DOE Orders 1360.2 and 1330.1, has a working knowledge of computer security requirements, and fully understands the REECo System Development life cycle;
8. Maintains knowledge of current trends and developments in the field through training and technical publications;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Systems & Applications Branch Chief

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of management throughout the Company, DOE, other contractors, and vendors to ensure the best possible user service.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are required.

Systems & Applications Branch Chief

REQUIRED WORK EXPERIENCE

This position requires six years of varied data processing experience, which includes programming, testing, systems analysis, design, relational database concepts, system development life cycle methodology, and project management, two years of which must have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in Management Information Systems, Computer Science, Data Processing, Business Administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Systems & Applications Section Chief

JOB CODE: 003178

DATE PREPARED: July 16, 1992

Revised: September 2, 1994

SUMMARY STATEMENT

The Systems & Applications Section Chief directs, plans, organizes, and controls the establishment, implementation, and maintenance of information technology work processes; provides solutions to Company and DOE contractor problems through the direction of Electronic Data Processing (EDP) professions, using EDP hardware and software systems.

DIMENSIONS

The incumbent has primary impact upon an annual operating budget of approximately \$3 million. The incumbent supervises approximately 60 employees. Systems & Applications designs, implements, and maintains automated computer applications for the Company, DOE/NV, and the USAF, according to Company standards, procedures, and applicable DOE orders. Provides reports, schedules, and timely data required to appraise senior management of current and projected activities of the Company. This position reports to the Information Systems Department Manager.

NATURE AND SCOPE

1. Plans, organizes, controls, and directs all branches of the section, according to the goals of the department and Company. Supervises and is responsible for:
 - a. The Business Applications branch that conducts studies, systems analysis, design, programming, and implementation of the automated business applications for REECo;
 - b. The Administrative Systems & Special Projects branch that conducts studies, systems analysis, design, programming, and implementation of the automated business and scientific systems applications for REECo;
 - c. The Environment, Safety & Health and Special Applications branch that conducts studies, systems analysis, design, programming, and implementation of the automated environment, safety, and health applications for REECo;
 - d. The Microcomputer Applications and Support branch that conducts studies, systems analysis, design, programming, and implementation of the automated human resource and special applications for REECo;
2. Establishes standards and procedures for the REECo system development life cycle and modification of computer systems according to applicable DOE Orders; specifically complies with DOE Orders 1330.1 and 1360.2;
3. Interfaces with all levels of Company management and other customers to provide business and technical system project management and systems analysis services;
4. Plans and resolves the staffing needs and scheduling priorities for the branches to ensure allocation of resources based on Company and DOE requirements;
5. Ensures the achievement of project scope within approved costs and schedules by monitoring and controlling progress and expenditures according to project requirements;

Systems & Applications Section Chief

6. Develops intermediate and long-range Automated Data Processing (ADP) plans within the Company to deliver cost-effective and efficient systems analysis and programming services to the Company;
7. Participates in the review process of system documentation for completeness and accuracy;
8. Participates in the contractor and user agency committees on matters of planning, time sharing, software, budgeting, hardware selection, and related matters;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;

Systems & Applications Section Chief

7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of management throughout the Company, DOE, other contractors, and vendors to ensure the best possible user service.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in data processing and at least two years in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Business Administration, Management Information Systems, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Systems & Applications Specialist I

JOB CODE: 002168

DATE PREPARED: May 14, 1992

Revised: July 11, 1994

SUMMARY STATEMENT

The Systems & Applications Specialist I may perform analyses of assigned problems and develops procedures or other actions to solve those problems.

DIMENSIONS

The incumbent has contributory impact on the operating budget. The incumbent has no supervisory responsibility. This position reports to the Systems & Applications Branch Chief or Senior Systems & Applications Specialist.

NATURE AND SCOPE

1. Assists in the planning and analysis of problem areas; determines the methodology to be used and work hours required to resolve the problem area;
2. Recommends and implements solutions to overall data processing needs of an organization;
3. Confers with all necessary personnel to ascertain the needs and requirements necessary for solution of identified problems;
4. Maintains knowledge of current trends and developments in the field through training and technical publications;
5. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
6. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Systems & Applications Specialist I

7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent has frequent contact with other personnel in data processing to determine requirements and ensure conformance with capabilities. The incumbent maintains frequent contact with representatives of other organizations, as well as with REECO clients at all levels being serviced to provide technical information.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are required.

REQUIRED WORK EXPERIENCE

This position requires one year of varied data processing experience, which includes programming, testing, analysis, design, and relational database concepts.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Management Information Systems, Data Processing, Business Administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Systems & Applications Specialist II

JOB CODE: 002383

DATE PREPARED: May 14, 1992

Revised: July 11, 1994

SUMMARY STATEMENT

The Systems & Applications Specialist II independently performs analyses of assigned problems and develops procedures or other actions to solve those problems.

DIMENSIONS

The incumbent has contributory impact on the operating budget. The incumbent has no supervisory responsibility. This position reports to the Systems & Applications Branch Chief or Senior Systems & Applications Specialist.

NATURE AND SCOPE

1. Assists in the planning, formulation, and analysis of problem areas;
2. Determines the methodology to be used and work hours required to resolve the problem area;
3. Recommends and implements solutions to overall data processing needs of an organization and confers with all necessary personnel to ascertain the needs and requirements necessary for the solution of identified problems;
4. Maintains knowledge of current trends and developments in the field through training and technical publications;
5. Collaborates with peers to meet objectives;
6. May identify problems or suggest changes, additions, or modifications to existing computer systems, computer resources, and networks;
7. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

Systems & Applications Specialist II

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with responsible personnel to define the type of problem existing and what requirements are needed to attain favorable results. The incumbent provides management with explanations and advice relative to existing and proposed systems, as well as hardware capabilities, and has frequent contact with personnel affected by the system to ensure adequate service.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are required.

REQUIRED WORK EXPERIENCE

This position requires two years of varied data processing experience which include programming, testing, systems analysis, design, relational database concepts, and system development life cycle methodology.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Management Information Systems, Data Processing, Business Administration, or equivalent experience.

Systems & Applications Specialist II

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Systems & Applications Specialist III

JOB CODE: 002583

DATE PREPARED: May 20, 1992

Revised: July 11, 1994

SUMMARY STATEMENT

The Systems & Applications Specialist III leads, develops, improves, and maintains associated projects required for computer systems, computer resources, and networks.

DIMENSIONS

The incumbent has contributory impact on the department's operating budget. The incumbent may have supervisory responsibility for one or more exempt/nonexempt employees and may be given temporary assignments as a project team leader. This position reports to the Systems & Applications Branch Chief or Senior Systems & Applications Specialist.

NATURE AND SCOPE

1. Maintains and ensures scheduled project requirements are met within an assigned area of responsibility in the projected completion time;
2. Develops and assures accurate documentation and actions to be taken for implementation of assigned projects; initiates changes to maintain the highest degree of resource utilization;
3. Coordinates user requests and activity and may act as liaison between user agencies and the Information Systems Department;
4. Recommends and implements solutions to overall data processing needs of an organization and confers with all necessary personnel to ascertain the needs and requirements necessary for the solution of identified problems;
5. Maintains knowledge of current trends and developments in the field through training and technical publications;
6. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Systems & Applications Specialist III

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact within the organization at all levels and with any other individuals, departments, or organizations within the scope of their projects.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are necessary.

REQUIRED WORK EXPERIENCE

This position requires four years of varied data processing experience, which include programming, testing, analysis, design, relational database concepts, system development life cycle methodology, and project management familiarity.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Management Information Systems, Data Processing, Business Administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Tax Accountant

JOB CODE : 002792

DATE PREPARED : July 8, 1992

Revised: September 14, 1994

SUMMARY STATEMENT

The Tax Accountant is administratively responsible for the Company's compliance to all federal, state, and local tax laws. The incumbent's responsibilities include the accurate preparation, verification, and filing of all required tax returns for the Company, ensuring that the proper taxes have been paid in a timely manner, as well as initiating and coordinating the implementation of all applicable changes to the tax laws.

DIMENSIONS

The incumbent has a contributory impact on approximately \$6,500,000 in taxes that the Company pays annually. This position has no direct supervisory responsibility, but must organize and coordinate activities with various departments within REECo. The Tax Accountant reports to the Chief Accountant.

NATURE AND SCOPE

1. Has knowledge of all federal, state, and local tax laws which affect the Company. This requires studying various tax publications and attending seminars to stay up-to-date on ever-changing tax laws;
2. Informs the Information Systems Department of changes affecting property taxes such as account numbers, contractor codes, state and county codes, and depreciation rates which are established by the Nye County Assessor's Office. Prepares Tax Control Form RE-1489, if necessary, to change the P&E Personal and Real Estate Tax File prior to the production of annual and semiannual tax reports. Negotiates new rates for noncapitalized property with County Assessor's offices as required;
3. Prepares the following Federal Tax Returns and Reports: Form 941, Quarterly Wage and Salary Return; Form 940, Employer's Annual Federal Unemployment Tax Return; Form 720, Quarterly Federal Excise Tax Return; Form 843, Claim for Refund of Federal Excise Taxes; Form 2290, Heavy Vehicle Use Tax Return; Form 5630.5, Special Tax Registration & Return for Alcohol Retail Dealers; and report of certain W-4 withholding exemption certificates submitted by employees;
4. Prepares the following state tax returns and reports: Nevada Sales and Use Tax Return, Nevada Motor Fuel Tax Return, Nevada Diesel Tax Return, and Nevada Business License Tax Return;
5. Recommends payment of tax bills and ensures timely payment is made to avoid penalties;
6. Prepares ATVs monthly to record property tax accruals and amortization of prepayments, adjustments of sales tax liability, trust fund accrual and adjustments, amortization of property loss and property damage insurance, and other miscellaneous adjustments as required. Reconciles General Ledger Account 1905, prepayments, other;
7. Reconciles bank statement for the REECo Health & Benefit Trust Fund; prepares monthly report of trust fund activity; reconciles Trust Fund General Ledger Accounts 3155 and 3730; makes stop payments to bank; prepares Form 990, Return of Organization Exempt From Income Tax; and reconciles claims analysis reports;
8. Issues Forms W-2, Wage and Tax Statement, for miscellaneous income not paid through the regular payroll system; submits W-2 magnetic media tapes and required forms to the Social Security Administration; makes necessary payroll tax deposit adjustments for third-party payors of sick pay; and reconciles W-2 forms with 941 reports annually. Initiates changes to database programs for magnetic media reporting changes;

Tax Accountant

9. Controls Forms W-9, *Request for Taxpayer Identification Number and Certification; prepares Form 1099, Statements for Recipients of Miscellaneous Income, for payments of rents, medical, and nonemployee services rendered; submits 1099 information to IRS on appropriate magnetic media files along with completed required transmittal forms; and informs Information Systems Department regarding changes to magnetic media reporting;
10. Prepares a schedule showing due dates at bank for withheld payroll taxes; prepares memoranda for management regarding changes to employment tax and State Industrial Insurance System rates that will have an affect on operating costs and budget preparations; and advises Payroll Section/Information Systems Department of rate changes that will affect payroll preparation;
11. Accumulates records of employee usage of employer-furnished vehicles for commuting; and submits time cards to Payroll Section monthly to withhold applicable payroll taxes;
12. Prepares other tax returns, as required, within the particular federal or state laws and regulations governing the specific returns; completes required forms and applications requiring tax information; prepares all correspondence required in the various areas of taxation, as well as resolving any discrepancy notices from various taxing agencies that may occur; and prepares various tax estimates, reports, and studies;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;

Tax Accountant

4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent interacts with nearly all departments within the Company regarding changes to the tax laws and information needed to prepare various tax returns. Principal contacts outside the Company are the DOE Finance Office, other taxable contractors, county assessors, Nevada Department of Taxation, Nevada Department of Motor Vehicles, Internal Revenue Service, Social Security Administration, third-party payors of insurance, Prentice Hall, vendors regarding sales tax, Mutual of Omaha Insurance Co., and Valley Bank regarding trust fund account.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of professional accounting experience which have provided a practical knowledge in the area of taxation and generally accepted accounting principles and procedures.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Librarian II

JOB CODE: 002590

DATE PREPARED: October 1, 1989

Revised: October 10, 1994

SUMMARY STATEMENT

The Technical Librarian II acquires, develops, and retains the information needed to operate the DOE Technical Library through the development, recommendation, and implementation of sound library science and information management policies and procedures.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$200,000. The incumbent directly supervises two nonexempt employees. This position reports to the Administrative Services Section Chief.

NATURE AND SCOPE

1. Researches and/or acquires publications that are requested, subscribed, or on a standing order basis for DOE, contractor staff members, and public use;
2. Establishes and maintains policies, procedures, and standards for the overall functional responsibilities of the technical library;
3. Determines the shelving of technical library materials using the Library of Congress Classification System and alphanumeric report numbers as guidelines;
4. Maintains control of the classified R&D and weapon data document collection through established procedures and regulations;
5. Responds to reference questions of DOE personnel, its contractors' staffs, and the public regarding requests for various publications or specific information from books or periodicals in the library collection;
6. Researches in-depth specific technical information requested by DOE/NV staff and contractors through all possible sources;
7. Acquires and distributes educational booklets, films, etc., in support of DOE-sponsored activities;
8. Collects input for the technical library annual budget from all organizational units of DOE;
9. Analyzes and compares input expenditures for previous years for new publications and supplies to arrive at a reasonable projected budget;
10. Coordinates with various federal, state, and local agencies to borrow materials on an interlibrary loan basis;
11. Maintains the DOE public document room, which is stocked with technical documents available for the public's reference and review;
12. Orders and maintains adequate supply of materials concerning energy-related activities and technology for the DOE Office of Energy Resource Coordination and Conservation;
13. Promotes community and business relations by participating in conferences, meetings, seminars, and activities regarding library management and Company goals;

Technical Librarian II

14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of personnel within the DOE facility and the Company to provide information and assistance and compile information regarding future requirements. Frequent contact is maintained with various public and private libraries in Nevada and around the country, government and commercial publishers, government agencies and associations across the nation to acquire publications, locate specific materials, request specific information, and exchange information on an interlibrary loan basis.

Technical Librarian II

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent is subject to safety hazards involving lifting and climbing.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in scientific, technical, or research librarianship.

REQUIRED TRAINING

This position requires a bachelor's degree in library science or related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Resources Administrator

JOB CODE: 002794

DATE PREPARED: May 7, 1993

Revised: October 10, 1994

SUMMARY STATEMENT

The Technical Resources Administrator is responsible for directing the activities of technical resource and research centers and public reading rooms that maintain organized collections of technical information about DOE projects. This job provides staff assistance to applicable technical and administrative officers, project participants, and interested public visitors. The incumbent acts as computer system security officer on various ongoing special and classified projects; develops administrative policies and procedures required for sound information management; and provides technical research assistance to other government agencies and sites as requested.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$250,000 to \$300,000. The incumbent may have direct supervisory responsibility for exempt and technical nonexempt resource assistants. This position may report directly to the Administrative Services Department Manager or to the REECO/YMP Administrative Resources Section Chief.

NATURE AND SCOPE

1. Manages a Technical Resource Center containing a collection of research materials in relevant scientific and technical areas;
2. Works directly with DOE and DOE contractors and others in obtaining DOE/NV contractor-developed reports, notes, and other publications for use by interested personnel;
3. Maintains public reading areas by insuring DOE mandatory materials are indexed and properly shelved for public use. Monitors appearance and proper use of public areas. Assists users with questions and research;
4. Proposes and justifies budgetary requirements for commercial technical publications, equipment, and binding services for special publications. Selects and recommends technical books, serials, and other library materials for purchase;
5. Plans and develops publicity programs to encourage greater use of technical resource and research facilities;
6. Develops techniques and procedures along with coding and indexing for automated storage and retrieval system. Trains staff in their use;
7. Consults with project personnel daily to determine new information materials appropriate for the research and study centers;
8. Coordinates technical resource center services through the establishment of an interlibrary loan system with other DOE resource centers;
9. Performs extensive reference services and literature searches in response to verbal and written requests;
10. Organizes and controls the map collection, journal article file, and other resource materials requiring unique cataloging, storage, and retrieval requirements;

Technical Resources Administrator

11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

Technical Resources Administrator

PRINCIPAL CONTACTS

The incumbent maintains contact with all levels of personnel throughout the Company, DOE, YMP, laboratories, other contractor staff, researchers, scientists, and educational institutions concerning a diversity of support and resources. The incumbent also maintains frequent contact with representatives or upper-level management of outside organizations to exchange or provide information relating to the diverse information resources provided.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent is subject to lifting up to 40 pounds and moderate amounts of climbing and bending.

REQUIRED WORK EXPERIENCE

This position requires a minimum of four years of experience in libraries or technical resource centers.

REQUIRED TRAINING

This position requires a master's degree in library science or equivalent experience. This position also requires computer or microcomputer literacy and knowledge of regulatory requirements for handling information.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Services Branch Chief

JOB CODE : 002983

DATE PREPARED : May 20, 1992

Revised: October 10, 1994

SUMMARY STATEMENT

The Technical Services Branch Chief directs, supervises, administers, and participates in studies, implementation of automated business, and scientific systems applications for REECo, DOE, and contractors of the NTS.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$400,000. The incumbent has direct and indirect supervisory responsibility for 8-12 exempt employees. This position reports to the Technical Services Section Chief.

NATURE AND SCOPE

1. Manages data processing hardware, software, and human resources in support of an Information Systems Department branch, such as Business Applications or Systems Management;
2. Directs, organizes, and controls business, technical, or scientific work processes to solve problems and provide solutions to the Company and DOE contractors through employment of EDP hardware and software systems;
3. Supervises and coordinates the activities of subordinates performing successive phases of the System Development life cycle;
4. Develops and maintains automated project management and workload schedules and monitors assigned projects accordingly;
5. Recommends solutions for overall data processing needs and Company processes that lend themselves to automation, methods, and techniques for implementation including detailed process flow charts or diagrams;
6. Coordinates closely with the Data Center Section and Company management personnel in the management of resources and computing;
7. Complies with DOE Orders 1360.2 and 1330.1, has a working knowledge of computer security requirements, and fully understands the REECo System Development life cycle;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Technical Services Branch Chief

2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of management throughout the Company, DOE, other contractors, and vendors to ensure the best possible user service.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of varied data processing experience, which includes programming, systems analysis design, relational database concepts, and project management familiarity, two years of which should have been in a supervisory capacity.

Technical Services Branch Chief

REQUIRED TRAINING

This position requires a bachelor's degree in Management Information Systems, Computer Science, Business Administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Services Section Chief

JOB CODE : 003179

DATE PREPARED : July 16, 1992

Revised: October 10, 1994

SUMMARY STATEMENT

The Technical Services Section Chief directs, plans, organizes, and controls the establishment, implementation, and maintenance of information technology work processes; provides solutions to Company and DOE contractor problems through the direction of Electronic Data Processing (EDP) professionals utilizing EDP hardware and software systems.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$4 million. The incumbent supervises approximately 55 employees. All REECo computer hardware, software, and office equipment is acquired, installed, configured, and maintained by this section. This position reports to the Information Systems Department Manager.

NATURE AND SCOPE

1. Plans, organizes, controls, and directs all branches of the section in accordance with the goals of the department and Company;
2. The Information Technology Management Branch configures software products, allocates system resources, troubleshoots, resolves nonapplication and system-related problems, and establishes and maintains a Database Management Administration (DBA) environment;
3. The Systems Management Branch is responsible for the VAX/VMS operating system and environment, system performance monitoring and tuning, and mass storage allocations and performance;
4. The Data & Communications Network Management Branch supports REECo's Extended Local Area Network and DOE's Wide Area Network. This branch is responsible for maintaining a responsive, high performance network for the REECo user community and DOE's Internet;
5. Establishes standards and procedures for acquiring and using computer systems in accordance with applicable DOE orders;
6. Interfaces with all levels of Company management and other customers to provide business and technical services;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Technical Services Section Chief

3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of management throughout the Company, DOE, other contractors, and vendors to ensure the best possible user service.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of data processing experience and at least two years in a supervisory capacity.

Technical Services Section Chief

REQUIRED TRAINING

This position requires a bachelor's degree in Management Information Systems, Computer Science, Business Administration, Mathematics, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Support Section Chief

JOB CODE : 003107

DATE PREPARED : November 5, 1992

Revised: October 10, 1994

SUMMARY STATEMENT

The Technical Support Section Chief supervises, coordinates, and controls the systems and programming, applied studies and regulatory support functions to assure that administrative and technical support services are provided to the Waste Operations Department and other customers.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the Waste Operations Department. The incumbent has direct supervisory responsibility for 14 exempt and 5 nonexempt, nonbargaining unit (NENBU) employees. This position reports to the Waste Operations Department Manager.

NATURE AND SCOPE

1. Plans, administers, and coordinates daily functions and activities to ensure the efficient utilization of manpower and equipment;
2. Participates in short and long-range planning for the Waste Operations Department;
3. Directs and coordinates the activities of subordinates performing successive phases of problem analyses, solution outline, and testing and debugging;
4. Determines computer capabilities, manpower and machine hour requirements, and whether solutions should be implemented electronically, manually, or a combination thereof;
5. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
6. Provides regulatory support to the Environmental Management Division to assure that federal, state, and local permits are completed in a timely and efficient manner;
7. Researches, analyzes, and recommends problem resolution for problems in regulatory support and applied studies;
8. Provides advanced, scientific engineering and statistical support to waste management and environmental restoration operations;
9. Oversees the preparation of Part A and Part B permits and waste analysis plans for the NTS;
10. Prepares technical documents in support of waste operations;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Technical Support Section Chief

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with employees throughout the Company to discuss matters pertaining to personnel, equipment, supplies, Information Systems, and subcontracted construction operations.

Technical Support Section Chief

WORKING CONDITIONS

General office conditions exist approximately 50 percent of the time. The remaining time is spent in the working areas where exposure to construction, radiological, and toxic materials hazards is possible.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in environmental regulatory issues, systems and programming, or related areas, two years of which should have been in a supervisory capacity. Experience in management of personnel, preparation of management documents, budgets, labor projection, and technical reports is desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in the natural or physical sciences, health physics, engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have functional knowledge of the Resource Conservation and Recovery Act and the Comprehensive Environmental Response, Compensation and Liability Act.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Systems Specialist I

JOB CODE: 002172

DATE PREPARED: July 16, 1992

Revised: June 1, 1994

SUMMARY STATEMENT

The Technical Systems Specialist I performs analysis of assigned problems and develops procedures or other actions to solve those problems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no supervisory responsibility. This position reports to the Technical Services Branch Chief.

NATURE AND SCOPE

1. Assists in the planning and analysis of problem areas; determines the methodology to be used and work hours required to resolve the problem area;
2. Installs, maintains, and supports operating systems, off the shelf software packages, interfacing at the system programming level with vendors of software to structure the Company's computing environment;
3. Recommends solutions to overall data processing needs of an organization;
4. Confers with all necessary personnel to ascertain the needs and requirements necessary for solution of identified problems;
5. Maintains knowledge of current trends and developments in the field through training and technical publications and uses the knowledge to identify systems level solutions to the Company's computing needs;
6. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
7. Adheres to all Company, EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Technical Systems Specialist I

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent has frequent contact with other personnel in data processing to determine requirements and ensure conformance with capabilities. The incumbent maintains frequent contact with representatives of other organizations, as well as with REECO personnel at all levels being serviced to provide technical information.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are required.

REQUIRED WORK EXPERIENCE

This position requires one year of experience working with applications and networks.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Management Information Systems, Data Processing, Mathematics, or equivalent experience. Knowledge of industry developments and trends should be maintained through technical training classes, professional societies, and the like.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Systems Specialist II

JOB CODE: 002387

DATE PREPARED: July 16, 1992

Revised: October 10, 1994

SUMMARY STATEMENT

The Technical Systems Specialist II independently performs analysis of assigned problems and develops procedures or other actions to solve those problems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no supervisory responsibility. This position reports to the Technical Services Branch Chief.

NATURE AND SCOPE

1. Assists in the planning and analysis of problem areas;
2. Determines the methodology to be used and work hours required to resolve the problem area;
3. Installs, maintains, and supports operating systems, off-the-shelf software packages, interfacing at the system programming level with vendors of software to structure the Company's computing environment;
4. Recommends solutions to overall data processing needs of an organization and confers with all necessary personnel to ascertain the needs and requirements necessary for solution of identified problems;
5. Maintains knowledge of current trends and developments in the field through training and technical publications and uses the knowledge to identify systems level solutions to the Company's computing needs;
6. Collaborates with Technical System Specialist I to meet objectives;
7. May identify problems or suggest changes, additions, or modifications to existing computer systems, computer resources, and networks;
8. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

Technical Systems Specialist II

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with responsible personnel to define the type of problem existing and what requirements are needed to attain favorable results. The incumbent provides management with explanations and advice relative to existing and proposed systems, as well as hardware capabilities and has frequent contact with personnel affected by the system to ensure adequate service.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are required.

REQUIRED WORK EXPERIENCE

This position requires two years of varied data processing experience which have provided familiarity with applications, networks, and direct experience in operating system support and system management.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Management Information Systems, Data Processing, Mathematics, or equivalent experience. Knowledge of industry developments and trends should be maintained through technical training classes, professional societies and the like.

Technical Systems Specialist II

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Systems Specialist III

JOB CODE: 002585

DATE PREPARED: July 16, 1992

Revised: October 10, 1994

SUMMARY STATEMENT

The Technical Systems Specialist III leads, develops, improves, and maintains associated projects required for computer systems, computer resources, and networks.

DIMENSIONS

The incumbent has contributory impact on the operating budget. The incumbent may have supervisory responsibility for one or more exempt employees and may be given temporary assignments as a project team leader. This position reports to the Technical Services Branch Chief.

NATURE AND SCOPE

1. The incumbent maintains and ensures scheduled project requirements are met within an assigned area of responsibility in the projected completion time;
2. Develops and assures accurate documentation and actions to be taken for implementation of assigned projects and initiates changes to maintain the highest degree of resource utilization;
3. Installs, maintains, and supports operating systems, off the shelf software packages, interfacing at the system programming level with vendors of software to structure the Company's computing environment;
4. Coordinates user requests and activities and may act as liaison between user agencies and the Information Systems Department;
5. Trains new employees to maintain DOE, departmental, and Company policies;
6. Maintains knowledge of current trends and developments in the field through training and technical publications and uses the knowledge to identify systems level solutions to the Company's computing needs;
7. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Technical Systems Specialist III

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact within the organization at all levels and with any other individuals, departments, or organizations within the scope of their projects.

WORKING CONDITIONS

General office conditions exist most of the time, although occasional field trips are necessary.

REQUIRED WORK EXPERIENCE

This position requires four years of varied data processing experience which have provided familiarity with applications, networks, and direct experience in operating system support and system management.

REQUIRED TRAINING

This position requires a bachelor's degree in Computer Science, Management Information Systems, Data Processing, Mathematics, or equivalent experience. Knowledge of industry developments and trends should be maintained through technical training classes, professional societies, and the like.

Technical Systems Specialist III

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Writer I

JOB CODE: 002188

DATE PREPARED: October 1, 1989

Revised: February 16, 1994

SUMMARY STATEMENT

The Technical Writer I is responsible for editing scientific and technical publications, Company administrative and public relations documents, presentation briefing material, and Company and department procedures. This includes submitting the documents for review and approval and tracking the documents through completion and publication.

DIMENSIONS

The incumbent does not have direct supervisory responsibility. The incumbent receives assignments from and reports directly to a Technical Writer II, Technical Writer III, or higher level supervisor. The incumbent occasionally works as a member of a project team.

NATURE AND SCOPE

1. Develops, writes, and edits procedures, manuals, policies, plans, technical reports, project correspondence, committee charters, briefing packages, brochures, news articles, information releases to the public, and other technical and administrative publications according to established format and quality standards;
2. Interviews technical personnel, examines production processes, and reads applicable reports and other material to gather information needed to write or edit technical documents;
3. Assists subject matter experts in selecting appropriate graphic illustrations to enhance their documents;
4. Prepares technical information products for DOE approval to publish, assists authors in meeting DOE and publishers' publication requirements, and coordinates technical information product duplication and distribution;
5. Reviews drawings, blueprints, and other supplementary technical information to ensure that their use enhances the clarity of standard operating procedures;
6. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Technical Writer I

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details.

PRINCIPAL CONTACTS

The incumbent has frequent contact with technical, scientific, and management personnel inside and outside the Company to collect, organize, develop, and present technical report information.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a bachelor's degree in English, communications, science, journalism, or engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

May be required to demonstrate ability to write, spell, and use good grammar.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Writer II

JOB CODE: 002488

DATE PREPARED: October 1, 1989

Revised: February 7, 1994

SUMMARY STATEMENT

The Technical Writer II is responsible for researching information and writing Company administrative and technical documents as well as Company- and department-level procedures. This position also edits scientific and technical publications, public relations documents, and presentation briefing material and submits them for review and publication approval. The incumbent may be assigned to act as project team leader with responsibility for supervising exempt and nonexempt personnel.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may indirectly supervise exempt and nonexempt employees. This position reports to a Technical Writer III, section chief, or higher supervision. The incumbent may occasionally manage assigned projects and associated resources.

NATURE AND SCOPE

1. Develops, writes, and edits procedures, manuals, policies, plans, technical reports, project correspondence, committee charters, briefing packages, brochures, news articles, information releases to the public, and other technical and administrative publications according to established format and quality standards;
2. Leads project teams consisting of exempt and nonexempt employees;
3. Organizes assigned document development projects, collects project-related information and data from interviews with subject matter experts, and does literature research to support the project;
4. Works with graphics specialists to design and prepare illustrations, charts, and diagrams for use in documents;
5. Reviews, edits, and makes necessary changes to material prepared by others;
6. Prepares technical information products for DOE approval to publish, assists authors in meeting DOE and publishers' publication requirements, and coordinates technical information product duplication and distribution;
7. Documents the results of meetings between the YMP Project Office and its participants;
8. Stays abreast of current trends in technical and scientific terminology developments to write more meaningful reports;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Technical Writer II

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with technical, scientific, management, and supervisory personnel within and outside of the Company to gather material required in the production of reports and related publications and to provide project information and assistance.

Technical Writer II

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in the preparation of technical information products.

REQUIRED TRAINING

This position requires a bachelor's degree in English, communications, science, journalism, or engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

May be required to demonstrate ability to write, spell, and use good grammar.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Technical Writer III

JOB CODE: 002682

DATE PREPARED: December 20, 1993

SUMMARY STATEMENT

The Technical Writer III is responsible for planning, directing, coordinating, and implementing communication projects as tasked. These responsibilities include establishing and monitoring processes for efficient completion of assigned projects for the Department of Energy (DOE) and other government agencies; taking charge of all aspects of assigned projects to ensure requirements are met; finding solutions to resolve project problems; monitoring the work processes of Technical Writer IIs and Is; and developing quality standards for processing documents.

DIMENSIONS

The incumbent has contributory impact on the operating budget of the Administrative Services Department and primary responsibility for managing designated projects for other government agencies. The incumbent may supervise nonexempt Technical Typists and exempt Technical Writer IIs and Is as individual projects warrant. This position reports directly to a section chief or higher supervision.

NATURE AND SCOPE

1. Researches and collects classified and unclassified background information and technical data needed to write technical reports; analyzes the information for relevancy; and rewrites the information in a clear, concise manner to meet authoritative organizational requirements for producing an unclassified report;
2. Writes, edits, and develops technical documents for DOE review for approval to publish. Prepares DOE-approved documents for submittal to the DOE Office of Scientific and Technical Information as prescribed in DOE Orders;
3. Supervises and coordinates the writing and editing of other technical writers to ensure that documents meet Company-established quality standards and are completed on time;
4. Supervises the design and preparation of graphics by graphics specialists for use in documents;
5. Reviews and monitors the activities of Technical Writer IIs and Is involved in the Company procedure development process. Coordinates with all levels of management to resolve problems that affect Company procedure workflow and quality;
6. Interfaces, on a routine basis, with professional contacts at DOE, DNA, contractors, and the national laboratories to obtain specific subject matter expertise required to prepare special technical reports;
7. Formulates and writes the contract requirements and the "Sole Source/No Substitution Justification" for the services of consultants needed for the preparation of special technical reports;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

Technical Writer III

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be organized and able to prioritize and schedule multiple activities;
4. Must possess oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

Technical Writer III

PRINCIPAL CONTACTS

The incumbent develops and maintains professional contacts with management at all Company levels, DOE, and other technical authoritative personnel at the national laboratories and other government agencies.

WORKING CONDITIONS

Work is performed under general office conditions.

REQUIRED WORK EXPERIENCE

This position requires a minimum of six years of experience in the technical information area, three years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in English, communications, science, journalism, or engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

May be required to demonstrate ability to write, spell, and use good grammar.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Telecommunications Specialist

JOB CODE : 002390

DATE PREPARED : October 1, 1989

Revised: October 10, 1994

SUMMARY STATEMENT

The Telecommunications Specialist plans and implements telecommunications services for offices and facilities of the DOE, user agencies, and contractors.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have indirect supervisory responsibility for four nonexempt employees. This position reports to the Telecommunications Section Chief.

NATURE AND SCOPE

1. Orders telephone service as required to provide control and accountability of DOE Telecommunications Systems;
2. Assists DOE and contractors with planning and designing special communications systems to support new and ongoing programs with the latest technological advancements and provide greater efficiency at minimum cost;
3. Maintains records of telephone systems in service and keeps assignment records on all telephone numbers within the PBX systems to account for total service used and allocates service available;
4. Maintains records of leased line services to verify adequate ancillary facilities are provided;
5. Evaluates multi-line systems usage to determine when additional lines are required or a reduction in lines will provide adequate service with a reduction in cost;
6. Assists in the selection and procurement of data telecommunication equipment both leased and purchased to provide overall compatibility for the DOE Central Computer System;
7. Controls and issues all telephones/radio pagers associated with the DOE Las Vegas paging system;
8. Assists in the development of long-range plans for improvements to the telecommunications systems in Las Vegas and at NTS;
9. Develops and maintains records of cost reduction for annual report to DOE to maintain contractual obligation;
10. Develops annual telephone survey reports of total Las Vegas/DOE telephone services at the end of each fiscal year as requested by DOE;
11. Stays abreast of new services and equipment available in telecommunications through study, seminars, and trade shows;
12. Provides cost changes and charges for accounting on all telephone services for verification and control;
13. Reviews all Department of Energy Communication Authorizations requiring work at NTS and coordinates REECo support when needed (i.e., trenching, road crossings, etc.);

Telecommunications Specialist

14. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with all departments within the Company, DOE, agencies, and contractors in Las Vegas to review requests for telecommunications service and analyze existing service.

Telecommunications Specialist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of telephone company experience or related telephone experience in private industry which included key telephone systems, telecommunications common carrier tariffs, and billing practices. Technical knowledge in the application of telecommunications services, knowledge of PBX systems, features, and functions available, as well as data telecommunications experience with interface compatibility is preferred.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus advanced vocational training in communications techniques and services.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Traffic Section Chief

JOB CODE: 002985

DATE PREPARED: December 3, 1990

Revised: April 14, 1994

SUMMARY STATEMENT

The Traffic Section Chief supervises and directs the functional activities of the Traffic Section providing economical and efficient transportation of REECo and DOE property.

DIMENSIONS

The incumbent has primary impact upon transportation expenditures in excess of \$3 million annually and an operating budget of approximately \$200,000. The incumbent has direct supervisory responsibility for three exempt and three nonexempt employees. This position reports to the Procurement and Property Management Department Manager.

NATURE AND SCOPE

1. Supervises, plans, coordinates, and administers all activities of the Traffic Section necessary to the procurement of economical and timely traffic services;
2. Coordinates delivery schedules with carriers and department users to ensure timely deliveries in support or programmatic schedules;
3. Maintains a functional knowledge of current tariff rules and rates, as well as government agency rules and regulations concerning the shipping of hazardous materials; acts as Company representative at public hearings regarding transportation issues;
4. Negotiates rates for specialized moves of shipments on and offsite by all modes of transportation; negotiates rule and rate changes for the benefit of the Company and the DOE in an environment of a deregulated transportation industry;
5. Establishes transportation schedules and obtains transporting equipment in support of DOE projects;
6. Conducts carrier evaluation studies to establish standards for grading the several carriers as required by DOE policy;
7. Directs and initiates the Quality Assurance Plan and record keeping for consistency of operations within the Traffic Section;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;

Traffic Section Chief

3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent has frequent contact with various division, departmental, and other agency personnel as well as the DOE, DOT, EPA, and various state and local enforcement agencies regarding the functions of common carriers involved with logistical traffic and the handling of hazardous materials.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent is occasionally required to travel out of state regarding traffic matters and to make frequent trips within the NTS to observe loading, unloading and handling of freight, or for preplanning material shipping from and to the NTS and other locations.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in an industrial traffic environment, two of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have the ability to direct the preparation of required U.S. Customs documentation for importing and exporting of materials and an understanding of computerized freight rates with experience in the operation of a personal computer.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Traffic Specialist II

JOB CODE: 002290

DATE PREPARED: December 3, 1990

Revised: April 19, 1994

SUMMARY STATEMENT

The Traffic Specialist II selects, routes, and determines the freight costs for movements for the NTS and other areas as required, as well as coordinating the movement of employee household goods for REECo and other agencies.

DIMENSIONS

The incumbent has contributory impact on transportation costs in excess of \$3 million per year. The incumbent may indirectly supervise approximately three nonexempt employees. This position reports to the Traffic Specialist III or the Traffic Section Chief.

NATURE AND SCOPE

1. Selects the most expeditious and economic route and rate for inbound and outbound shipments via air and truck transportation;
2. Determines the proper mode of transportation to support Company schedules and user requirements;
3. Designates proper routing and directs the preparation of shipping documents and bills of lading for REECo and agency shipments;
4. Conducts follow-up with carriers when necessary to expedite materials in transit and makes diversions as needed;
5. Maintains functional knowledge and required files of current tariff rules and rates, as well as all government agency rules and regulations, including NTS which pertains to the transportation of hazardous materials and government materials;
6. Compiles all required documentation relating to claims for recovery of loss with carriers or vendors when applicable and coordinates quality assurance discrepancies;
7. Verifies all freight bills received from carriers for the proper rates and charges and reduces freight bills through deductions prior to payment or recovers any overcharges with claim action;
8. Traces and locates critical and behind-schedule shipment for diversionary action to a more expeditious mode of transportation;
9. Inspects and verifies documentation, seals, and trailer numbers on all inbound, low-level waste deliveries at Gate 100, as well as reviews all other shipping documents on unbadged driver deliveries prior to authorization through Gate 100;
10. Maintains and files current federal, state, and local regulatory documents on hazardous materials, substances, and wastes;

Traffic Specialist II

11. Applies for over-dimensional city, county, and state permits including annual permits from the state;
12. Arranges for machine passes to be prepared in advance of carrier arrival at the NTS for delivery of materials;
13. Reviews, evaluates, and answers quality assurance discrepancy reports when freight damage is involved;
14. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
15. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;
3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;
4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;
5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills;

Traffic Specialist II

7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

PRINCIPAL CONTACTS

The incumbent has frequent contacts with various departmental and other agency personnel, as well as the DOE.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may make frequent trips within the NTS to observe loading, unloading, and the handling of freight or for preplanning of the shipping of material from the NTS. On occasion, the incumbent may be contacted at home after hours or on weekends.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in an industrial traffic environment.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus advanced vocational training in traffic and/or transportation.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have the ability to direct the preparations of traffic/logistics documents for domestic shipments.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Traffic Specialist III

JOB CODE: 002587

DATE PREPARED: December 3, 1990

Revised: October 10, 1994

SUMMARY STATEMENT

The Traffic Specialist III establishes routings and negotiates costs for the movement of inbound and outbound freight for the NTS and other areas as required, as well as coordinating the movement of employee household goods for REECo and other agencies.

DIMENSIONS

The incumbent has contributory impact on transportation costs in excess of \$3 million per year. The incumbent may indirectly supervise four nonexempt employees. This position reports to the Traffic Section Chief.

NATURE AND SCOPE

1. Performs carrier evaluations for the purpose of maintaining or ceasing the use of the various carriers when transporting government property;
2. Coordinates with the DOE traffic, property, and field offices in support of special projects as requested;
3. Meets with all levels of management, commits the Traffic Section support to ongoing projects, and schedules on and off the NTS;
4. Interprets and applies rules and regulations related to detention, storage, dimensional weights, and surcharges as applied by the carriers of all modes of transportation;
5. Evaluates the economical movement of government items and attends training seminars in order to remain current concerning city, county, state, and federal regulations;
6. Provides technical oversight for packaging and initiation of shipping papers required for the safe transportation of hazardous materials;
7. Arranges for carrier-specialized transporting and handling equipment when necessary for the safe movement of extraordinary materials and equipment;
8. Prescribes reimbursement of freight charges to a vendor being billed by invoice or reduction of applicable freight costs from vendor's account;
9. Surveys various routes and rates with carriers and utility companies for freight movement involving extremely heavy, oversized shipments and truckload shipments of highway route-controlled materials;
10. Negotiates freight rates in a deregulated environment with carriers of all modes of transportation with the purpose of reducing overall freight costs to the government;
11. Performs all functions required of the Traffic Specialist II;

Traffic Specialist III

12. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;
3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;
4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;
5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

Traffic Specialist III

PRINCIPAL CONTACTS

The incumbent has frequent contacts with various division, departmental and other personnel, as well as the DOE.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent is occasionally required to travel out of state regarding traffic matters as well as to make frequent trips within the NTS to observe loading, unloading, and handling of freight, or for preplanning of the shipping of materials from the NTS. On occasion, the incumbent is contacted at home after hours and on weekends.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in an industrial traffic environment.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus an associate degree in traffic and transportation.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have the ability to direct the preparations of required documentation for importing and exporting of materials, an understanding of computerized freight rates, and experience in the operation of personal computers.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Training and Employee Development Administrator

JOB CODE: 002987

DATE PREPARED: October 1, 1989

Revised: October 10, 1994

SUMMARY STATEMENT

The Training and Employee Development Administrator directs the Company's training, educational, and employee development activities to maintain and improve the competence of employees and provide technical entry-level employment skills for persons through special manpower programs.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$362,000. The incumbent has direct supervisory responsibility for five exempt and four nonexempt employees. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Directs and supervises the planning, development, and implementation of the Company's training, education, and employee development programs;
2. Provides assistance to supervisory and management personnel by identifying their training needs;
3. Promotes acceptance and active cooperation in the orientation, training, and development of employees;
4. Studies trends and developments in the employee development field for new principles, concepts, methods, materials, and techniques; determines their possible application to the Company's program;
5. Supervises development of and directs management training programs;
6. Maintains a working relationship with universities, colleges, businesses, governmental agencies, correspondence schools, and trade schools for the development of new programs;
7. Directs the selection of qualified instructors from Company personnel to conduct orientation for management and technical training courses;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

Training and Employee Development Administrator

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with top management, middle management, and supervisory personnel within the Company and outside organizations such as colleges and universities to develop and initiate new programs.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience and training which have provided a thorough working knowledge of management, technical, and general training in the educational areas, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in personnel management, education, industrial psychology, or a related field, or equivalent experience.

Training and Employee Development Administrator

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Training Specialist I

JOB CODE: 002392

DATE PREPARED: April 17, 1991

Revised: October 10, 1994

SUMMARY STATEMENT

The Training Specialist I assists in the development and implementation of training, educational, and employee development programs.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no direct supervisory responsibility. This position reports to the Training & Employee Development Administrator or the Senior Training & Employee Development Specialist.

NATURE AND SCOPE

1. Plans, develops, implements, and conducts training, educational, and employee development activities;
2. Conducts interviews and surveys to determine educational programs;
3. Recommends available programs to Company personnel;
4. Develops on-the-job training programs and compiles training manuals and aids;
5. Stays abreast of developments in the employee training field and educational facilities and opportunities outside the Company;
6. Conducts classes, screens tuition aid applications, and advises supervisors on Company training policy;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
8. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;

Training Specialist I

7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with middle management to appraise training needs. Considerable contact is made while conducting classes for administrative, technical, and clerical employees, both inside and outside the Company.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of applicable experience and training which have provided a thorough knowledge of management, technical, and general training in the educational areas.

REQUIRED TRAINING

This position requires a bachelor's degree, preferably in personnel management, education, or industrial psychology, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Training Specialist II

JOB CODE: 002588

DATE PREPARED: April 17, 1991

Revised: October 10, 1994

SUMMARY STATEMENT

The Training Specialist II plans, develops, and implements complete or major segments of training, educational, and employee development programs.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent generally has no direct supervisory responsibility. This position reports to the Training & Employee Development Administrator or the Senior Training & Employee Development Specialist.

NATURE AND SCOPE

1. Assists supervisory and management personnel in identifying their training, educational, and employee development needs;
2. Plans, develops, implements, and administers broad and long-range programs;
3. Promotes active participation in accomplishing program objectives;
4. Conducts programs, evaluates implemented programs, and suggests improvements where needed;
5. Stays abreast of new concepts and methods in the employee development field;
6. May coordinate and direct the activities of lower-level training personnel on assigned projects;
7. Maintains good working relations with universities, colleges, businesses, governmental agencies, correspondence schools, trade schools, and other Company training organizations in implementing and conducting programs;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Training Specialist II

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains occasional contact with top management personnel and continual contact with all levels of management and personnel both inside and outside the Company to develop, initiate, and conduct programs.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in training which have provided a thorough working knowledge of management, technical, and general training and employee development areas.

REQUIRED TRAINING

This position requires a bachelor's degree, preferably in personnel management, education, or industrial psychology, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Travel Supervisor

JOB CODE : 002180

DATE PREPARED : October 1, 1989

Revised: October 14, 1994

SUMMARY STATEMENT

The Travel Supervisor provides effective and efficient travel services and reimbursements for official travel and relocation expenses and maintains accountability for these actions.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$3 million. The incumbent has direct supervisory responsibility of one nonexempt employee. This position reports to a Payroll Branch Chief.

NATURE AND SCOPE

1. Processes all Company-related travel requests and expense records;
2. Arranges reservations through travel agencies and maintains adequate records for all cash disbursements;
3. Reviews travel agency, rental car, hotel, and household moving expense billings;
4. Provides technical assistance to travelers and ensures travel schedules are prepared accurately and timely;
5. Ensures vendor accounts are properly paid and accounted for in an efficient, timely manner;
6. Supervises the preparation and coordinates the timely and accurate input of accounting data to the Information Systems Department for weekly, monthly, and annual processing;
7. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;

Travel Supervisor

7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with all employees in divisions and departments within the Company, travel agency personnel, hotel staffs and car agencies, DOE personnel, DOSE Assessment personnel, and traveling employees.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in the travel agency industry.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Tunnel Walker

JOB CODE : 051405

DATE PREPARED : October 1, 1989

Revised: October 10, 1994

SUMMARY STATEMENT

The Tunnel Walker supervises and coordinates underground tunneling, shaft operations, and cavity excavation work in encased holes during a designated shift.

DIMENSIONS

The incumbent has primary impact upon the operating budget. The incumbent may have direct supervisory responsibility for up to 50 nonexempt employees. This position reports to an Operating Superintendent or other supervisory official.

NATURE AND SCOPE

1. Plans, supervises, and coordinates underground operations during a designated shift;
2. Directs the work efforts of Miners and related crafts engaged in tunneling or shaft operations through subordinate foremen;
3. Ensures the quality of work performed is in accordance with established safety and mining standards and that manpower and equipment are efficiently and economically used;
4. Establishes work procedures and adjusts priorities to meet operational schedules;
5. Makes appropriate recommendations as to materials, equipment, and manpower requirements;
6. Consults with engineering personnel and user representatives on difficult and unusual problems;
7. Promotes good labor-management relations and ensures adherence to applicable collective bargaining agreements;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Tunnel Walker

6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains close contact with field operations personnel and user agency representatives in coordinating and resolving operational requirements.

WORKING CONDITIONS

The incumbent may be exposed to disagreeable weather conditions and underground working hazards, including possible exposure to radiation.

REQUIRED WORK EXPERIENCE

This position requires eight years of mining experience which have provided a thorough working knowledge of all phases of underground excavation methods and techniques, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

Tunnel Walker

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Visitor Planning & Briefing Officer

JOB CODE: 002688

DATE PREPARED: February 26, 1991

Revised: October 11, 1994

SUMMARY STATEMENT

The Visitor Planning & Briefing Officer plans, directs, and executes all functions of the Visitor Logistics and Coordination Office to provide effective and orderly visitor escort/briefing services for the Nevada Test Site (NTS).

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$100,000. The incumbent has direct supervisory responsibility for one exempt and two nonexempt employees. This position reports to the Public Information Officer but receives day-to-day program guidance from the Director, Office of External Affairs of the Department of Energy.

NATURE AND SCOPE

1. Directs the NTS Visitor Program and assists with visitor escort control and briefing responsibilities;
2. Coordinates, plans, and controls non-programmatic visits to NTS by outside groups;
3. Conducts and coordinates public affairs activities concerning NTS visits regarding weapons testing, radioactive waste management programs, and general DOE energy programs;
4. Initiates or responds to most visitor inquiries and correspondence with issuance of oral or written statements, formal reports, visual aids, still or motion pictures, live presentations, and briefings;
5. Provides en route briefings on NTS history and points of interest; information on DOE programs, policies, and procedures; and the roles of DOE contractors;
6. Researches and prepares visitor information literature;
7. Maintains public awareness of national and DOE policies and programs to support those national objectives;
8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of</i>

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

Visitor Planning & Briefing Officer

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with employees at all levels inside and outside the Company, as well as visitors to NTS, to provide visitor escort/briefing services. The incumbent may contact international, national, regional, and local news media regarding NTS visit requests. Other contacts include federal agencies, radioactive waste management participants, DOE contractors and employees, and on occasion, congressional or legislative personnel.

WORKING CONDITIONS

General office conditions exist most of the time; however, during some tours, the incumbent may be exposed to adverse weather conditions and construction hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in coordinating and conducting tours and developing related informational packages for distribution. Knowledge of nuclear power, radiation, and radioactive waste issues is preferred; however, specific training for NTS programs, history, and DOE policies will be provided.

Visitor Planning & Briefing Officer

REQUIRED TRAINING

This position requires a bachelor's degree in public relations, journalism, business administration, or equivalent experience, with considerable emphasis in the physical and biological sciences.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Warehousing Supervisor

JOB CODE: 002470

DATE PREPARED: October 1, 1989

Revised: April 15, 1994

SUMMARY STATEMENT

The Warehousing Supervisor directs and coordinates the activities of warehousing operations such as: quality assurance inspections; receiving, shipping, storing, issuing, or ordering replacement items; and handling or transporting of materials, supplies, and equipment associated with the operation of a designated supply/property warehouse.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$420,000 and has direct supervisory responsibility for up to 21 nonexempt employees. This position reports to a Supply Superintendent.

NATURE AND SCOPE

1. Directs and coordinates assigned warehousing functions for a designated supply/property warehouse usually working through subordinate foremen in the case of M&O craft employees;
2. Ensures accurate preparation and timely processing of source documents and efficient handling of materials/property associated with a particular warehousing operation;
3. Directs and coordinates the loading, unloading, and handling of incoming and outgoing material/property items including the storage and physical protection of items within the confines of the warehouses or yard;
4. Assists in the formulation and administration of methods and procedures essential to successful operation of the warehouses;
5. Directs and maintains a program for the management and control of materials/property inventory including the timely requisitioning of replacement stock items and the maintenance of optimum stock levels to meet the anticipated or known requirements for ongoing NTS operations;
6. Performs or directs the inspection of incoming materials and equipment to ensure items received conform to quality, quantity, description, and specification;
7. Supervises the physical counting of stock items for special and cyclical inventories;
8. Identifies and recommends the addition of new items to the stores/property inventory which are procured by special order and charged directly to NTS operations;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Occasional standing/walking throughout office areas for short distance;

Warehousing Supervisor

2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;
3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;
2. Must possess independent judgement, initiative, and ability to work with minimal supervision;
3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;
4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;
5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;
6. Must be able to read/write/speak English and possess basic mathematical skills;
7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

PRINCIPAL CONTACTS

The incumbent maintains contact with supervisory and management personnel of the Supply/Property Department in the overall management and control of stores/property inventory.

WORKING CONDITIONS

General office, warehouse, or storage yard conditions exist most of the time which may expose the incumbent to occupational hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of general supply experience which has provided a broad knowledge of principles and practices particularly used in a variety of warehousing disciplines, two years of which should have been in a supervisory capacity. Familiarity with the particular supply or property items handled within the assigned warehouse or yard is preferred.

Warehousing Supervisor

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Waste Certification Specialist

JOB CODE: 002994

DATE PREPARED: July 8, 1992

Revised: March 18, 1994

SUMMARY STATEMENT

The Waste Certification Specialist is responsible for assuring that all waste packages, data, and waste shipments comply with the requirements for acceptance of radioactive low-level and radioactive mixed waste for disposal and transuranic waste for interim storage at the Nevada Test Site (NTS).

DIMENSIONS

The incumbent has an impact on the transportation of all radioactive low-level, radioactive mixed, and transuranic waste generated by REECo. The incumbent can be held accountable for the certification of incorrect data, including the possibility of a fine and imprisonment.

NATURE AND SCOPE

1. Certifies that all radioactive low-level, radioactive mixed, and transuranic waste shipped to disposal sites conform to regulatory and acceptance requirements. Physically observes and verifies documentation to certify that the contents, marking, and packaging of each individual package meets requirements. Certification includes the NTS Waste Acceptance Criteria, Title 49 CFR 172.204 Shipper's Certification, and Title 40 CFR 268.7 Uniform Hazard Waste Manifest;
2. Before transport vehicles loaded with waste are released, performs final overview of verification work of others to ensure compliance with Department of Energy (DOE), Department of Transportation (DOT), Environmental Protection Agency (EPA), and state requirements. Based on the results, signs shipping orders to indicate Waste Certification official approval for shipment;
3. Conducts surveillances of waste certification operations on such things as package selection, packaging, marking, labeling, shipping documents, and vehicle loading;
4. Ensures timely identification of deficiencies and effective corrective actions associated with the physical handling and data associated with shipments made to disposal sites. Researches and formulates conclusions relative to identified deficiencies in accuracy and develops any needed systems improvements to prevent recurrence. This includes the responsibility to stop operations or further processing when deficiencies warrant;
5. Assures that individuals designated as waste package certifiers, when utilized, are properly trained and qualified;
6. Prepares the Nevada Test Site (NTS) certification statements for Low Level Waste and Radioactive Waster Material shipments to the NTS;
7. Ensures that internal audits and surveillances are conducted on the packaging and shipping of waste generated by the Company;
8. Reviews and approves the waste certification program to ensure it provides assurance that the NVO 325 criteria for packing, transport, and acceptance will be met;
9. Interprets disposal site acceptance criteria and other regulations to determine whether waste materials and shipments meet certification;

Waste Certification Specialist

10. Ensures that all documents related to certification of waste are forwarded to the operations organization for inclusion in the shipping documents;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;
2. Occasional sitting while working on a computer console or completing paperwork at desk;
3. Frequent lifting/carrying one to two pounds for distances of 1 to 25 feet;
4. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected;
5. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing surveillance duties;
6. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, or tunnels;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing surveillance activities, and completing paperwork;
8. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;
9. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and surveillance;
10. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in conducting surveillances;
2. Must be able to use judgement and follow oral and written instructions in completion of all duties;
3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;
4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;
5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

Waste Certification Specialist

6. Must possess good reading and mathematical skills in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;
7. Must be able to record data accurately and complete logs, reports, and other written information;
8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to technicians and other professional employees in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with all levels of REECo management involved in the shipping and packaging of waste products, personnel at the DOE, and other government agencies involved with the packaging and transportation of radioactive waste.

WORKING CONDITIONS

General working conditions exist; however, most of the time is spent in the forward areas where the incumbent may be exposed to construction, radiological and toxic material, and adverse weather conditions.

REQUIRED WORK EXPERIENCE

The position requires six years of experience in waste management, environmental compliance, or quality assurance. A combination of experiences is preferred.

REQUIRED TRAINING

This position requires a bachelor's degree, equivalent experience or experience in waste management or quality assurance auditing.

OTHER SPECIAL QUALIFICATIONS

Experience in nuclear quality assurance (NQA-1) auditing is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Waste Control Section Chief

JOB CODE : 003183

DATE PREPARED : July 22, 1992

Revised: October 11, 1994

SUMMARY STATEMENT

The Waste Control Section Chief coordinates and controls the preparation of waste generator applications, maintains the Waste Tracking System, and ensures the proper characterization and certification of waste generated on the NTS.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget of the Environmental Restoration and Technology Development Department. The incumbent has supervisory responsibility for three exempt and one nonexempt, nonbargaining (NENBU) employee. This position reports to the Environmental Restoration and Technology Development Department Manager.

NATURE AND SCOPE

1. Manages the activities of the section in accordance with Company policies, procedures, and plans;
2. Supervises and assists in the preparation and revision of the NTS waste generator application;
3. Develops and maintains NTS waste tracking system;
4. Ensures waste generators perform adequate waste characterization in accordance with the NTS waste generator application;
5. Maintains liaison with clients to respond to daily needs and provides input to long-range plans and goals;
6. Manages and coordinates section activities with Company associates, DOE, and other government agencies and contractors;
7. Supervises and assists in the orientation of NTS waste generators in their implementation of the policies and procedures contained within the NTS waste generator application;
8. Prepares monthly status reports on work progress and allocation of resources;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Waste Control Section Chief

4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with employees throughout the Company to discuss compliance with the NTS Waste Generator Application and pollution prevention program. The incumbent has continual contact with DOE Waste Operations personnel, and visits waste generators throughout the NTS.

WORKING CONDITIONS

General office conditions exist approximately 70 percent of the time. The remaining time is spent in the working areas where exposure to construction, radiological, and toxic materials hazards is possible.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in waste management or related areas, two years of which should have been in a supervisory capacity. Experience in management of personnel, preparation of management documents, and technical reports is desirable.

Waste Control Section Chief

REQUIRED TRAINING

This position requires a bachelor's degree in the natural sciences, health physics, engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have functional knowledge in waste minimization, reclamation, recycle, and alternative uses of materials.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Waste Management Specialist I

JOB CODE : 002167

DATE PREPARED : October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Waste Management Specialist I assists in performing various technical, administrative, and operational tasks related to the management and disposal of waste materials.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget and may supervise technicians. This position reports to a Waste Management supervisor or a higher level Waste Management Specialist.

NATURE AND SCOPE

1. Assists in conducting various waste management operations and administrative functions necessary to support waste management;
2. Assists in the development of various documents, memoranda, letters, tables, and graphs for internal use;
3. Assists in establishing guidelines and procedures for performing various activities;
4. Assists in performing quality assurance functions;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Frequent sitting while working at a computer terminal or completing paperwork;
3. Occasional lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;

Waste Management Specialist I

8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
4. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
5. Must be able to deal with pressures of deadlines and multiple tasks;
6. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with Waste Operations Department supervisory personnel. The incumbent is expected to develop and maintain contact with scientific and supervisory personnel inside and outside the Company on matters pertaining to technical performance of work assignments.

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field, and the incumbent may be exposed to adverse weather conditions and a variety of construction, radiation, and hazardous material hazards.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a bachelor's degree in the natural sciences, health physics, industrial hygiene, engineering, or a closely related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Waste Management Specialist II

JOB CODE : 002357

DATE PREPARED : October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Waste Management Specialist II performs a variety of technical, administrative, and operational tasks related to the management and disposal of waste materials.

DIMENSIONS

The incumbent has a contributory impact on the operating budget and no direct supervisory responsibility. This position reports to a section chief or department manager.

NATURE AND SCOPE

1. Conducts various operational functions necessary to support waste management;
2. Researches computer systems and performs administrative activities necessary to support waste management;
3. Prepares various documents, memoranda, letters, tables, and graphs for internal use;
4. Uses computer software to perform complex data analysis and interpretation;
5. Reviews existing guidelines and procedures for performing various activities and recommends revisions or updates;
6. Monitors and reviews work performed by subcontractors;
7. Performs quality assurance functions;
8. Assists in designing, developing, and fabricating equipment used in monitoring or researching various aspects of waste management;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;
3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;

Waste Management Specialist II

5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with Waste Operations Department supervisory personnel and frequent contact with DOE, contractors, and technical personnel in the waste management industry.

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent trips to the field may expose the incumbent to adverse weather conditions and a variety of construction, radiation, and hazardous material hazards.

REQUIRED WORK EXPERIENCE

This position requires two years of experience in waste management or a related area. Experience in the use of computer equipment and software is desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in the natural sciences, health physics, industrial hygiene, engineering, or closely related field, or equivalent experience.

Waste Management Specialist II

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Waste Management Specialist III

JOB CODE : 002579

DATE PREPARED : October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Waste Management Specialist III performs and assists in coordinating a variety of complex technical, administrative, and operational tasks related to the management and disposal of waste materials.

DIMENSIONS

The incumbent has a contributory impact on the operating budget and may have supervisory responsibility for exempt and nonexempt employees. This position reports to a section chief or department manager.

NATURE AND SCOPE

1. Assists in establishing work priorities and objectives necessary to support waste management;
2. Researches software packages and computer systems and coordinates administrative activities necessary to support waste management;
3. Prepares various documents, memoranda, letters, tables, and graphs for internal and external use;
4. Evaluates complex data analysis and interpretation;
5. Evaluates recommendations from subordinate personnel concerning existing guidelines and procedures for waste management activities;
6. Monitors and reviews work performed by subcontractors;
7. Performs quality assurance functions;
8. Designs and fabricates equipment used in monitoring or research in various aspects of waste disposal;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;
3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;

Waste Management Specialist III

6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with other Waste Management Specialists and DOE supervisory personnel, contractors, and professionals inside and outside the Company.

WORKING CONDITIONS

General office conditions exist most of the time; however, trips to the field may expose the incumbent to adverse weather conditions and a variety of construction, radiation, and hazardous material hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in waste management or a related area. Experience in the management of technical tasks and preparation of technical and management documents and reports as well as the use and operation of computer equipment and software is desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in the natural sciences, health physics, industrial hygiene, engineering, or closely related field, or equivalent experience.

Waste Management Specialist III

OTHER SPECIAL QUALIFICATIONS

Experience in writing and preparing technical papers and reports is desirable.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Waste Management Specialist IV

JOB CODE : 002777

DATE PREPARED : October 18, 1993

Revised: November 10, 1994

SUMMARY STATEMENT

The Waste Management Specialist IV coordinates a variety of complex technical, administrative, and operational tasks related to the management and disposal of waste materials. The incumbent may act as a project coordinator for most major projects; recommends solutions to problems encountered in assigned projects; and assures conformance to budgetary, timeline, regulatory, and other applicable parameters.

DIMENSIONS

The incumbent has a contributory impact on the operating budget allocated for assigned projects. The incumbent may provide technical advice to supervisors, and training and guidance to personnel in the Waste Management Specialist job family. This position reports to a section chief or department manager.

NATURE AND SCOPE

1. Works independently on assigned projects or is accountable for disseminating final directions and project coordination to other Waste Management Specialists working on a project team;
2. Evaluates new instruments, equipment, and devices to determine use and application in support of waste management activities;
3. Prepares and reviews comprehensive methodology reports, analytical project reports, operating procedures, and technical work instructions for internal and external use;
4. Reviews projects and experiments related to waste management and recommends changes in the scope of work concerning the design specifications, proposals, estimates, etc.;
5. Trains subordinate personnel concerning guidelines and procedures for waste management activities and assists with solving users' technical and scientific problems;
6. Determines applicability of state, federal, and DOE regulations to Company's activities and provides information and guidance to affected departments;
7. Maintains and improves technical skills through independent studies, seminars, classes, and collaboration with his/her peers;
8. Researches and analyzes problems related to waste management;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;

Waste Management Specialist IV

2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;
3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with other Waste Management Specialists, department managers, and DOE supervisory personnel, contractors, and professionals inside and outside the Company.

WORKING CONDITIONS

General office conditions exist most of the time, however, trips to the field may expose the incumbent to adverse weather conditions and a variety of construction, radiation, and hazardous material hazards.

Waste Management Specialist IV

REQUIRED WORK EXPERIENCE

This position requires four years of experience in waste management or a related area. Experience in the management of technical projects and personnel and preparation of technical and management documents and reports is desirable.

REQUIRED TRAINING

This position requires a master's degree in the natural sciences, health physics, industrial hygiene, engineering, or a closely related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Training and experience in DOE project management is preferred. Knowledge of advanced technology in the field of waste management is required. The incumbent must have published at least one professional paper in a scientific journal or a technical paper dealing with technology or present one peer-reviewed paper on an applicable topic at a professional or DOE-sponsored symposium/conference.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Waste Operations Department Manager

JOB CODE: 003478

DATE PREPARED: July 15, 1992

Revised: April 22, 1994

SUMMARY STATEMENT

The Waste Operations Department Manager coordinates and controls the activities of the radioactive, mixed, transuranic (TRU), hazardous, nonradioactive waste construction, maintenance, and research and development projects at the Nevada Test Site (NTS).

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$18 million. The incumbent has supervisory responsibility for 43 exempt, 15 nonexempt, and 36 craft employees. This position reports to the Environmental, Safety, Health & Quality Division Manager.

NATURE AND SCOPE

1. Manages the activities of the department in accordance with Company policies, procedures, and plans;
2. Supervises and assists in the preparation of the department budget and operates within the limits of the authorized budget;
3. Establishes and audits departmental standards and procedures to ensure they adhere to user agencies' legal and professional guides and federal regulations;
4. Maintains liaison with several clients to respond to daily needs and to establish long-range plans and goals;
5. Manages and coordinates project activities with Company associates, DOE, and other government agencies and contractors;
6. Ensures timely response to requests for disposal of low-level waste;
7. Manages and evaluates research and development projects;
8. Establishes guidance and direction to the basic monitoring program, the Hydrology/Radionuclide Migration program, and the departmental surveillance programs;
9. Provides regulatory guidance and direction for managing the radioactive hazardous, TRU, nonradioactive, and mixed waste disposal operations, including research and development programs for ER and waste disposal;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Waste Operations Department Manager

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent has continual contact with department and division level managers and the General Manager to report progress, obtain approvals, request support or services, and receive direction. Frequent contact is maintained with the DOE Waste Operations personnel and user agencies to report progress and make plans regarding future needs.

WORKING CONDITIONS

General office conditions exist most of the time; however, some activity at the NTS may expose the incumbent to adverse weather conditions, radiation or toxic materials, and working hazards.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience which has provided technical familiarity in waste management and research, six years of which should have been in a supervisory capacity.

Waste Operations Department Manager

REQUIRED TRAINING

This position requires a bachelor's degree in chemistry or an engineering discipline related to environmental control, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Wellness Program Director

JOB CODE: 002696

DATE PREPARED: February 18, 1993

Revised: April 22, 1994

SUMMARY STATEMENT

The Wellness Program Director plans, coordinates, and directs the operation of a multi-employer Wellness Program that applies preventive medical measures towards the maintenance of optimal physical health of employees through health promotion and education. The incumbent addresses health issues with emphasis on lifestyle related risk factors including promotion, assessment, education, counseling, and behavior modification of lifestyle practices.

DIMENSIONS

The incumbent has primary impact upon the operating budget. Currently, the incumbent supervises one nonexempt employee. Under the consolidation of REECo and EG&G/EM Medical/Wellness programs, the incumbent may supervise one exempt and two nonexempt employees. This position reports to the Medical Director.

NATURE AND SCOPE

1. Develops, plans and administers an overall quality contractor Wellness plan and all applicable policies, procedures and rules for DOE/NV including health assessment, health promotion, health education, counseling, physical fitness, special events, and incentive programs; scope may include EG&G/EM outlying locations;
2. Maintains adequate control of budget and procurement of materials and supplies for all Wellness Programs and activities;
3. Develops and maintains an information management system to ensure adequate control and availability of Wellness information statistics including program scheduling and registration, recordkeeping, tracking, participation and retention rates, cost analysis, assessment and evaluation of appropriate programs and activities;
4. Develops and conducts Wellness assessments, tracks and illustrates, through performance indicators, deficiencies for all participating DOE/NV contractors and provides appropriate reports to management;
5. Develops, plans, and conducts workplace health screens to promote and encourage optimal health of employees;
6. Researches, develops and conducts wellness intervention programs which promote behavior modification of lifestyle practices including, but not limited to, classroom instruction, individual counseling, and adequate maintenance/follow up processes;
7. Coordinates the promotion of health issues and Wellness activities through organizational interface with other departments and DOE/NV contractors; make presentations in training classes and safety meetings, special announcements, featured news columns, and publications;
8. Plans, develops, executes and supervises the Company and Firefighters Physical Fitness Programs; administers corporate discounts at local health facilities; may be responsible for overall management of the EG&G/EM building C-1 Fitness Facility as a result of the consolidation;

Wellness Program Director

9. Plans and directs wellness related special events and incentive programs with regard to health promotion and education, including but not limited to, special screenings, health observance days, special campaigns, seminars, contests, etc.;
10. Plans, directs, and administers the OSHA-mandated, Company Standard First Aid program in coordination with Education and Training;
11. Conducts and/or participates in Company and other DOE/NV personnel committees and quality working groups related to health promotion and education including, but not limited to, Wellness, Ergonomics, Food Services, Recreational Advisory Committee, employee organizations, etc.;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of job;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;

Wellness Program Director

6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with all levels of management and employees within the Company, personnel at DOE, and other Nevada contractors. The incumbent maintains continuous contact with personnel in community, state, national, and private organizations involved in health promotion programs and research; primary interface within the Company includes, but is not limited to, occupational physicians and registered nurses, recreational units, Employee Benefits, Workers' Compensation, Industrial Hygiene, Education and Training, Employee Assistance, Food Services, and Fire Protection.

WORKING CONDITIONS

General office conditions exist most of the time with travel required to several organizational units for consultation and instruction.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in health promotion, public health, wellness, or a related field. Teaching experience is desirable.

REQUIRED TRAINING

This position requires a master's degree in health promotion, exercise physiology, or a related field. Specialization in program administration, ergonomics, health promotion, health education, behavior modification, and nutrition and exercise is preferred.

OTHER SPECIAL QUALIFICATIONS

Current Standard First Aid/CPR basic certification is required. Standard First Aid Instructor's certificate is also required. Current certification from the American College of Sportsmedicine (the leading health, fitness, and exercise science authority) is recommended.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Word Processing and Forms Management Branch Chief

JOB CODE: 002484

DATE PREPARED: October 1, 1989

Revised: October 12, 1994

SUMMARY STATEMENT

The Word Processing and Forms Management Branch Chief directs, coordinates, and manages word processing and forms management activities to ensure efficient services to user organizations in a timely and effective manner.

DIMENSIONS

The incumbent has primary impact upon an organization budget of approximately \$174,000 and has impact upon material, equipment, magnetic media, and other supply costs of approximately \$396,000. The incumbent supervises three nonexempt employees on a direct basis and eight nonexempt employees on an indirect basis. This position reports to the Administrative Services Section Chief.

NATURE AND SCOPE

1. Researches developments in the word processing field and advises others of advancements and potential use of word processing technology;
2. Composes word processing proposals to be presented to management in accordance with DOE Order 1340.1, VI-8;
3. Confers with management personnel regarding programmatic assignments which require word processing support to maintain scheduling and training requirements;
4. Establishes and maintains procedures which detail machine operation, media file guides, personnel performance, security responsibilities, communication controls, quality and quantity standards, safety requirements, and cost effectiveness;
5. Conducts orientation sessions for management and staff to acquaint them with word processing capabilities;
6. Establishes and maintains records of productivity as related to cost effectiveness;
7. Composes and distributes a Word Processing User's Manual for originators;
8. Coordinates format requests with the Printing Plant to meet printing specifications for quality result;
9. Composes proposals for other contractor and agency personnel which are in accordance with DOE Order 1340.1, VI-8;
10. Establishes magnetic media filing recall system;
11. Schedules personnel to meet requirements of all centers;
12. Determines and establishes job standards;
13. Coordinates with Records Management to determine retention standards;
14. Assigns RE number to new forms;

Word Processing and Forms Management Branch Chief

15. Maintains Form History file folders for each form's activity;
16. Completes Form Request with printing specifications and RE number;
17. Determines if form is to be printed by the Printing Plant or an outside vendor;
18. Advises Administration Division Office of forms activities;
19. Proofreads forms and establishes and maintains procedures which detail the Forms Management functional responsibilities;
20. Initiates functional duties which are due to feedback from users, changing organizational unit requirements, of technological advancements;
21. Conducts research to assist requesters with special assignments;
22. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
23. Performs related work as required.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with all levels of Company personnel, agency, and contractor management; outside business management; educational institutions; and vendors. Occasional contact is maintained with upper level agency and contractor personnel regarding word processing and forms management requests and/or requirements.

WORKING CONDITIONS

General office conditions exist most of the time. Frequent travel to the NTS is required to review the Mercury center activities and to meet with various requesters regarding word processing or forms management requirements.

REQUIRED WORK EXPERIENCE

This position requires six to seven years of experience in the field of word processing, three years of which should have been in a supervisory capacity. The incumbent should be knowledgeable of the Company, agency, and contractor programmatic responsibilities; should have an aptitude for electronic equipment capabilities and possess skills necessary to meet functional requirements; and be knowledgeable in printing specifications for all types of requirements.

REQUIRED TRAINING

This position requires a college degree in business administration plus professional instruction relating to word processing or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should be proficient in oral and written communication.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Workers' Compensation & Risk Management Administrator

JOB CODE: 003177

DATE PREPARED: December 12, 1990

Revised: December 14, 1994

SUMMARY STATEMENT

The Workers' Compensation & Risk Management Administrator plans, administers, and coordinates the workers' compensation program, which provides occupational injury and disease benefits for employees.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$5 million. The incumbent has direct supervisory responsibility for five exempt employees and six nonexempt employees. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Plans, directs, supervises, and administers the Company's self-insured workers' compensation plan;
2. Acts as the third party administrator for payment of REECo and other DOE contractors' workers' compensation claims;
3. Administers exmedical agreements and coordinates with the exmedical program, which provides occupational injury and disease treatment outside the state fund; oversees payment of all exmedical and nonexmedical bills;
4. Establishes, coordinates, and maintains the general insurance program, which includes business travel, special risk, general liability, auto liability, professional liability, employee fidelity bonds, notary public bonds, and miscellaneous surety bonds;
5. Supervises the maintenance of all appropriate records and accounts, including the distribution of Company contributions, payment of premiums, and monthly reconciliation of accounts and subsidiary ledgers;
6. Attends SIIS hearings as a Company representative and prepares and submits or presents case histories, arguments, and rebuttals as required;
7. Manages the Company's Return-To-Work program by developing plans and procedures designed to rehabilitate injured workers so they can return to work as fast as possible;
8. Manages all processing claims, challenging questionable claims received from carriers and others;
9. Approves billings and disbursements related to treatment of and travel for occupational injuries and diseases;
10. Directs the preparation and processing of all reports required by agreements, laws, and other offices and agencies;

Workers' Compensation & Risk Management Administrator

11. Participates in the planning, researching, and formulation of new benefit plans and revisions to existing plans;
12. Acts as risk manager for the Company, analyzing the need for securing necessary insurance protection;
13. Develops and provides to the Legal Office staff the basis for the Company's position regarding adversary procedures involving workers' compensation cases;
14. Supervises a claims nurse and case investigator who are responsible for assuring that each workers' compensation claim is valid and that the claimant is receiving the proper medical care;
15. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
16. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lifting/carrying of paperwork, up to 20 pounds;
3. Occasional pushing/pulling, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must be highly organized and able to prioritize and schedule multiple activities in the organization;

Workers' Compensation & Risk Management Administrator

3. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
4. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
5. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
6. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
7. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with various employee levels within the Company. The incumbent has frequent contact outside the Company with SIIS officials, insurance companies, insurance adjusters, and treatment facilities, including those in other states regarding occupational and nonoccupational claims. Contact is also maintained with members of state and national boards and commissions on workers' compensation, DOE personnel, administrators for DOE contractors belonging to the exmedical program, and labor representatives.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of administrative experience, two years of which should have been in a supervisory capacity that provided detailed knowledge of the general rules of workers' compensation and group insurance and retirement programs. Experience with bonds and liability insurance policies and EDP systems is preferred.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Administrative Resources Section Chief

JOB CODE: 002793

DATE PREPARED: December 6, 1991

Revised: September 15, 1994

SUMMARY STATEMENT

The YMP Administrative Resources Section Chief manages a diversity of administrative and documentation functions for the DOE, participants of a proposed high-level nuclear waste repository, and other agencies in support of the Company's mission and contractual obligations.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$1.8 million. The incumbent has direct supervisory responsibility for up to 6 exempt employees and indirect supervisory responsibility for up to 30 nonexempt and technical employees. This position reports to the YMP Information Management Department Manager.

NATURE AND SCOPE

1. Manages the Las Vegas and Area 25 Mail Distribution Centers whose responsibilities include the delivery, pickup, packaging, and preparation of mail and processing of special and express mail services in accordance with established postal guidelines and regulations; DOE Order 1410.4; and Company and user organization requirements;
2. Manages a Word Processing Center responsible for efficient and accurate throughput of electronic written communications and storage and retrieval of electronic media to meet user requirements;
3. Manages two research/reference centers and a public reading room in support of the YMP with research and referencing services for requested publications and reports; provides access to automated library service and information retrieval systems; maintains on-line and/or hard copy inventories of documents such as the site characterization plan, controlled documents, design plans, progress reports, scientific reports, codes, regulations, and standards; and obtains copyright clearances for all cited references in study plans and published reports for the YMP;
4. Directs reproduction requirements in accordance with Joint Committee on Printing and Government Printing Office established guidelines and regulations relating to printing and reproduction requirements;
5. Provides efficient receipt, tracking, retrieval, reproduction, regulation, distribution, and maintenance of controlled documents through the operation of a Controlled Document Center;
6. Plans and schedules the necessary staffing and equipment available to efficiently and effectively meet Company, DOE, and user requirements;
7. Implements and administers a microcomputer security plan for microcomputer and word processing applications that support the DOE-mission essential functions and assures review of sensitive applications in accordance with Company policies and procedures;
8. Provides administrative services for automated document and action item tracking, travel planning, and rental and maintenance contract processing;
9. Manages information resource functions including control, purchasing, custody, and short- and long-range planning; and support in the areas of telecommunications, data communications, telephones, and software development and maintenance;

YMP Administrative Resources Section Chief

10. Implements the YMP Records Management Program to ensure proper development, distribution, maintenance, and distribution of quality and nonquality assurance records;
11. Develops and maintains quality-affecting implementing procedures and training to support the YMP Records Management Program;
12. Ensures subcontractor compliance to Company and project requirements through Contractor Performance Award Fee goals and objectives and functional monitor reporting in the areas of records, controlled documents, information resource acquisition and planning, and property management;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;

YMP Administrative Resources Section Chief

7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with all levels of management throughout the Company, the user agencies, and the DOE, concerning information resource support and services. The incumbent also maintains frequent contact with representatives of outside organizations to provide and exchange information related to services and support provided.

WORKING CONDITIONS

General office conditions exist most of the time; however, regular travel to the YMP Field Operations Center is required.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in administrative services functions, preferably including information management areas relating to the licensing of a proposed high-level nuclear waste repository.

REQUIRED TRAINING

This position requires a bachelor's degree in Business Administration or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Construction Department Manager

JOB CODE: 003496

DATE PREPARED: December 12, 1990

Revised: October 12, 1994

SUMMARY STATEMENT

The YMP Construction Department Manager plans, organizes, directs, and controls the surface construction, underground excavation, and underground development activities and construction engineering functions of the Yucca Mountain Project (YMP).

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$60 million. The incumbent has direct supervisory responsibility for 6 exempt employees and indirect supervisory responsibility for approximately 15 exempt and 150 nonexempt and craft employees. This position reports to the YMP Division Manager.

NATURE AND SCOPE

1. Oversees a variety of surface construction and underground excavation projects and coordinates the scheduling and movement of craft and supervisory personnel to satisfy the department's and Company requirements;
2. Oversees construction engineering activities including resolution of technical construction problems, development of construction work procedures, and compliance with YMP Quality Assurance requirements;
3. Provides coordination and management to ensure that necessary manpower and equipment are available to effectively meet all program requirements in a timely manner;
4. Provides subcontractor oversight;
5. Provides technical assistance and makes decisions relative to all phases of the project;
6. Supervises and assists in the preparation of the departmental budget and operates within the limits of the authorized budget;
7. Ensures the selection, acquisition, and dispatch of special tools and equipment;
8. Interfaces with various personnel in other units to secure support in the maintenance and repair of construction and mining equipment;
9. Ensures the proper interpretation and implementation of all labor agreements pertinent to assigned activities;
10. Ensures that employees have proper training in procedures, skills, and operating techniques through various training programs;
11. Ensures that all phases of construction activities are properly inspected to identify potential safety hazards and ensures the implementation of corrective action in order to maintain an excellent safety record;

YMP Construction Department Manager

12. Coordinates with the YMP Quality Assurance Manager to ensure that final products conform to established Quality Assurance procedures and requirements and meet the needs of the user agency;
13. Ensures that new required Technical Control Procedures mandated by design specifications are written and followed;
14. Ensures compliance with YMP document control requirements;
15. Reviews and recommends organization changes to improve the efficiency of operations;
16. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
17. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

YMP Construction Department Manager

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with the YMP Division Manager, all YMP department managers, REECo matrix support departments, user agency personnel, and DOE/YMP personnel to plan, schedule, and coordinate the activities of the department.

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent trips to project work sites are required and may expose the incumbent to adverse weather conditions and construction/mining job conditions.

REQUIRED WORK EXPERIENCE

This position requires twelve years of experience in the construction or mining areas obtained by working in positions such as Project Engineer or Project Manager, eight years of which should have been a supervisory capacity. Corresponding administrative experience and knowledge in engineering is also required. Specialized knowledge and experience in areas such as mining or construction techniques and associated safety problems is desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in a construction engineering field and current training in YMP Quality Assurance requirements.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: YMP Control Department Manager

JOB CODE: 003290

DATE PREPARED: October 1, 1989

Revised: September 16, 1994

SUMMARY STATEMENT

The YMP Control Department Manager plans, organizes, directs, and controls the project scheduling, estimating, cost control, material requirements, and construction reporting functions of the Yucca Mountain Project (YMP).

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$2 million. The incumbent has direct supervisory responsibility for 20 exempt employees, including Project Engineers, Senior Engineers, Schedulers, and Material Control Agents, and indirect supervisory responsibility for approximately 10 nonexempt employees. This position reports to the YMP Division Manager.

NATURE AND SCOPE

1. Provides professional engineering services for the YMP; directs the development and maintenance and is accountable for the detailed project construction schedules and cost estimates;
2. Directs work authorization and field cost reporting for the YMP Construction and Drilling Departments with an operating budget of approximately \$100 million;
3. Supervises the preparation of construction cost estimates for revisions in work scope and/or subcontract change orders and monitors the preparation of cost estimates for equipment, material, and subcontract procurement;
4. Reviews the development of cost account plans for various work order items;
5. Coordinates the preparation of technical and construction input to the Exploratory Site Facility design, including predesign input as well as design review input and the preparation of design field change packages;
6. Directs the development of engineering input relative to surface facilities and utilities, shafts, and underground developments, testing, etc.;
7. Assists the YMP Division Manager with various technical and economic studies, planning and scheduling, cost estimates, and other related functions;
8. Supervises the preparation of detailed material takeoffs from all blueprints or preliminary sketches including engineering drawings and the determination of the cost of material;
9. Supervises the analysis of underground excavation, construction, and technical criteria necessary to develop and update activity schedules to provide management control of the project;
10. Oversees the preparation and submittal of work order status reports, project activity networks and charts using both manual and computerized scheduling techniques, and potential work overrun letters to assist with fiscal control and accountability;

YMP Control Department Manager

11. Oversees the coordination and implementation of changes to the automated planning system to ensure the system is updated and functioning properly and directs costing methods to ensure proper cost distribution;
12. Ensures and is accountable for material quality and quantity, handling of materials and materials takeoffs, and the preparation of requisitions for all project construction materials;
13. Monitors employees engaged in receiving, recording, and reviewing requests for material and services; oversees the preparation of material bills; studies bids; and recommends awards while coordinating activities between warehouse personnel and requesters;
14. Provides coordination between the YMP Control Department and other departments within the YMP Division, other departments within the Company, and other participants within the YMP;
15. Coordinates subcontractors' input to the Planning and Control System;
16. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
17. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;

YMP Control Department Manager

4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with the YMP Division Manager, DOE/YMP, user agency personnel, and other YMP department managers in order to plan, schedule, and coordinate the activities of the YMP.

WORKING CONDITIONS

General office conditions exist most of the time; however, occasional trips to construction and drilling locations are required and may expose the incumbent to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires ten years of engineering experience, including expertise in planning and scheduling, estimating, and cost and material control functions, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized construction engineering field and current training in YMP Quality Assurance requirements.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Division Assistant Manager

JOB CODE: 003530

DATE PREPARED: October 1, 1991

Revised: October 12, 1994

SUMMARY STATEMENT

The YMP Division Assistant Manager plans, organizes, directs, and controls the surface drilling activities and drilling engineering functions of the Yucca Mountain Project (YMP).

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$20 million and has direct supervisory responsibility for 3 exempt employees and indirect supervisory responsibility for approximately 26 exempt and 217 nonexempt and craft employees. This position reports to the YMP Division Manager.

NATURE AND SCOPE

1. Directs a variety of drilling projects and coordinates the scheduling and movement of equipment, craft, and supervisory personnel required to satisfy program requirements;
2. Supervises drilling engineering activities including resolution of technical drilling problems, development of drilling work procedures, and compliance with YMP Quality Assurance requirements;
3. Supervises and assists in the preparation of the departmental budget and operates within the limits of the authorized budget;
4. Coordinates the selection, acquisition, and dispatch of special tools and equipment;
5. Authorizes and directs the movement of all drilling rigs and auxiliary components;
6. Interfaces with various personnel in other units to secure support in the maintenance and repair of assigned drilling equipment;
7. Ensures all phases of drilling activities are properly inspected to identify potential safety hazards and ensures the implementation of corrective action in order to maintain an excellent safety record;
8. Coordinate with the YMP Quality Assurance Manager to ensure final products conform to established procedures and requirements and meet the needs of the user agency;
9. Coordinates various training programs to ensure that employees have proper training in procedures, skills, and operating techniques;
10. Ensures compliance with YMP document control requirements;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

YMP Division Assistant Manager

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with the YMP Division Manager, DOE/YMP, user agency personnel, REECo matrix support departments, and other YMP department managers in order to plan, schedule, and coordinate the activities of the department.

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent trips to project work sites may expose the incumbent to adverse weather conditions and work hazards.

YMP Division Assistant Manager

REQUIRED WORK EXPERIENCE

This position requires sixteen years of experience in surface drilling obtained by work in positions such as Project Engineer or Project Manager, which have included management and administrative experience and knowledge in engineering. Eight of these years should have been in a supervisory capacity. Specialized knowledge and experience in drilling techniques and associated safety problems are desirable.

REQUIRED TRAINING

This position requires high school graduation or equivalent and current training in YMP Quality Assurance requirements.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Division Manager

JOB CODE: 003530

DATE PREPARED: October 1, 1991

Revised: October 19, 1994

SUMMARY STATEMENT

The YMP Division Manager is the contact between the Company, DOE, participating organizations, and other support contractors on all REECo Yucca Mountain Project (YMP) activities and functions. The incumbent plans, organizes, and directs all activities associated with the YMP.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$18.9 million and directly supervises 9 exempt and 1 nonexempt employees and indirect supervises approximately 60 exempt and 200 nonexempt and manual employees. This position reports to the General Manager.

NATURE AND SCOPE

1. Ensures review and approval of all YMP work instructions or requests required for implementation of the Company's assigned tasks;
2. Controls quality, cost, personnel, materials, and maintenance of equipment through appropriate subordinates;
3. Supervises the Exploratory Studies Facility function responsible for supporting the development of mining plans and procedures required to support site characterization activities;
4. Interfaces with project organizations such as LANL and SNL to provide support by assisting during experiments, reviewing plans, and supplying manpower and equipment for mining, surface construction, and drilling activities;
5. Ensures review of all instructions, procedures, and drawings initiated by participating waste management project organizations which require support by the Company;
6. Coordinates plans and programs with the Executive Office and other division managers;
7. Supervises the preparation of the organization budget and operates within the limits of the authorized budget;
8. Ensures the YMP REECo effort is in compliance with quality assurance requirements of the YMP;
9. Ensures adherence to applicable policies, procedures, and federal regulations by monitoring the quality of all YMP activities through the YMP Quality Assurance Manager;
10. Coordinates functional capabilities through long-range planning to ensure the DOE's present and future requirements are satisfied;
11. Ensures the enforcement of environment, safety, and health standards and prohibits work under unsafe conditions;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

YMP Division Manager

13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact at all levels of management within the Company, DOE, and user organizations to assist in the formulation of policies and procedures relative to division operations and to coordinate administrative and technical effort required for services.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent must travel to project sites where the incumbent may be exposed to adverse weather conditions and construction working hazards.

YMP Division Manager

REQUIRED WORK EXPERIENCE

This position requires 12 years of progressively increasing responsibilities with project management experience within the construction, mining, or drilling fields.

REQUIRED TRAINING

This position requires a bachelor's degree in a construction-related engineering field.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Drilling Department Manager

JOB CODE: 003497

DATE PREPARED: October 1, 1989

Revised: October 19, 1994

SUMMARY STATEMENT

The YMP Drilling Department Manager plans, organizes, directs, and controls the surface drilling activities and drilling engineering functions of the Yucca Mountain Project (YMP).

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$20 million and has direct supervisory responsibility for 3 exempt employees and indirect supervisory responsibility for approximately 26 exempt and 217 nonexempt and craft employees. This position reports to the YMP Division Manager.

NATURE AND SCOPE

1. Directs a variety of drilling projects and coordinates the scheduling and movement of equipment, craft, and supervisory personnel required to satisfy program requirements;
2. Supervises drilling engineering activities including resolution of technical drilling problems, development of drilling work procedures, and compliance with YMP Quality Assurance requirements;
3. Supervises and assists in the preparation of the departmental budget and operates within the limits of the authorized budget;
4. Coordinates the selection, acquisition, and dispatch of special tools and equipment;
5. Authorizes and directs the movement of all drilling rigs and auxiliary components;
6. Interfaces with various personnel in other units to secure support in the maintenance and repair of assigned drilling equipment;
7. Ensures all phases of drilling activities are properly inspected to identify potential safety hazards and ensures the implementation of corrective action in order to maintain an excellent safety record;
8. Coordinate with the YMP Quality Assurance Manager to ensure final products conform to established procedures and requirements and meet the needs of the user agency;
9. Coordinates various training programs to ensure that employees have proper training in procedures, skills, and operating techniques;
10. Ensures compliance with YMP document control requirements;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

YMP Drilling Department Manager

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with the YMP Division Manager, DOE/YMP, user agency personnel, REECo matrix support departments, and other YMP department managers in order to plan, schedule, and coordinate the activities of the department.

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent trips to project work sites may expose the incumbent to adverse weather conditions and work hazards.

YMP Drilling Department Manager

REQUIRED WORK EXPERIENCE

This position requires sixteen years of experience in surface drilling obtained by work in positions such as Project Engineer or Project Manager, which have included management and administrative experience and knowledge in engineering. Eight of these years should have been in a supervisory capacity. Specialized knowledge and experience in drilling techniques and associated safety problems are desirable.

REQUIRED TRAINING

This position requires high school graduation or equivalent and current training in YMP Quality Assurance requirements.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Education and Training Section Chief

JOB CODE: 003190

DATE PREPARED: July 26, 1994

SUMMARY STATEMENT

The YMP Education and Training Section Chief plans, organizes, and directs the functions and responsibilities of the Education and Training Section, which provides quality assurance, environment, health and safety-related training necessary to implement YMP specific requirements.

DIMENSIONS

The incumbent has primary impact on an operating budget of approximately \$500,000. The incumbent may have supervisory responsibility for six exempt and three nonexempt employees. This position reports to a YMP Department Manager.

NATURE AND SCOPE

1. Directs the function of training to ensure the development and implementation of the division's training program in accordance with YMP quality assurance requirements;
2. Knows and understands the specifications of many DOE, Company, and government agency, procedures, plans directives, and standards; implements these requirements in the planning, development, and implementation of YMP required training;
3. Provides guidance to supervisory and management personnel by identifying their training needs, evaluating employee YMP training programs, and suggesting needed improvements;
4. Ensures qualified instructors are selected and trained to conduct management and technical training courses;
5. Researches trends and developments in the nuclear waste storage industry to stay abreast of new principles, concepts, methods, training devices, materials, and techniques to evaluate the potential application to the division's training requirements;
6. Organizes, conducts, and attends meetings, as necessary, with customer(s), subcontractors, and other REECo organizations to provide training needs assessment and oversight;
7. Writes and makes appropriate revisions to the YMP Management Control Procedures which set forth the requirements for accomplishing training under the guidance of the division's Quality Assurance Program;
8. Provides oversight and evaluation to the REECo/YMP subcontractor in the implementation of all training and training-related activities, (i.e., procedure writing, lesson plan development, and training implementation);
9. Coordinates responses to all DOE, other contractor, and internal REECo training-related audits and surveillances;
10. Supervises and assists in the preparation of the training section budget and operates within the limits of the authorized budget;
11. Assures that each individual understands and accepts his/her duties and responsibilities; appraises performance and counsels individuals concerning performance, problems, and opportunities;

YMP Education and Training Section Chief

12. Represents the division in the implementation of the Companywide Total Quality Management program and serves on the Education Step Committee;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of the work assignment;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

YMP Education and Training Section Chief

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with supervision/management of all REECo/YMP and matrix departments, REECo/YMP subcontractor, DOE/YMP, and DOE contractors in planning, designing, and implementing training requirements for REECo, as well as DOE and contractor groups.

WORKING CONDITIONS

General office conditions exist most of the time with some visits to other Las Vegas locations and frequent visits to the NTS.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in training which have provided a thorough working knowledge of course development, employee development, and program development and evaluation in the areas of management, technical, environment, science, and health, and general training.

REQUIRED TRAINING

This position requires a bachelor's degree in personnel management, education industrial psychology, or a related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Information Coordinator

JOB CODE: 002538

DATE PREPARED: July 9, 1992

Revised: September 28, 1993

SUMMARY STATEMENT

The YMP Information Coordinator assists the YMP Information Management Department Manager in providing automated data processing and administrative services to the YMP Division and other DOE contractors involved with the Yucca Mountain Project.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$2,000,000. The incumbent has no direct supervisory responsibilities and reports to the YMP Administrative Resources Section Chief.

NATURE AND SCOPE

1. Coordinates and controls routine and special administrative functions for the YMP Information Management Department;
2. Coordinates Automated Data Processing (ADP) equipment acquisitions for REECo and other users; advises personnel in selection of project-supported software that will meet their requirements; approves REECo ADP purchase orders for compliance with upper-tier regulations and requirements;
3. Monitors and initiates Information Systems Service Requests and user-generated Computer Reports Approval Requests and handles departmental requests for miscellaneous supplies, materials, and small equipment;
4. Directs quality assurance functions for ADP equipment acquisitions; serves as custodian and control department representative for all ADP equipment owned by DOE and under REECo's custody;
5. Assists in the preparation of capital equipment and operating and publication budgets and monitors same throughout the year;
6. Develops and maintains YMP hardware/software inventory including documentation of equipment moves and notification of YMP DOE Property Custodian and SAIC Software Librarian;
7. Coordinates all project Requests for Communications Services and departmental Requests for Reproduction Services;
8. Performs system management functions associated with the operation of a PC network;
9. Complies with DOE Order 1360.2 and has a working knowledge of computer security procedures; coordinates telecommunications requests for new installation, equipment moves, Visa cards, voice mail;
10. Acts as REECo/YMP DOE Printing and Publishing Steering Committee representative;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

YMP Information Coordinator

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains contact with YMP Information Management Department personnel, Buyers, Expeditors, Company management, DOE, SAIC personnel, operations managers, user organizations, regulatory organizations, and contractors concerning materials and services.

WORKING CONDITIONS

General office conditions exist most of the time.

YMP Information Coordinator

REQUIRED WORK EXPERIENCE

This position requires a minimum of four years of work experience in data processing, ITS terminology, administration, and technical aspect.

REQUIRED TRAINING

This position requires a bachelor's degree in Business Administration, Management Information Systems, Computer Science, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Information Management Department Manager

JOB CODE: 003293

DATE PREPARED: May 1, 1991

Revised: September 15, 1994

SUMMARY STATEMENT

The YMP Information Management Department Manager plans, directs, and controls the information resources management, records management, controlled document, mail distribution, training, and logistical support functions of the Yucca Mountain Project (YMP).

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$5 million. The incumbent has direct supervisory responsibility for 6 exempt employees and indirect supervisory responsibility for 15 exempt, 37 nonexempt, and 5 craft employees. This position reports to the YMP Division Manager.

NATURE AND SCOPE

1. Manages the overall operation of administrative and technical groups whose responsibilities include mail distribution; word processing; library and research support; technical document review processing; technical information display staging, development, and staffing; public outreach; information resource equipment acquisition, installation, and management; records management; controlled document maintenance and distribution; training development and implementation; and logistical support including material and supply acquisition, tour support, motor carrier coordination, and facility maintenance;
2. Ensures departmental schedules, business plans, commitments, and goals are achieved via effective utilization of resources and compliance to established environmental, safety, and health policies and procedures;
3. Establishes and implements reliable and cost-effective programs to manage the generation, storage, and retrieval of both quality-affecting and nonquality affecting records and ensures accountability;
4. Plans and establishes the guidelines to consolidate the efficient regulation, distribution, and maintenance of controlled documents;
5. Ensures employee development and awareness through the initiation of job rotation programs, skill level and technical competency development, and scheduled training and educational sessions to provide continuing support to the Company's commitments to total quality management;
6. Provides direction for the development of the short- and long-range information technology resource plans to support administrative controls and the automated information management service requirements;
7. Ensures the development and implementation of a training program which meets quality assurance program requirements;
8. Maintains control of departmental costs within forecasted work authorization systems by providing comprehensive planning and monitoring of actual expenditures;
9. Provides administrative and technical direction to Company, DOE, and subcontractor management to ensure effective implementation of the records program and conformance to policies, procedures, regulations, and standards;

YMP Information Management Department Manager

10. Coordinates and schedules necessary staffing and equipment to efficiently meet support requirements;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with all levels of management throughout the Company, the user agencies, and the DOE concerning information management activities and services. The incumbent also maintains frequent contact with representatives of outside organizations to acquire and maintain technological information and education.

YMP Information Management Department Manager

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of diversified experience using business practices which provide sound standards in information management areas relating to micrographics and communications systems, computer and library sciences, administrative and technical requirements, property management, training, and reproduction and printing equipment and services. The incumbent must maintain a working knowledge of hierarchial documents governing functional responsibilities.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, computer sciences, or related field, or equivalent experience. Current training in YMP information management service requirements must be maintained.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Logistical Support Department Manager

JOB CODE: 003295

DATE PREPARED: October 1, 1989

Revised: October 19, 1994

SUMMARY STATEMENT

The YMP Logistical Support Department Manager plans, organizes, directs, and controls the procurement, subcontracts, training, and supply and property management functions of the Yucca Mountain Project (YMP).

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$3 million and has direct supervisory responsibility for 5 exempt employees and indirect supervisory responsibility for approximately 25 nonexempt and manual employees. This position reports to the YMP Division Manager.

NATURE AND SCOPE

1. Directs the acquisition of all equipment, materials, and services required to perform the division's objectives in accordance with quality assurance requirements of the YMP;
2. Directs the functions of purchasing and special contracts and ensures procurement of all commodities and services meet job requirements at the lowest cost, consistent with quality standard specifications and urgency of need;
3. Coordinates all legal matters involving procurement policies, claims, protests, disputes, and terms and conditions with the Legal Office;
4. Directs the function of training to ensure the development and implementation of the division's training program in accordance with YMP quality assurance requirements;
5. Provides guidance to supervisory and management personnel by identifying their YMP training needs, evaluating employee YMP training programs, and suggesting needed improvements;
6. Researches trends and developments in the nuclear waste storage industry to stay abreast of new principles, concepts, methods, training devices, materials, and techniques to evaluate the potential application to the division's training requirements;
7. Ensures qualified instructors are selected to conduct management and technical training courses;
8. Ensures materials and government-owned property are properly received, stored, protected, and issued in accordance with quality assurance requirements;
9. Oversees comprehensive warehouse activities and monitoring of the scheduling, requisitioning, and accountability of materials;
10. Ensures cyclical and special inventories are conducted and discrepancies are reconciled; directs the accurate processes of special order and stock requests for material items in a timely manner;
11. Coordinates efforts to ensure the development and maintenance of an up-to-date catalog publication;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

YMP Logistical Support Department Manager

13. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with user agency personnel, DOE/YMP, and other YMP department managers in order to plan, schedule, and coordinate the activities of the department.

WORKING CONDITIONS

General office conditions exist most of the time; however, travel to project work sites may expose the incumbent to adverse weather conditions.

YMP Logistical Support Department Manager

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in government procurement, construction and contract requirements, and knowledge concerning equipment, supplies, and service, six years of which should have been in a supervisory capacity. The incumbent should also have a thorough working knowledge of methods and techniques utilized in supply and warehousing activities within the construction industry, as well as some property management experience and training and employee development experience.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration or equivalent experience. Comprehensive training in project quality assurance requirements must be maintained. Training in the Quality Assurance Program Plan and Procedures and other applicable YMP documents is also required.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Public Relations Analyst

JOB CODE: 002395

DATE PREPARED: September 2, 1993

Revised: April 22, 1994

SUMMARY STATEMENT

The YMP Public Relations Analyst provides direct support to the DOE Director of Public Affairs for the purpose of increasing public awareness, understanding, and acceptance of the construction of a high level nuclear repository at the Nevada Test Site.

DIMENSIONS

This position has an indirect impact on the operating budget. The incumbent assists in the organizational management of the Institutional Affairs supporting staff. The incumbent provides indirect supervision and leadership to two Senior Secretaries. The incumbent may have direct supervisory responsibility for nonexempt employees. This position reports directly to the YMP Technical Information Section Chief and has a strong supporting relationship to the DOE Director of Public Affairs.

NATURE AND SCOPE

1. Assists and coordinates arrangements for public tours, exhibits, meetings, lectures, speakers, workshops, conferences, and distribution of published information used to increase public awareness and understanding of the YMP. At times, provides support to the Office of Civilian Radioactive Waste Management (DOE/HQ) sponsored public hearings, workshops, and meetings;
2. Establishes and maintains communication with representatives of state and local governments and governmental agencies impacted by YMP;
3. Serves as County Representative by developing protocols, making rural visits, providing library literature and mobile exhibits, and inviting interested representatives to participate in design reviews;
4. Functions as Institutional Affairs Action Item Coordinator to ensure timely completion of action items and to monitor all State of Nevada requests as mandated by the Nuclear Waste Policy Act/Amendments. Identifies sensitive requests that require special attention such as the items related to the Freedom of Information Act and litigation requests;
5. Compiles data and prepares several technical reports on a quarterly basis;
6. Advises the DOE Director of Public Affairs on daily activities, training requirements, waste minimization, and budget cost-reducing ideas. Ensures that the Institutional Affairs Office personnel are in compliance with all quality affecting procedures/requirements;
7. Coordinates schedules with senior level management and other interested organizations. May represent the DOE Director of Public Affairs at internal meetings without prior knowledge or advisement of meeting subject;
8. Adheres to all Company EEO, Affirmative Action, environment, safety, health, quality assurance, and security programs;
9. Performs related work as required.

YMP Public Relations Analyst

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Frequent sitting at computer or desk while performing writing duties, often for prolonged periods;
2. Occasional lift/carry paperwork, up to 20 pounds;
3. Occasional push/pull, opening doors, file drawers, etc., up to ten pounds of force;
4. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;
6. Constant use of sight abilities in typing, reading, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in writing technical documents and ensuring all Company policies and procedures are followed;
2. Must possess independent judgement, creativity, initiative, and ability to apply knowledge and experience to resolve problems, compose correspondence and technical reports, and accomplish goals where established procedures may not be specific;
3. Must be highly organized and able to prioritize and schedule multiple activities of division;
4. Must possess excellent oral and written communication skills with proficiency in composition, proofreading, and grammar; must be able to read/write/speak English and possess basic mathematical skills;
5. Must possess excellent interpersonal skills and ability to deal with all types of people in a tactful, professional, and effective manner while screening and maintaining confidentiality;
6. Must be able to deal with pressures of deadlines, heavy workloads, abrasive/unpleasant people, and constant interruptions;
7. Must possess excellent memory to recall extensive policies, procedures, filing systems, terminology, schedules, personnel, and other details;
8. Must possess ability to delegate, direct, and supervise work of assigned personnel.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with various levels of YMP management and personnel from other governmental agencies such as NVO, OCRWM, TRW/M&O, Westinghouse, SAIC, USGS, LLNL, LANL, SNL, EG&G, RSN, Wackenhut, NWTRB, NRC, NWPO, State of Nevada, County Commissioners, and their consultants, American Medical Association, various universities, unions, EPA, general public, Clark County and Nye County School Districts, and various other agencies.

YMP Public Relations Analyst

WORKING CONDITIONS

General office conditions exist most of the time; however, some travel is required. At times, the incumbent must provide support for weekend activities. Some extended work hours are required in this position.

REQUIRED WORK EXPERIENCE

This position requires two years of experience in coordinating and conducting tours and developing public relations informational packages for distribution. This position requires written and verbal skills that support effective communication with professional and senior level management. Strong interpersonal skills and the ability to work independently with minimal instructions are essential. This position requires basic personal computer skills and the know-how to manage multiple priorities simultaneously. Incumbents must have a working knowledge of the YMP procedures, policies, and the laws set forth in the Nuclear Waste Policy Act/Amendments.

REQUIRED TRAINING

This position requires a bachelor's degree, preferably in communication or business administration.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Quality Assurance Manager

JOB CODE: 003395

DATE PREPARED: December 12, 1990

Revised: October 19, 1994

SUMMARY STATEMENT

The YMP Quality Assurance Manager plans, organizes, and controls the Company's YMP Quality Assurance Plan and procedures and provides guidance for the professional, technical, and administrative personnel engaged in the quality assurance functions.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$2 million. The incumbent directly supervises three exempt employees and indirectly supervises eight exempt and nonexempt employees. This position reports to the YMP Division Manager.

NATURE AND SCOPE

1. Plans, organizes, establishes, and coordinates the Company quality activities for compliance with the YMP Quality Program, DOE orders, and federal regulations;
2. Performs formal reviews and surveillances of Company quality plans and procedures to ensure compliance with established standards;
3. Provides guidance to departments in the development and implementation of quality procedures and the YMP Quality Assurance Plan;
4. Provides assistance to YMP department managers to ensure proper training to meet the qualification requirements established in the Company's YMP Quality Assurance Program;
5. Researches and develops quality standards, practices, and procedures through the application of quality assurance engineering and management techniques;
6. Plans and develops long-range programs and directs implementation of quality programs in response to new DOE/YMP requirements;
7. Coordinates requirements for laboratories and functions responsible for instrument and tool calibration, cable inspection, welding certification, and pressure systems certification;
8. Manages internal audits of quality assurance and related functions and directs or performs vendor and subcontractor evaluations;
9. Reviews the preparation and distribution of reports of quality assurance activities to the YMP Division Manager;
10. Coordinates and assists in presentations of training courses to all levels of employees in the Company;
11. Reviews proposed organization changes and makes recommendations to superior;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

YMP Quality Assurance Manager

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains contact with all levels of management within the Company. Major contact with DOE/YMP and user organizations relating to quality matters is required.

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent training and inspection trips to all area work sites may expose the incumbent to adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires ten years of professional experience in quality assurance operations and procedures and functional knowledge of the principles, philosophies, and practices involved in establishing, monitoring, and controlling quality assurance programs, four years of which should have been in a supervisory capacity.

YMP Quality Assurance Manager

REQUIRED TRAINING

This position requires a bachelor's degree in engineering, science, or other technical field. Current training in quality assurance requirements of the YMP is required.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have a working knowledge of operating compliance with codes and standards such as 10 CFR 50 Appendix B, ANSI/ASME NQA-1/ASME N 45.2, 10 CFR 60 Subpart G, and the DOE/YMP Quality Assurance Plan 88-9.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: YMP Technical Information Section Chief

JOB CODE: 002895

DATE PREPARED: December 6, 1991

Revised: September 15, 1994

SUMMARY STATEMENT

The YMP Technical Information Section Chief supervises, coordinates, and manages the preparation, review, storage and retrieval, distribution, and tracking of technical and scientific documents relating to the project with latitude for action and decision in recommending improvements and changes in procedures and work methods.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$600,000. The incumbent directly supervises the Technical Information Section staff consisting of six exempt and nonexempt employees. This position reports to the YMP Information Management Department Manager.

NATURE AND SCOPE

1. Acts in a supportive and advisory capacity to the DOE Project Office and its participant organizations;
2. Directs staff consisting of three senior technical writers, one methods and procedures analyst, one administrative records coordinator, and one public information coordinator;
3. Delegates responsibilities and establishes, monitors, and coordinates work performance and practices for efficiency and technical accuracy and adequacy;
4. Coordinates the compilation, preparation, correlation, editing, adequacy, and accuracy of YMP-related technical and scientific publications, reports, and papers;
5. Supervises and manages the preparation and review of technical and scientific information, reports, and documents and coordinates their storage, distribution, retrieval, and tracking;
6. Creates, coordinates, and staffs YMP technical information displays and exhibits at professional conferences and technical meetings;
7. Provides technical information resource and research services;
8. Establishes and maintains budgetary requirements and arranges for funding to provide graphics, photographic, and publication support for the Project Office;
9. Maintains regular liaison with clients and participants to facilitate responsive actions to requests, needs, and long-range plans and goals;
10. Compiles and maintains the Project Bibliography and computer technical publications file;
11. Reviews and recommends changes to improve the efficiency of functional operations;
12. Responds to audits and surveillances through corrective actions and documentation;
13. Establishes and maintains standards and guidelines for the development of technical and scientific documents and displays;