

JOB TITLE

Accountability Administrator
Accountant
Administration Division Assistant Manager
Administration Division Manager
Administrative Services Department Manager
Administrative Services Section Chief
Analytical Chemistry Section Chief
Analytical Services Department Manager
Assistant Operations Superintendent
Assistant Program Manager, DOD, LANL, and Sandia
Assistant Program Manager, DOE & Equipment
Assistant Program Manager, Budgets
Assistant Program Manager, LLNL
Assistant Supply/JIT Superintendent
Associate Legal Counsel
Auditor

Benefits Specialist
Benefits Specialist I
Benefits Specialist II
Benefits Specialist III
Budget Analyst
Buyer II

Cable Inspection Supervisor
Calibration Laboratory Supervisor
Chemical Analysis Supervisor
Chemist I
Chemist II
Chemist III
Chemist IV
Chief Accountant
Chief Nurse
Chief Power Dispatcher
Chief Purchasing Agent
Client Information Systems Services Section Chief
Client Technology Assessment Branch Chief
Clinical Services Director
Compensation and Benefits Administrator
Compensation Specialist I
Compensation Specialist II
Compensation Specialist III
Compliance & Monitoring Section Chief
Computer Security Administrator
Construction Inspector Supervisor
Contract Administration Section Chief
Contract Administration Specialist
Controlled Document Center Supervisor
Custodian Supervisor
Customer Service Representative II

JOB TITLE

Data & Operations Supervisor
Data Center Operations Section Chief
Department Environment, Safety & Health Coordinator
Deputy General Manager
Director, Emergency Management Office
Disbursements Supervisor
Division Quality Coordinator
Document Research Section Chief
Dosimetry Supervisor
Drilling Support Superintendent

Ecologist
Electronic Systems Section Chief
Electronic Technician Supervisor
Emergency Medical Service Supervisor
Emergency Response Superintendent
Employee Assistance Program Director
Employee Assistance Program Specialist
Employment Specialist
Engineer I
Engineer II
Engineer III
Engineering and Analysis Section Chief
Engineering Department Manager
Engineering Section Chief
Environment, Safety, Health & Quality Division Assistant Manager
Environment, Safety, Health & Quality Division Manager
Environmental Analyst
Environmental Compliance Office Director
Environmental Compliance Officer I
Environmental Compliance Officer II
Environmental Compliance Officer III
Environmental Compliance Officer IV
Environmental Health Section Chief
Environmental Management Division Manager
Environmental Program Section Chief
Environmental Remediation Section Chief
Environmental Restoration and Technology Development Department Manager
Environmental Section Chief
Equal Employment Opportunity Director
Equal Opportunity Specialist
Equipment Operations Specialist
Equipment Requirements Supervisor
Equipment Specialist
Estimator I
Estimator II
Excess Material Procurement Section Chief
Executive Assistant

JOB TITLE

Field Operations Department Assistant Manager
Field Operations Department Manager
Field Supply Coordinator
Finance and Management Control Department Manager
Financial Accounting Supervisor
Fire Protection Engineer
Fire Protection Services Deputy Chief
Fire Protection Services Section Chief
Fleet and Equipment Department Assistant Manager
Fleet and Equipment Department Manager
Fleet Maintenance Section Chief
Fleet Operations Section Chief
Fleet Operations Superintendent

General Construction Superintendent
General Counsel
General Manager
Geographic Information Systems Specialist
Group Leader

Health Physicist I
Health Physicist II
Health Physicist III
Health Physicist IV
Health Protection Department Manager
Housing & Special Services Supervisor
Housing, Custodial & Food Services Department
Assistant Manager
Housing, Custodial & Food Services Department Manager
Housing, Custodial & Food Services Branch Chief
Housing, Custodial & Food Services Section Chief
Housing, Custodial & Food Services Supervisor
Human Resources Department Assistant Manager
Human Resources Department Manager

Idea Plan Coordinator
Industrial Hygiene Field Operations Section Chief
Industrial Hygienist I
Industrial Hygienist II
Industrial Hygienist III
Industrial Hygienist IV
Information Products Section Chief
Information Resources Management Acquisitions Specialist
Information Systems Department Manager
Inspection and Scheduling Superintendent
Instrumentation Generator Coordinator
Internal Audit Manager

JIT Contract Specialist

JOB TITLE

Labor Relations Advisor
Labor Relations Manager
Law Clerk
Lead Property Analyst
Legal Counsel
Line Superintendent
Litigation Support Coordinator I
Litigation Support Coordinator II
Litigation Support Coordinator III
Litigation Support Section Chief

Mail & Records Branch Chief
Maintenance Control Section Chief
Maintenance Control Specialist
Maintenance Control Supervisor
Maintenance Operations Section Chief
Maintenance Superintendent
Material Control Supervisor
Medical Administrative Assistant
Medical Administrator
Medical Director
Medical Training Supervisor
Methods & Procedures Analyst

Nonradioactive Waste Disposal Section Chief

Occupational Physician
Occupational Safety & Fire Protection Department Manager
Occupational Safety Professional I
Occupational Safety Professional II
Occupational Safety Professional III
Occupational Safety Specialist I
Occupational Safety Specialist II
Operational Requirements Section Chief
Operations & Maintenance Division Assistant Manager
Operations & Maintenance Division Manager
Operations Superintendent

JOB TITLE

Payroll Section Chief
Payroll Supervisor
Performance Assurance Department Manager
Performance Assurance Section Chief
Personnel Processing and Recreation Supervisor
Personnel Processing and Security Administrator
Physician's Assistant
Planning Coordinator
Power Systems Section Chief
Pressure and Elevator Safety Specialist
Pressure and Elevator Safety Supervisor
Price Analyst
Principal Applied Statistician
Principal Chemist
Principal Ecologist
Principal Engineer
Principal Environmental Scientist
Principal Health Physicist
Principal Hydrologist
Principal Industrial Hygienist
Principal Occupational Safety Professional
Principal Staff Assistant
Principal Waste Management Specialist
Printing Plant Assistant Section Chief
Printing Plant Section Chief
Procurement & Property Management Department Assistant Manager
Procurement & Property Management Department Manager
Program Manager, Budgets
Program Manager, DOD, LANL, and Sandia
Program Manager, DOE & Equipment
Program Manager, LLNL
Project Engineer
Project Manager
Property Section Chief
Public Information Officer
Publications Editor
Purchasing Agent

Quality Assurance Section Chief
Quality Assurance Specialist I
Quality Assurance Specialist II
Quality Compliance Branch Chief

Radioactive Waste Section Chief
Radioanalytical Section Chief
Radio & Electronics Superintendent
Radiological Analysis Supervisor
Radiological Assessor
Radiological Evaluation Section Chief
Radiological Field Operations Branch Chief
Radiological Field Operations Section Chief
Radiological Field Operations Supervisor

JOB TITLE

Records Management Supervisor
Records Research Supervisor
Recreation Coordinator
Recruiting and Employment Administrator
Resource Planning, Budgets & Acquisition Branch Chief
Revenue Supervisor
Rig Superintendent

Sample Management Section Chief
Sanitarian I
Sanitarian II
Sanitarian III
Sanitarian IV
Scheduler II
Scheduler III
Security Administrator
Security Officer
Senior Accountant
Senior Auditor
Senior Buyer
Senior Chemist
Senior Contract Administration Specialist
Senior Custodian Supervisor
Senior Ecologist
Senior Employment Specialist
Senior Engineer
Senior Environmental Compliance Officer
Senior Estimator
Senior Excess Material Procurement Specialist
Senior Fire Protection Engineer
Senior Health Physicist
Senior Industrial Hygienist
Senior Labor Relations Advisor
Senior Legal Counsel
Senior Management Systems Assessor
Senior Material Control Agent
Senior Methods and Procedures Analyst
Senior Planning Coordinator
Senior Property Specialist
Senior Quality Assurance Specialist
Senior Scheduler
Senior Security Officer
Senior Staff Assistant
Senior Systems & Applications Specialist
Senior Technical Systems Specialist
Senior Training Specialist
Senior Waste Management Specialist
Site Maintenance Department Manager
Special Projects Section Chief

JOB TITLE

Staff Assistant
Stock Control Superintendent
Substation Superintendent
Supply and Property Management Department Assistant Manager
Supply and Property Management Department Manager
Supply/JIT Superintendent
Support Services Division Manager
Survey Superintendent
Systems & Applications Branch Chief
Systems & Applications Section Chief
Systems & Applications Specialist I
Systems & Applications Specialist II
Systems & Applications Specialist III

Tax Accountant
Technical Librarian II
Technical Resources Administrator
Technical Services Branch Chief
Technical Services Section Chief
Technical Support Section Chief
Technical Systems Specialist I
Technical Systems Specialist II
Technical Systems Specialist III
Technical Writer I
Technical Writer II
Technical Writer III
Telecommunications Specialist
Traffic Section Chief
Traffic Specialist II
Traffic Specialist III
Training and Employee Development Administrator
Training Specialist I
Training Specialist II
Transportation Program Manager
Travel Supervisor
Tunnel Walker

Visitor Planning & Briefing Officer

Warehousing Supervisor
Waste Certification Specialist
Waste Control Section Chief
Waste Management Specialist I
Waste Management Specialist II
Waste Management Specialist III
Waste Management Specialist IV
Waste Operations Department Manager
Wellness Program Director
Word Processing and Forms Management Branch Chief
Workers' Compensation & Risk Management Administrator

JOB TITLE

YMP Administrative Resources Section Chief
YMP Construction Department Manager
YMP Control Department Manager
YMP Division Assistant Manager
YMP Division Manager
YMP Drilling Department Manager
YMP Education & Training Section Chief
YMP Information Coordinator
YMP Information Management Department Manager
YMP Logistical Support Department Manager
YMP Public Relations Analyst
YMP Quality Assurance Manager
YMP Technical Information Section Chief

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Accountability Administrator

JOB CODE : 002965

DATE PREPARED : April 19, 1993

Revised: April 11, 1994

SUMMARY STATEMENT

The Accountability Administrator is responsible for performing and directing the design and implementation of a Companywide system for the identification, management, and resolution of avoidable cost issues arising from DOE's Accountability Rule requirements for the Company. The incumbent coordinates with all departments, divisions, and other Company elements to achieve resolution of the issue with DOE and other DOE contractors.

DIMENSIONS

The Accountability Administrator has contributory impact upon the Company's potential fee pool. The incumbent reports to the Administration Division Manager and may have direct supervisory responsibility over exempt and nonexempt employees. In addition, the incumbent has matrix responsibility for representatives assigned Accountability Rule duties in other divisions of the Company.

NATURE AND SCOPE

1. Performs and directs the design and implementation of a comprehensive system for the identification, management, and resolution of avoidable cost issues that comply with DOE requirements;
2. Develops and provides training, guidance, and support to Company employees and/or organizations to assist in resolving avoidable cost incidents and issues;
3. Conducts reviews and investigations of avoidable cost issues to establish facts and circumstances surrounding an alleged accountability event;
4. Maintains a computerized tracking system for all past and present avoidable cost issues;
5. Recommends solutions to avoidable cost issues to prevent reoccurrence in the future;
6. Participates in the establishment and analysis of cost estimates for potential avoidable cost issues arising under the Accountability Rule;
7. Prepares and distributes accurate and timely reports to internal and external customers;
8. Communicates regularly to department, division, and senior management on the status of accountability issues;
9. Resolves avoidable cost issues within the Company in conjunction with the Legal Office and the Accounting Department;
10. Represents the Company in discussions and negotiations of avoidable cost issues within the Company, DOE, and other contractors;
11. Performs and directs the design and implementation of a comprehensive system for minimizing Company avoidable cost incidents and circumstances;
12. Acts as single point contact for accountability issues;

Accountability Administrator

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;
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.

Accountability Administrator

PRINCIPAL CONTACTS

The incumbent maintains regular contact with all levels of management throughout the Company, DOE, other contractors, and vendors to ensure the resolution of avoidable cost issues arising from the M&O contractor accountability requirements of the Company.

WORKING CONDITIONS

General office conditions exist the majority of the time, although field trips are required.

REQUIRED WORK EXPERIENCE

This position requires six years of professional experience which has provided a good working knowledge of Company/government cost and accounting procedures.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Accountant

JOB CODE : 002201

DATE PREPARED : October 1, 1989

Revised: July 11, 1994

SUMMARY STATEMENT

The Accountant performs accounting work requiring the application of well-established principles, concepts, and practices to varied accounting assignments.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the General Accounting Section. The incumbent has no direct supervisory responsibility and reports to the Financial Accounting Supervisor.

NATURE AND SCOPE

1. Makes all entries to accounts receivable subsidiary ledgers, maintains related files, prepares aged account schedules, and processes uncollectible accounts receivable for assignment to DOE;
2. Prepares bank deposits and processes advice of charges and payment vouchers received from the bank;
3. Assures accurate, timely cash receipt input to Data Control for general ledger and cost distribution purposes and maintains appropriate records;
4. Reconciles related general ledger accounts on a timely basis;
5. Prepares accounting entries to record payment vouchers on letter of credit and transfers from the general bank account to the payroll account;
6. Makes day-to-day decisions concerning treatment of financial transactions;
7. Recommends solutions to difficult and complex problems and proposes changes or revisions to operational features of the accounting system;
8. Makes studies which are varied and difficult in character requiring evaluation and ingenuity;
9. Interprets financial data for management;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. 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;

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<i>Occasionally = Less than 1/3 of</i>

Accountant

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 has frequent contact with operating personnel to supply accounting data, secure information on operations and problems, describe additional data which could be made available, and furnish advice based on well-established principles and practices.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires one year of professional accounting experience which has provided practical knowledge, preferably related to government construction contracts.

REQUIRED TRAINING

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

Accountant

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Administration Division Assistant Manager

JOB CODE : 003501

DATE PREPARED : April 1, 1982

Revised: April 11, 1993

SUMMARY STATEMENT

The Administration Division Assistant Manager assists the Administration Division Manager in the management of Programs, Plans and Budgets; Accounting; Information Systems; Human Resources; Internal Audit; Security; Procurement; and Administrative Management departments.

DIMENSIONS

The incumbent has primary impact upon the division's operating budget of approximately \$46 million; approves actions of the department managers in planning and accomplishing financial and administrative functions; and assists in overseeing all division activities. This position reports to the Administration Division Manager.

NATURE AND SCOPE

1. Participates in the formulation of division policies and procedures concerning assigned financial and administrative requirements;
2. Acts as Administration Division Manager in his/her absence;
3. Approves and directs the execution of financial and administrative programs through appropriate managers within the divisions;
4. Establishes cost control services within all division activities;
5. Ensures economic, efficient use of manpower, material, and equipment in all financial and administrative operations;
6. Coordinates the selection, training, transfer, and appropriate disciplinary or commendatory actions of subordinates;
7. Serves in an advisory capacity in connection with division programs;
8. Assists in the preparation of the division's budget and operates within the limits of the authorized budget;
9. Coordinates the division's capabilities through long-range planning to ensure the DOE's present and future demands are satisfied;
10. Serves on various Company committees and projects;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as assigned.

Administration 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 continuous contact with all managerial levels in the Company, DOE, and user organizations in assisting in the formulation of policies and procedures concerning the division's operations and in coordinating financial and administrative effort required for the division's services.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires twelve years of diversified experience, preferably in government contract operations, nine years of which should have been in a managerial capacity.

Administration Division Assistant Manager

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: Administration Division Manager

JOB CODE : 003601

DATE PREPARED : April 1, 1982

Revised: April 11, 1994

SUMMARY STATEMENT

The Administration Division Manager directs the administration of the Programs, Plans and Budgets; Accounting; Information Systems; Internal Audit; Security; Procurement; Human Resources; and Administrative Management departments.

DIMENSIONS

The incumbent has primary impact upon the division's operating budget of approximately \$46 million. The incumbent directly supervises several department managers and associated staff and indirectly supervises approximately 250 exempt and 300 nonexempt employee. This position reports to the General Manager or the Deputy General Manager.

NATURE AND SCOPE

1. Develops coordinated long-range programs, plans, and budgets in accordance with Company policy and objectives;
2. Develops and implements programs to enable continuous, efficient use of data processing equipment;
3. Reviews accounting procedures for performance of accepted accounting principles and installed improvements thereon;
4. Plans, schedules, assigns, directs, and coordinates activities which include programs, budgets, DOE programs, procurement, accounting, information systems, security, and internal audit functions;
5. Establishes, controls, and coordinates programs and plans designed and executed to give the Company opportunities to meet its contractual work requirements in an efficient, economic manner;
6. Works with customers and DOE to evaluate the most effective schedules and methods to perform planning work;
7. Coordinates within the Company to match manpower and funds with planned work and alerts management and user agencies when expenditures approach fund ceilings;
8. Prepares and administers the Company budget and assures appropriate and adequate equipment budget forecasts and use;
9. Controls work orders;
10. Coordinates plans and programs with the Executive Office, division managers, and others;
11. Coordinates functional capabilities through long-range planning so DOE's present and future requirements are satisfied;
12. Supervises and assists in the preparation of the organization budget and operates within such limits;
13. Reviews and recommends organization changes to improve the efficiency of operations;

Administration Division Manager

14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
15. 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. 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 other top management officials inside and outside the Company regarding formation of policies and administration of programs. The incumbent also maintains continuous contact with senior officials within DOE, prime DOE contractors, and representatives of user agencies and DOD to coordinate, expedite, and formulate policies; and reach decisions regarding budgetary matters, advance planning, and special projects.

WORKING CONDITIONS

General office conditions exist most of the time.

Administration Division Manager

REQUIRED WORK EXPERIENCE

This position requires fifteen years of diversified experience, preferably in government contract operations, ten years of which should have been in a managerial capacity.

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: Administrative Services Department Manager

JOB CODE : 003310

DATE PREPARED : November 8, 1991

Revised: April 11, 1994

SUMMARY STATEMENT

The Administrative Services Department Manager is responsible for managing the services provided by the printing plant and other reproduction activities, word processing and forms control, the mail distribution and document control functions including vital records management, classified and technical libraries, and the central files unit. The incumbent is also responsible for dosimetry records, fallout studies and research, litigation support, and other related activities.

DIMENSIONS

The incumbent has direct supervisory responsibility for five to eight exempt employees and two nonexempt employees. This position reports directly to the Administration Division Manager and is responsible for an operating budget of \$6,000,000.

NATURE AND SCOPE

1. Plans, directs, organizes, and controls services such as printing plant, records management, central files, word processing, forms control, and other similar administrative support services throughout the Company;
2. Supervises the overall operation of administrative and technical groups whose responsibilities include classified and technical libraries; scientific and technical document review, preparation, and tracking systems; and litigation support;
3. Manages the operation of a large full-service printing plant facility which conforms to government printing regulations;
4. Manages the distribution and pickup of classified and other mail from DOE-operated facilities;
5. Operates central files and archive units which track, store, and retrieve various documents;
6. Plans and establishes guidelines to consolidate the efficient regulation, distribution, and maintenance of control documents;
7. Directs the development and maintenance of Company-level policies and procedures;
8. 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;
9. Maintains control of departmental costs within forecasted work authorization systems by providing comprehensive planning and monitoring of actual expenditures;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as assigned.

Administrative Services 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 all levels of management personnel throughout the Company, user agencies, and DOE concerning information management services and activities. The incumbent also maintains frequent contact with representatives of outside organizations to acquire and maintain technological information and education.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of diversified experience relating to reproduction and printing equipment and office services, four years of which must have been in a supervisory capacity.

Administrative Services Department Manager

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Administrative Services Section Chief

JOB CODE: 003108

DATE PREPARED: October 1, 1989

Revised: April 11, 1994

SUMMARY STATEMENT

The Administrative Services Section Chief plans, implements, coordinates, and maintains a variety of administrative services for REECo or DOE, agencies, and associated contractors at the NTS and Las Vegas in support of the Company's mission and contractual obligations.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$1 million. The incumbent directly supervises eight exempt and five nonexempt employees and indirectly supervises one exempt and thirty-eight nonexempt employees. This position reports to the Administrative Services Department Manager.

NATURE AND SCOPE

1. Promotes the advancement of a cost-effective records and reports management program;
2. Reviews records inventories and disposition schedules and other activities of the records management program to ensure accountability of records;
3. Promotes effective central files and mail operations responsive to all requirements and maintains an awareness of changes in postal rates and regulations and Company and user organization changes;
4. Maintains an awareness of current work orders and costing systems for the repair and maintenance of office equipment;
5. Reviews status of Preventive Maintenance Program periodically;
6. Promotes administrative control for the acquisition, maintenance, and disposal of DOE-owned and leased capital, noncapital controllable, and sensitive office equipment;
7. Makes final determination regarding purchase options on leased equipment;
8. Prepares an annual office equipment five-year replacement and additions forecast for submission to DOE;
9. Prepares annual capital office equipment budget including justification for submission to management and DOE and Equipment Programs;
10. Directs printing and reproduction requirements in the DOE/NV building and administers the DOE/NV Technical Library;
11. Directs the mail and messenger functions for the Environmental Protection Agency;
12. Directs feasibility studies and implementation of micrographics systems;
13. Monitors controls of classified material including pickup, delivery, and receipting to assure compliance with established procedures;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Administrative Services Section Chief

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 all levels of management personnel throughout the Company and with representatives of the user agencies and DOE concerning administrative services. The incumbent also maintains frequent contact with representatives of outside organizations to acquire office equipment and supplies and to exchange information relating to services performed.

WORKING CONDITIONS

General office conditions exist most of the time.

Administrative Services Section Chief

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in administrative services functions, four of which should have been in a supervisory capacity, preferably including records management activities.

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: Analytical Chemistry Section Chief

JOB CODE : 003132

DATE PREPARED : September 5, 1991

Revised: April 13, 1994

SUMMARY STATEMENT

The Analytical Chemistry Section Chief directs, coordinates, and controls the activities of the laboratory organic and inorganic analysis, microscopy, and wet chemistry functions and ensures compliance with applicable DOE, federal, and state regulations.

DIMENSIONS

The incumbent has primary impact on an operating budget of \$1.5 million. The incumbent has direct supervisory responsibility for four exempts and one nonexempt and indirect supervisory responsibility for seven exempts and five nonexempt employees. This position reports to the Analytical Services Department Manager.

NATURE AND SCOPE

1. Provides inorganic chemistry analysis services to support the NTS Industrial Hygiene, Environmental, and Hazardous Waste Programs;
2. Provides organic chemistry analysis services to support the NTS Industrial Hygiene, Environmental, and Hazardous Waste Programs;
3. Provides wet chemistry and microscopy analysis capability to support Medical, Industrial Hygiene, Environmental, and Hazardous Waste Programs;
4. Analyzes and interprets analytical chemistry laboratory data;
5. Anticipates and monitors regulatory trends and advises the department manager of impending changes pertinent to the operations;
6. Develops analytical methodology for unique laboratory requirements;
7. Reviews data, procedures, plans, cost estimates, and manpower requirements pertaining to the laboratory operations for content and accuracy;
8. Participates in nationally sanctioned boards and committees on standards and regulations of DOE, ASTM, ACS, AIHA, and OSHA;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as assigned.

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;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;

<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>

Analytical Chemistry Section Chief

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

WORKING CONDITIONS

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

REQUIRED WORK EXPERIENCE

This position requires eight years of experience as an analytical chemist, preferably in the area of Industrial Hygiene/Environmental Analysis, two years of which should have been in a supervisory capacity.

Analytical Chemistry Section Chief

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 is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Analytical Services Department Manager

JOB CODE: 003405

DATE PREPARED: September 6, 1991

Revised: April 13, 1994

SUMMARY STATEMENT

The Analytical Services Department Manager plans, directs, and controls the analytical chemistry, radioanalytical, environmental monitoring, and sample management programs; ensures that procedures are developed for sample taking, handling, analysis, and for reporting results; and ensures that all work is performed in accordance with applicable codes, standards, regulations, and best laboratory practice.

DIMENSIONS

The incumbent has primary impact upon an annual budget of \$8 million. The incumbent directly supervises seven exempt and three nonexempt employees. The incumbent indirectly supervises an additional 32 exempt and 33 nonexempt employees. This position reports to the Environment, Safety, Health & Quality Division Manager.

NATURE AND SCOPE

1. Directs the qualitative and quantitative analysis of health hazards and environmental samples and the analysis of materials for other organizations and user agencies;
2. Develops and maintains validated NIOSH, OSHA, and EPA analytical methods;
3. Develops and adapts radioanalytical procedures;
4. Maintains all required laboratory accreditations and approval ratings and participates in interlaboratory comparison programs;
5. Continues to be informed of applicable codes, standards, regulations, and professional practices to permit planning of the program requirements and objectives;
6. Maintains regular liaison with internal and external customers to facilitate daily response to needs and establishes long-range plans and goals;
7. Assists customers with development of data quality objectives;
8. Provides for the procurement, installation, maintenance, and calibration of analytical and environmental instruments and equipment;
9. Directs a comprehensive effluent monitoring and environmental surveillance program;
10. Coordinates the preparation of annual environmental surveillance, environmental monitoring, NESHAPA compliance, and other environmental plans and reports;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as assigned.

Analytical Services 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 has frequent 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 also maintained with DOE and user agency managers to report progress, make plans, and receive guidance.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of applicable analytical chemistry and radioanalytical experience, six years of which should have been in a supervisory capacity.

Analytical Services Department Manager

REQUIRED TRAINING

This position requires a master's degree in physics, chemistry, industrial hygiene or related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Assistant Operations Superintendent

JOB CODE : 002810

DATE PREPARED : October 1, 1989

Revised: April 13, 1994

SUMMARY STATEMENT

The Assistant Operations Superintendent performs a variety of construction activities while assisting in the accomplishment of field operational objectives.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$2-\$6 million. The incumbent may have direct supervisory responsibility for up to 50 nonexempt employees. This position reports to an Operations Superintendent.

NATURE AND SCOPE

1. Provides supervisory support by directing and coordinating the work of craftsmen engaged in construction functions within a specific phase of the overall work;
2. Coordinates and consults with supervision or technical personnel on unusual and complex construction problems, appropriate guidance, and proper application;
3. Applies approved construction techniques and methods to obtain desired results through applicable general foremen;
4. Evaluates work performance to ensure continual quality workmanship, makes material take-offs, and initiates requests for new material after adequate evaluation;
5. Collects, coordinates, and distributes pertinent information to meet project requirements;
6. Distributes and maintains a selection of design drawings related to construction projects within the area of responsibility;
7. Inspects various construction activities for compliance with plans and specifications;
8. Maintains current knowledge of the present status of assigned jobs;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. 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;

Assistant Operations Superintendent

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 constant contact with supervisory, administrative, technical, and craft personnel to secure, coordinate, and disseminate data needed to fulfill assigned responsibilities.

WORKING CONDITIONS

Field conditions exist most of the time, subjecting the incumbent to adverse weather conditions and construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of construction experience which have provided a thorough working knowledge of all phases of construction methods and their appropriate application, four years of which should have been in a supervisory capacity. Three years of this experience should have afforded the knowledge and ability to coordinate construction crafts.

Assistant Operations Superintendent

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

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

JOB CODE: 003003

DATE PREPARED: July 17, 1991

Revised: May 2, 1994

SUMMARY STATEMENT

The Assistant Program Manager assists the Program Manager in controlling programmatic expenditures within authorized funding and in developing estimates of resource requirements and cost estimates for various program options in both the planning and the operational stages. Assists the Program Manager in the accumulation, development, and control of the financial requirements of the Company through the coordination of data acquired from the DOE, user agencies, program managers, department managers, and other internal sources.

DIMENSIONS

The incumbent has primary impact upon the subprograms funded in the range of \$25 - \$60 million annually. The incumbent may supervise exempt and/or nonexempt employees and reports to the Program Manager, DOD, LANL, and Sandia Programs.

NATURE AND SCOPE

1. Projects resource requirements for various program options and develops cost estimates for both current and future fiscal year in order to obtain additional funds or to induce the user to revise his program to match the established fiscal constraints;
2. Maintains program control by determining the user's objectives and by coordinating REECo support; advises the operating department managers on the affordable level of support for their programs, recognizing the Company's capabilities and limitations and using historical data, cost reports, and outstanding commitments;
3. Represents the Company in formal program reviews and at planning meetings with the user of a government agency;
4. Prepares monthly program reviews and presents status reports at regular meetings of the DOE and REECo management personnel;
5. Updates the Event Model Catalog annually if applicable;
6. Maintains surveillance of REECo's response to user requirements, assures coordination between departments, and resolves questions regarding user program priorities;
7. Counsels the user to modify support requirements to keep the program within fund limitations and advises of the current status of field construction;
8. Analyzes the charges incurred on past operations and develops estimates for similar or alternate operations in the future;
9. May provide budgetary data to DOE/NV, internal organizations, and occasionally to other outside agencies;
10. Provides budgetary data as a result of the coordination of input received primarily from the other program and department managers or generated by the budget program;

Assistant Program Manager, DOD, LANL, and Sandia

11. Provides three-year budget forecasts, an annual resource budget review, estimates of monthly operating costs, narrative comments, and numerous special information as requested;
12. Coordinates the requirements of the Company concerning clients, users, agencies, and various contractors;
13. Formulates budget estimates for the Company's responsibilities at the NTS and other locations;
14. Executes controls on financial plan amounts furnished by the client and notifies management and the client when the expenditures and commitments approach fund ceiling;
15. Prepares periodic cost analyses and reviews cost trends;
16. Consolidates the CPAF self-appraisal of assigned operating departments and serves as the primary REECo contact for the user and DOE regarding program fund status and support requirements in the absence of the Program Manager;
17. Determines whether the overall requirements of the user program are compatible with available funds and resources and establishes funding limits for specific work to avoid cost overruns as well as to prepare budget and resource estimates;
18. Maintains adequate records for the control of non-DOE funds, such as Purchase Orders with other contractors and DOD projects, and performs liaison work with such organizations;
19. Prepares estimates for the NTS Planning Board and coordinates with client and contractor estimate consolidations;
20. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
21. 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. 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.

Assistant Program Manager, DOD, LANL, and Sandia

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 Assistant Program Manager maintains frequent contact with division managers, DOE directors, and heads of other agencies. The incumbent advises the General Manager and Deputy General Managers of major changes in funding or manpower levels.

WORKING CONDITIONS

General office conditions exist most of the time although occasional trips to the forward areas are required.

REQUIRED WORK EXPERIENCE

This position requires eight or more years of diversified experience in accounting, construction, or management. A thorough understanding of cost analysis and planning concepts with a working knowledge of accounting methods and estimating practices is preferred.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Assistant Program Manager, DOE & Equipment

JOB CODE: 003005

DATE PREPARED: July 17, 1991

Revised: May 2, 1994

SUMMARY STATEMENT

The Assistant Program Manager assists the Program Manager in controlling programmatic expenditures within authorized funding and in developing estimates of resource requirements and cost estimates for various program options in both the planning and the operational stages. Assists the Program Manager, DOE & Equipment Programs in the accumulation, development, and control of the financial requirements of the Company through the coordination of data acquired from the DOE, user agencies, program managers, department managers, and other internal sources.

DIMENSIONS

The incumbent has primary impact upon subprograms funded in the range of \$40 - \$60 million annually. The incumbent may supervise exempt and/or nonexempt employees and reports to the Program Manager, DOE, and Equipment Programs.

NATURE AND SCOPE

1. Predicts resource requirements for various program options and develops cost estimates for both current and future fiscal years;
2. Maintains program control by determining the user's objectives and by coordinating REECo support recognizing the Company's capabilities and limitations and using historical data, cost reports, and outstanding commitments to advise the managers of the operating departments regarding the affordable level of support;
3. Assists the Program Manager in formal program reviews and at planning meetings with the user or a government agency;
4. Prepares monthly program reviews and presents status reports at regular meetings of the DOE and REECo management personnel;
5. Maintains surveillance of REECo's response to user requirements, ensures coordination between departments, and resolves questions regarding user program priorities;
7. Proposes viable cost-effective alternatives when appropriate;
8. Analyzes the charges incurred on past operations and develops estimates for similar or alternate operations in the future;
9. May provide budgetary data to DOE/NV, internal organizations, and occasionally to other outside agencies;
10. Provides budgetary data as a result of the coordination of input received primarily from the other program and department managers or generated by the budget program;

Assistant Program Manager, DOE & Equipment

11. Provides three-year budget forecasts, an annual resource budget review, estimates of monthly operating costs, narrative comments, department budgets, overhead cost control, inventory data, support service information, EG&G sales forecast, scope for fee purposes, and numerous special requests;
12. Coordinates the requirements of the Company concerning clients, users, agencies, and various contractors;
13. Formulates budget estimates for the Company's responsibilities at the NTS and other locations;
14. Executes controls on financial plan amounts furnished by the client and notifies management and the client when the expenditures and commitments approach fund ceiling;
15. Prepares periodic cost analyses and reviews cost trends;
16. Serves as the primary REECo contact for the user and DOE regarding program fund status and support requirements;
17. Maintains adequate records for the control of non-DOE funds, e.g. Purchase Orders with other contractor and DOE projects, and performs liaison work with such organizations;
18. Determines and coordinates work order actions to ensure that the user requirements and Company responsibilities are accomplished;
19. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
20. 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. 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.

Assistant Program Manager, DOE & Equipment

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 Assistant Program Manager maintains frequent contact with division managers, DOE directors, and high level managers of other agencies. The incumbent may also advise the General Manager and Deputy General Managers of major changes in funding or manpower levels.

WORKING CONDITIONS

General office conditions exist most of the time with frequent trips to the NTS forward areas to exchange information regarding program activities.

REQUIRED WORK EXPERIENCE

This position requires eight or more years of diversified experience in accounting, construction, or management. A thorough understanding of cost analysis and planning concepts with a working knowledge of accounting methods and estimating practices is preferred.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Assistant Program Manager, Budgets

JOB CODE: 003001

DATE PREPARED: July 17, 1991

Revised: May 2, 1994

SUMMARY STATEMENT

The Assistant Program Manager assists the Program Manager in controlling programmatic expenditures within authorized funding and in developing estimates of resource requirements and cost estimates for various program options in both the planning and the operational stages and assists the Program Manager, DOE & Equipment Programs in the accumulation, development, and control of the financial requirements of the Company through the coordination of data acquired from the DOE, user agencies, program managers, department managers, and other internal sources.

DIMENSIONS

The incumbent has primary impact upon subprograms funded in the range of \$40 - \$60 million annually. The incumbent may supervise exempt and/or nonexempt employees and reports to the Program Manager, Budgets.

NATURE AND SCOPE

1. Predicts resource requirements for various program options and develops cost estimates for both current and future fiscal years;
2. Maintains program control by determining the user's objectives and by coordinating REECo support recognizing the Company's capabilities and limitations and using historical data, cost reports, and outstanding commitments to advise the managers of the operating departments regarding the affordable level of support;
3. Assists the Program Manager in formal program reviews and at planning meetings with the user or a government agency;
4. Prepares monthly program reviews and presents status reports at regular meetings of the DOE and REECo management personnel;
5. Maintains surveillance of REECo's response to user requirements, ensures coordination between departments, and resolves questions regarding user program priorities;
6. Proposes viable cost-effective alternatives when appropriate;
7. Analyzes the charges incurred on past operations and develops estimates for similar or alternate operations in the future;
8. May provide budgetary data to DOE/NV, internal organizations, and occasionally to other outside agencies;
9. Provides budgetary data as a result of the coordination of input received primarily from the other program and department managers or generated by the budget program;

Assistant Program Manager, Budgets

10. Provides three-year budget forecasts, an annual resource budget review, estimates of monthly operating costs, narrative comments, department budgets, overhead cost control, inventory data, support service information, EG&G sales forecast, scope for fee purposes, and numerous special requests;
11. Coordinates the requirements of the Company concerning clients, users, agencies, and various contractors;
12. Formulates budget estimates for the Company's responsibilities at the NTS and other locations;
13. Executes controls on financial plan amounts furnished by the client and notifies management and the client when the expenditures and commitments approach fund ceiling;
14. Prepares periodic cost analyses and reviews cost trends;
15. Serves as the primary REECO contact for the user and DOE regarding program fund status and support requirements;
16. Prepares budget and resource estimates;
17. Maintains adequate records for the control of non-DOE funds, e.g. Purchase Orders with other contractor and DOD projects, and performs liaison work with such organizations;
18. Determines and coordinates work order actions to ensure that the user requirements and Company responsibilities are accomplished;
19. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
20. 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. 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.

Assistant Program Manager, Budgets

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 Assistant Program Manager maintains frequent contact with division managers, DOE directors, and high level managers of other agencies. The incumbent may also advise the General Manager and Deputy General Managers of major changes in funding or manpower levels.

WORKING CONDITIONS

General office conditions exist most of the time with frequent trips to the NTS forward areas to exchange information regarding program activities.

REQUIRED WORK EXPERIENCE

This position requires eight or more years of diversified experience in accounting, construction, or management. A thorough understanding of cost analysis and planning concepts with a working knowledge of accounting methods and estimating practices is preferred.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Assistant Program Manager, LLNL

JOB CODE: 003007

DATE PREPARED: July 17, 1991

Revised: May 9, 1994

SUMMARY STATEMENT

The Assistant Program Manager assists the Program Manager in controlling programmatic expenditures within authorized funding and in developing estimates of resource requirements and cost estimates for various program options in both the planning and the operational stages and assists the Program Manager in the accumulation, development, and control of the financial requirements of the Company through the coordination of data acquired from the DOE, user agencies, program managers, department managers, and other internal sources.

DIMENSIONS

The incumbent has primary impact upon subprograms funded in the range of \$25 - \$60 million annually. The incumbent may supervise exempt and/or nonexempt employees and reports to the Program Manager, LLNL Programs.

NATURE AND SCOPE

1. Projects resource requirements for various program options and develops cost estimates for both current and future fiscal years in order to obtain additional funds or to induce the user to revise his program to match the established fiscal constraints;
2. Maintains program control by determining the user's objectives and by coordinating REECo support; advises the operating department managers on the affordable level of support for their programs, recognizing the Company's capabilities and limitations and using historical data, cost reports, and outstanding commitments;
3. Represents the Company in formal program reviews and at planning meetings with the user of a government agency;
4. Prepares monthly program reviews and presents status reports at regular meetings of the DOE and REECo management personnel;
5. Updates the Event Model Catalog annually, if applicable;
6. Maintains surveillance of REECo's response to user requirements, ensures coordination between departments, and resolves questions regarding user program priorities;
7. Counsels the user to modify support requirements to keep the program within fund limitations; advises of the current status of field construction;
8. Analyzes the charges incurred on past operations and develops estimates for similar or alternate operations in the future;
9. May provide budgetary data to DOE/NV, internal organizations, and occasionally to other outside agencies;
10. Provides budgetary data as a result of the coordination of input received primarily from the other program and department managers or generated by the budget program;

Assistant Program Manager, LLNL

11. Provides three-year budget forecasts, an annual resource budget review, estimates of monthly operating costs, narrative comments, and numerous special information as requested;
12. Coordinates the requirements of the Company concerning clients, users, agencies, and various contractors;
13. Formulates budget estimates for the Company's responsibilities at the NTS and other locations;
14. Executes controls on financial plan amounts furnished by the client and notifies management and the client when the expenditures and commitments approach fund ceiling;
15. Prepares periodic cost analyses and reviews cost trends;
16. Consolidates the CPAF self-appraisal of assigned operating departments and serves as the primary REECo contact for the user and DOE regarding program fund status and support requirements in the absence of the Program Manager;
17. Determines whether the overall requirements of the user program are compatible with available funds and resources and establishes funding limits for specific work to avoid cost overruns as well as to prepare budget and resource estimates;
18. Maintains adequate records for the control of non-DOE funds, such as Purchase Orders with other contractors and DOD projects, and performs liaison work with such organizations;
19. Prepares estimates for the NTS Planning Board and coordinates with client and contractor estimate consolidations;
20. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
21. 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. 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.

Assistant Program Manager, LLNL

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 Assistant Program Manager maintains frequent contact with division managers, DOE directors, and heads of other agencies. The incumbent advises the General Manager and Deputy General Managers of major changes in funding or manpower levels.

WORKING CONDITIONS

General office conditions exist most of the time although occasional trips to the forward areas are required.

REQUIRED WORK EXPERIENCE

This position requires eight or more years of diversified experience in accounting, construction, or management. A thorough understanding of cost analysis and planning concepts with a working knowledge of accounting methods and estimating practices is preferred.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Assistant Supply/JIT Superintendent

JOB CODE: 002703

DATE PREPARED: December 3, 1990

Revised: April 13, 1994

SUMMARY STATEMENT

The Assistant Supply/JIT Superintendent directs, supervises, and coordinates all activities associated with the customer service function of the JIT Contract System which includes receiving, delivery, system defects, management reports, seller performance, and other related functions.

DIMENSIONS

The incumbent has primary impact on an annual operating budget of \$700,000 and management of the JIT Contract System of an estimated \$20 to \$25 million in material requirements. The incumbent has direct supervisory responsibility for 6 to 10 exempt and nonexempt employees and indirectly supervises 30 nonexempt employees. This position reports to the Supply Superintendent.

NATURE AND SCOPE

1. Assists in the supervision, coordination, and control of the section to ensure adequate warehouse inventory level and response to user organization in an efficient and timely manner;
2. Develops and manages a system to ensure that JIT material problems are resolved between the seller and contractor/user in the area of over, short, damaged, and incorrect materials;
3. Manages effective and efficient flow of JIT materials from the seller to the user through review of ordering, receiving, delivery, seller payment, seller performance, user satisfaction, cost records; arranges for program modification or operational changes as appropriate;
4. Monitors the JIT receiving/shipping operation and interfaces with the Traffic Manager to ensure that all safeguards are established and in place in the area of hazardous materials transportation;
5. Manages up-to-date JIT record maintenance and participates in the decision-making process for contract modification;
6. Coordinates with other management personnel to ensure the JIT contracting system supports and complies with all policies and procedures; directs change to the JIT system to comply with changes promptly;
7. Ensures that adequate JIT systems and related training are provided to JIT Customer Service Section members and JIT material receiving personnel;
8. Supports the promotion of small businesses; small, disadvantaged businesses; women-owned businesses; and labor surplus area programs;
9. Participates in JIT pre-award and post-award conferences and provides information relating to receiving, delivery times, and customer service activities;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as assigned.

Assistant 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. 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 REECo management, as well as with vendors and suppliers.

WORKING CONDITIONS

General office conditions exist most of the time.

Assistant Supply/JIT Superintendent

REQUIRED WORK EXPERIENCE

This position requires eight years of warehousing experience, three years of which should have been in a supervisory capacity. The incumbent must be familiar with Systems Contracting (JIT) concepts and with Federal Acquisitions Regulations.

REQUIRED TRAINING

Advanced vocational training in business administration, or equivalent experience is preferable.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Associate Legal Counsel

JOB CODE : 002900

DATE PREPARED : November 1, 1991

Revised: April 13, 1994

SUMMARY STATEMENT

The Associate Legal Counsel performs research and analysis and drafts pleadings and legal opinions at the direction of the General Counsel and other in-house attorneys.

DIMENSIONS

The incumbent has remote impact upon the operating budget. This position reports to the General Counsel or designated supervisor.

NATURE AND SCOPE

1. Performs legal research;
2. Drafts correspondence, pleadings, discovery documents, motions, and briefs;
3. Assists trial attorneys in trial preparation;
4. Prepares legal opinions outlining and analyzing facts and legal issues, explaining the application of legal principles and precedents, and justifying recommendations or conclusions;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. 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;
7. Constant use of speech/hearing abilities in answering telephones, participating in meetings, communicating with customers, coworkers, etc.

Associate Legal Counsel

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.

PRINCIPAL CONTACTS

The incumbent maintains regular contact with the legal staff and other organizational levels within the Company at the direction of the General Counsel of designated supervisor.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

Clerkships while attending law school, and/or a law school that has been certified to practice before federal or state courts.

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.

OTHER SPECIAL QUALIFICATIONS

The incumbent must become a member of the Nevada State Bar in order to be eligible for promotion to Legal Counsel. Must possess excellent writing, research, and analytical skills.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Auditor

JOB CODE: 002405

DATE PREPARED: October 1, 1989

Revised: April 13, 1994

SUMMARY STATEMENT

The Auditor conducts examinations in accordance with the Company's Internal Audit Program; reviews data regarding material assets, net worth, liabilities, capital stock, surplus, income, and expenditures; and inspects items in books or original entries to determine if the proper procedure for recording transactions was followed.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for one nonexempt employee. This position reports to the Chief, Internal Audit.

NATURE AND SCOPE

1. Plans and conducts audits of the Company's financial, administrative, and service functions;
2. Performs specific segments of major audits, such as the checking, verification, and balancing of accounts receivable and accounts payable, or the review and evaluation of the controls and procedures;
3. Participates in conducting operational, functional, and financial audits as assigned by the Chief, Internal Audit;
4. Assists Senior Auditors in examining financial records and cost data of subcontractors or suppliers wherein the Company is a party of interest;
5. Assists Senior Auditors with subcontract audits and procurement reviews as required;
6. Participates in special audits and reviews requested by REECo and DOE management;
7. Attends and participates in post-audit conferences and assists in the issuance of formal reports;
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

<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. 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;
4. Occasional push/pull up to five pounds of force in opening doors or file drawers;

Auditor

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 has continual contact with middle management concerning audit work, audit findings, and recommendations. Contact with representatives of subcontractor and supplier organizations is needed to analyze and evaluate subcontracting and procurement transactions.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of professional auditing experience which has provided a working knowledge of both financial and functional auditing methods and techniques.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Benefits Specialist I

JOB CODE: 002308

DATE PREPARED: October 1, 1989

Revised: November 4, 1994

SUMMARY STATEMENT

The Employee Benefits Specialist I ensures that employee welfare plan contracts, special contracts and other contractual documents are properly administered.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have supervisory responsibility. This position reports to the Benefits Specialist III or the Compensation and Benefits Administrator.

NATURE AND SCOPE

1. Administers insurance contracts;
2. Analyzes systems and procedures and develops, implements, and maintains written procedures to provide delivery of industrial and nonindustrial benefits and accountability of monies for funding such benefits;
3. Develops, implements, and maintains planning and scheduling systems and techniques to provide continuity of all insurance and special contracts administered to the section;
4. Coordinates printing work for the section to ensure consistency, economy, and minimization of errors;
5. Coordinates agreement renewals with the Special Contracts Section to ensure contract continuity;
6. Researches insurance contracts, consults insurance brokers and underwriters, and prepares abstracts to assist with contractual interpretations;
7. Assists with annual production of Employee Benefits Statement;
8. Investigates and resolves problems involving systems and procedures to ensure good relationships with insurance plan participants, medical providers, regulatory agencies, and insurance companies;
9. Designs, produces, and distributes publications and audio-visual aids to promote understanding of employee benefit plans;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. 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 lifting/carrying of paperwork, up to 20 pounds;

Benefits Specialist I

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. 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 organization;
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.

Benefits Specialist I

WORKING CONDITIONS

General office conditions exist most of the time.

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 employee benefit plans is also required.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Benefits Specialist II

JOB CODE : 002506

DATE PREPARED : October 1, 1989

Revised: November 14, 1994

SUMMARY STATEMENT

The Employee Benefits Specialist II implements, maintains, and operates systems providing for the accountability of moneys connected with the administration of employee welfare plans, various Company insurance policies, and Retirement and Investment Savings plans.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. This position reports to the Compensation and Benefits Administrator.

NATURE AND SCOPE

1. Designs, implements, and maintains systems providing for accountability of moneys connected with the administration of employee benefits;
2. Reviews and reconciles Pension Accounts prepared by the carrier;
3. Prepares all Form 5500s and Summary Annual Reports;
4. Counsels and prepares plan members for all retirement plan options prior to retirement and computes a retiring member's monthly retirement income;
5. Reconciles all general ledger accounts monthly;
6. Prepares all annual census reports to insurance carriers;
7. Maintains Special Risk Aviation Insurance Accounts, including the accumulation of flight time from various departments, and prepares accounting transaction vouchers;
8. Researches insurance contracts, consults insurance brokers and underwriters, and prepares abstracts to assist with contractual interpretations;
9. Assists with annual production of Employee Benefits Statement;
10. Investigates and resolves problems involving systems and procedures to ensure good relationships with insurance plan participants, medical providers, regulatory agencies, and insurance companies;
11. Designs, produces, and distributes publications and audio-visual aids to promote understanding of employee benefit plans;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as assigned.

Benefits Specialist 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 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. 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 organization;
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.

WORKING CONDITIONS

General office conditions exist most of the time.

Benefits Specialist II

REQUIRED WORK EXPERIENCE

This position requires three 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 employee benefit and group insurance plans is also required.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Benefits Specialist III

JOB CODE: 002806

DATE PREPARED: November 15, 1994

SUMMARY STATEMENT

The Employee Benefits Specialist III assists with the development, implementation, and administration of the Retirement Plan, Investment Savings Plan, and group insurance plans.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has lead responsibility for two exempt employees and up to four nonexempt employees. This position reports to the Compensation and Benefits Administrator.

NATURE AND SCOPE

1. Assists with planning, administering, and coordinating the employee benefits program;
2. Interprets ERISA requirements and ensures Company compliance as they relate to the plan document and summary plan descriptions, investments, pension plan account, and group annuity contracts;
3. Maintains, reviews, and analyzes market indicators and the insurer's portfolio;
4. Surveys, researches, and analyzes developments in the pension field and recommends changes to the Retirement Board that may be needed in the Company's Retirement Plan;
5. Reviews the enrollments and maintenance of the Retirement Plan, the Investment Savings Plan, and all group insurance plans;
6. May develop and provide preretirement counseling;
7. Participates in the design of the personnel, payroll, and benefits computer systems;
8. Reviews the actuarial valuation reports, the analysis of the actuarial assumptions, and the amortization of unfunded accrued liability reports from the pension carrier;
9. Prepares annual reports for submission to federal agencies and employees, financial statements to top management, financial analysis, investment accounts, and retirement benefits and operations;
10. Recommends advisory service subscriptions to the Retirement Plan Board, investments in separate accounts, and investment criteria and reviews insurer's recommendations;
11. Writes internal procedures, summary plan descriptions, and retirement plan documents;
12. Recommends the incorporation of legislative changes into the Retirement Plan Board;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as assigned.

Benefits Specialist 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 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. 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 organization;
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 the Human Resources Department Manager (Plan Administrator). The incumbent has frequent contact with the Retirement Board and group insurance personnel to make recommendations concerning plan design and improvements and frequent contact with carrier representatives to discuss plan activities and accounting and information systems personnel to discuss operations problems and changes.

Benefits Specialist III

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in employee benefits, two of which should have been in a supervisory capacity. This experience should include working with all group, retirement, and investment savings plans and implementing and writing plan documents, summary plan descriptions, or in-plan amendment and qualifications.

REQUIRED TRAINING

This position requires a bachelor's degree, preferably in business management, and a strong accounting background, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Budget Analyst

JOB CODE : 002105

DATE PREPARED : October 1, 1989

Revised: November 18, 1994

SUMMARY STATEMENT

The Budget Analyst assists in the control of funds and budget preparation of user programs by preparing weekly cost and manpower information and compiling monthly and annual data of cost, manpower, and trends by user.

DIMENSIONS

The incumbent has remote impact upon an operating budget. The incumbent may have supervisory responsibility. This position reports to the Senior Planning Coordinator, Program Manager, or Assistant Program Manager.

NATURE AND SCOPE

1. Compiles cost data and related information;
2. Performs basic accounting functions such as the reconciliation of accounts payable.
3. Prepares reports and event model data;
4. Maintains records of historical cost data for preparation of program budgets and for estimating future program ceilings;
5. Communicates with DOE, Company, and user personnel in the collection and dissemination of current levels of operation and projections of future activities;
6. Updates charts and graphs indicating manpower projection through the use of a computer terminal;
7. Prepares visual aids for program reviews conducted for DOE and using agency personnel;
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;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Budget Analyst

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 personnel within Company departments to verify data, correct discrepancies, and prepare reports. The incumbent may assist in meetings with DOE and user agency personnel.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a bachelor's degree or equivalent experience in an administrative or management field such as accounting or business management.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Buyer II

JOB CODE : 002203

DATE PREPARED : December 3, 1990

Revised: April 20, 1994

SUMMARY STATEMENT

The Buyer II purchases those items, materials, or services which involve large volume procurement actions in major commodity groups or annual contracts to meet the user's specific needs and specifications.

DIMENSIONS

The incumbent has contributory impact upon purchases in multimillion dollar volume and has contractual authority up to \$12,500. This position reports to the Purchasing Agent or Senior Buyer.

NATURE AND SCOPE

1. Coordinates purchases of technical and specialized products used in structural, mechanical, electrical, and equipment repair functions, along with annual contracts for supplies and materials;
2. Solicits and evaluates quotations/proposals from manufacturers and distributors; selects or recommends suppliers in accordance with DOE and Company procurement policies and regulations;
3. Participates in various reviews to ensure that quality requirements have been made and informs his/her supervisor of quality activities;
4. Ensures that hazardous material procurement documents are properly identified and coded to aid the Traffic Section of the Procurement and Property Material Management and Supply and Property Management Departments in shipping and receiving hazardous material;
5. Prepares purchase orders/annual contracts for items or services at the most favorable price consistent with quality, quantity, urgency of need, technical requirements/specifications, and proper terms and conditions;
6. Ensures suppliers comply with contract terms;
7. Locates and promotes new sources of supplies through current knowledge of market and product development;
8. Develops and maintains necessary records and files for efficient operation;
9. Promotes and implements small businesses; small, disadvantaged businesses; women-owned businesses; and labor surplus area programs;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, 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 time</i>

1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;

Buyer II

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 frequent contact with distributors and manufacturers' representatives in negotiating or expediting purchase orders. The incumbent maintains close and frequent contact with technical and administrative personnel within the Company in correcting and/or clarifying nomenclature, shipping or receiving dates, material specifications, price estimates, disbursements, and related matters.

WORKING CONDITIONS

General office conditions exist most of the time; however, occasional travel is also required.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable buying experience which have provided a thorough working knowledge of procurement procedures and practices, particularly those related to large government contracts, and familiarity with technical specifications and terminology sufficient to negotiate and administer the provisions of procurement contracts. Experience with an automated procurement and/or materials management system is desirable.

Buyer II

REQUIRED TRAINING

This position requires high school graduation plus advanced vocational training.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Cable Inspection Supervisor

JOB CODE : 002701

DATE PREPARED : October 1, 1989

Revised: April 22, 1994

SUMMARY STATEMENT

The Cable Inspection Supervisor plans, coordinates, and supervises the activities of the Cable Operations Branch to ensure the quality of event-related scientific cable plant.

DIMENSIONS

The incumbent has primary impact upon an operating budget. The incumbent has direct supervision of eight nonexempt employees. This position reports to the Engineering Section Chief.

NATURE AND SCOPE

1. Provides expertise in the area of electrical/electronic quality assurance to any organization in need of such service;
2. Provides technical guidance within the branch to ensure that current equipment and procedures remain consistent with the state-of-the-art (within budgetary constraints);
3. Maintains custody and control of capital equipment inventory requiring periodic maintenance and calibration which must be administered on a recall basis;
4. Ensures that the quality of all scientific cabling constructed at NTS is done in a precise and scientific manner;
5. Ensures that all data provided by the NTS program is available and accessible for use by appropriate agencies;
6. Plans and assigns priorities to testing programs that will meet the needs of user agencies in existing economic constraints;
7. Plans and administers maintenance programs on assigned equipment to minimize downtime and repair costs;
8. Provides quality assurance support on an as-needed basis to areas other than cabling in a timely and efficient manner;
9. Coordinates various quality requirements justified by user agencies into a single comprehensive testing program which will meet needs while minimizing cost;
10. Prepares and performs audits of cable or connector supplies prior to major procurement action;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Cable Inspection 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</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;
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.

Cable Inspection Supervisor

PRINCIPAL CONTACTS

The incumbent has continuous contact with lower management level personnel both inside and outside the Company to coordinate testing timetable, define current problems, receive advance notice of any new requirements, discuss existing problems, and resolve procurement and technical problems.

WORKING CONDITIONS

Field conditions exist most of the time, subjecting the incumbent to adverse weather conditions and construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of professional experience in administering and monitoring cable inspection activities.

REQUIRED TRAINING

This position requires a bachelor's degree or equivalent experience in the field of electrical engineering or other science.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Calibration Laboratory Supervisor

JOB CODE: 002702

DATE PREPARED: July 21, 1992

Revised: April 22, 1994

SUMMARY STATEMENT

The Calibration Laboratory Supervisor plans, directs, and controls the testing, calibration, and repair activities of the Physical Standards and Calibration Laboratory (PSCL) to assure that the various processes are performed in accordance with established requirements.

DIMENSIONS

The incumbent has contributory impact upon the Performance Assurance operating budget; supervises approximately ten TNENBU employees in support of up to 10,000 calibrated instruments. This position reports to the Engineering Section Chief.

NATURE AND SCOPE

1. Manages the daily functions of the PSCL, including the calibration, repair, testing, inventory control, tracking, and periodic recall of a diversion of electric, electronic, and physical precision measuring instruments;
2. Supervises the performance of technical, production, and quality activities associated with the calibration and repair of precision instruments;
3. Develops and implements the calibration program and training of all employees to meet the DOE and Company requirements;
4. Edits and approves certificates of calibration; develops and approves procedures, including the technical method of determining instrument performance, and sets the technical and administrative requirements for the work group;
5. Assures sufficient capability, integrity, control, and traceability for all measurement standards utilized as the basis for calibration;
6. Provides a continuing technical exchange of information with NTS clients to assist with the selection, use, and application of instruments that will best serve the quality and technical requirements;
7. Recommends measurement methods, problem resolution, and follow-up on instrument performance difficulties;
8. Authorizes and coordinates urgent calibration requests; plans and develops special engineering tests and implementation of an onsite calibration program; assures that all instruments are delivered for recalibration on a timely basis;
9. Serves as a safety resource regarding Hazard Communication and all Company policies and personally controls the use of hazardous materials and waste stream accumulation;
10. Assures that all measurement standards utilized as the basis for calibration provide adequate measurement ratios and are capable of supporting technically advancing workload;
11. Identifies the need and makes recommendations for increased staffing levels, promotions; administers the performance measurement program;

Calibration Laboratory Supervisor

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 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;
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.

Calibration Laboratory Supervisor

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with NTS management and engineers (both Company and DOE contractors) regarding calibration problems or follow-up procedures; also maintains frequent interface with manufacturer engineering representatives and the National Institute of Standards and Technology regarding instrument performance research.

WORKING CONDITIONS

Working conditions range from the controlled laboratory environment to desert environmental conditions when performing field calibrations.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in a calibration laboratory.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Chemical Analysis Supervisor

JOB CODE : 002709

DATE PREPARED : October 1, 1989

Revised: April 22, 1994

SUMMARY STATEMENT

The Chemical Analysis Supervisor coordinates the development of new methods and techniques to perform highly specialized, non-routine radiochemical, analytical, physical, or instrumental analysis methods and procedures. The incumbent utilizes his/her technical background training in the preparation and verification of data reports covering a full range of reporting protocols.

DIMENSIONS

The incumbent has primary impact upon an operating budget. The incumbent directly supervises one exempt and five nonexempt employees and indirectly supervises one nonexempt employee. This position reports to the appropriate laboratory section chief.

NATURE AND SCOPE

Radioanalytical & Analytical Chemistry Sections:

1. Develops and improves analytical procedures that are needed by the users to evaluate their experiments and assess the radiation or hazardous chemical levels in the analyte substrate and/or environment;
2. Trains technicians to carry out the analytical work so that optimum results can be achieved;
3. Schedules the workload to give laboratory users the most effective and timely service;
4. Controls data output to ensure that desired results will be achieved;
5. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
6. Performs related work as required.

Sample Management Section:

1. Serves as technical liaison between laboratory personnel and clients/customers;
2. Upon request, acts in a consulting capacity in developing client data quality objectives and sampling and analysis plans;
3. Reviews and approves submitted Client/Customer Sampling and Analysis Plans for completeness, accuracy, and applicability;
4. In direct consultation with the client/customer, prepares technical Statements of Work (SOWs) consistent with client/customer data quality objectives and sampling and analysis plans;
5. Tracks all client/customer laboratory services and data to assure that client/customer requirements are met or exceeded;
6. Prepares client/customer data reports according to the report protocol stipulated in the controlling SOW and verifies that all data is consistent with the requirements of the SOW or qualified as required;

Chemical Analysis Supervisor

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

<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;
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.

Chemical Analysis Supervisor

PRINCIPAL CONTACTS

The incumbent interfaces professionally with various personnel in EPA, DOE, LANL, LLNL, Sandia, and other laboratory user clients to perform requested work.

WORKING CONDITIONS

The incumbent may both work in a laboratory where he/she may be confronted by noxious/toxic fumes and corrosive material and/or in a professional office environment. The incumbent spends less than 5 percent of the time in the field.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in analytical chemistry with at least three of them related to radiochemistry. Knowledge of transuranium chemistry is essential.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Chemist I

JOB CODE : 002103

DATE PREPARED : November 6, 1989

Revised: February 11, 1994

SUMMARY STATEMENT

The Chemist I assists with developing improvements and adopting methods and procedures for conducting analytical and/or radiochemical analyses. The incumbent also performs special studies under close supervision.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise technicians and normally reports to a higher level Chemist.

NATURE AND SCOPE

1. Executes laboratory analyses utilizing chemical and/or instrumental methods;
2. Performs research and experimentation to develop methods and procedures for conducting quantitative and qualitative analytical and/or radio-chemical analyses;
3. Performs experimentation and analyses to resolve routine problems;
4. Evaluates and comments on established procedures; simplifies techniques to improve accuracy and efficiency;
5. Performs procedures for the operation, calibration, and maintenance of measuring instruments and test equipment and maintains legible records of such activities;
6. Assists with training technicians and other personnel in the use of analytical chemical and instrument 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 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;

Chemist I

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 has continual contact with technical personnel inside and outside the Company concerning procedures for analytical and/or radiochemical analyses and the instruments/equipment involved. The incumbent has frequent contact with manufacturing representatives concerning instrument operations and problems. The incumbent may have occasional contact 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 solvent and other chemicals. Occasional field travel is required to set up laboratory equipment and/or collect field samples, which may expose the incumbent to construction, chemical, and radiation hazards.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Chemist II

JOB CODE : 002302

DATE PREPARED : November 6, 1989

Revised: February 11, 1994

SUMMARY STATEMENT

The Chemist II assists with developing improvements and adopting methods and procedures for conducting analytical and/or radiochemical analyses. The incumbent also performs special studies.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent occasionally has some supervisory responsibility and reports to technical supervisory personnel.

NATURE AND SCOPE

1. Performs research and experimentation to develop methods and procedures for conducting quantitative and qualitative analytical and/or radio-chemical analyses;
2. Performs experimentation and analyses to resolve special problems;
3. Evaluates and comments on established procedures; simplifies techniques to improve accuracy and efficiency;
4. Performs procedures for the operation, calibration, and maintenance of measuring instruments and test equipment and maintains legible records of such activities;
5. Trains technicians or other personnel in the use of analytical chemical and instrument procedures;
6. Prepares articles for publication in technical journals or presentation in professional meetings;
7. Develops procedures and methods for analytical and/or radioanalytical analysis;
8. Prepares comprehensive reports on developed methods;
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;

Chemist 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 has continual contact with technical personnel inside and outside the Company concerning procedures for analytical and/or radiochemical analyses and the instruments/equipment involved. The incumbent has frequent contact with manufacturing representatives concerning instrument operations and problems. The incumbent may have occasional contact with universities and the scientific community.

WORKING CONDITIONS

Most of the time is spent in laboratories where the incumbent may be exposed to various elements, including noxious, poisonous, and explosive gases; radiation; acids and caustics; the toxic fumes from solvents; and other chemicals. Occasional field travel is required to set up laboratory equipment and/or collect field samples, which may expose the incumbent to construction, chemical, and radiation hazards.

REQUIRED WORK EXPERIENCE

This position requires two years of experience in analytical and/or radiochemistry and familiarity with analytical and/or radioanalytical instrumentation.

Chemist II

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Chemist III

JOB CODE : 002505

DATE PREPARED : November 6, 1989

Revised: February 11, 1994

SUMMARY STATEMENT

The Chemist III researches, develops, improves, and adopts methods and procedures for conducting analytical and/or radiochemical analyses. The incumbent also performs special studies.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has some supervisory responsibility and reports to supervisory personnel or a department manager.

NATURE AND SCOPE

1. Performs research and developmental work and recommends solutions to problems related to various phases of analyses and radiochemistry;
2. Performs research and experimentation to develop new methodology and procedures for conducting quantitative and qualitative 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. Performs procedures for the operation, calibration, and maintenance of measuring instruments and test equipment and maintains legible records of such activities;
6. Trains technicians or other personnel in the use of established analytical chemical and instrument procedures; assists in solving users' technical problems;
7. Evaluates new instruments, equipment, and devices to determine possible use and application; orders supplies and recommends acquisition of required equipment;
8. Prepares articles for publication in technical journals or presentation in professional meetings;
9. Prepares reports and maintains records;
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;

Chemist III

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 radiochemical analyses 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 set priorities, review analytical results, solve problems, and exchange technical information; 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. Occasional field travel is required to set up laboratory equipment and/or collect field samples, which may expose the incumbent to construction, chemical, and radiation hazards.

Chemist III

REQUIRED WORK EXPERIENCE

This position requires four years of experience in analytical and/or radiochemistry and a sound working knowledge of current work-related analytical instrumental techniques.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Chemist IV

JOB CODE : 002707

DATE PREPARED : October 18, 1993

Revised: February 11, 1994

SUMMARY STATEMENT

The Chemist IV researches, develops, and improves methods and procedures for conducting analytical and/or radiochemical analyses. The incumbent may act as project coordinator for most major projects. The incumbent recommends problem resolution for assigned projects and assures conformance to budgetary, timeline, and other applicable parameters.

DIMENSIONS

The incumbent has contributory impact upon the operating budget allocated for assigned projects. The Chemist IV position provides technical advice and consultation to middle management and provides training and guidance to personnel in the Chemist job family. The Chemist IV position reports to supervisory personnel at the section level or a department manager.

NATURE AND SCOPE

1. Researches, analyzes, and performs analyses on problems related to various phases of analytical chemistry and/or radiochemistry;
2. Works independently on assigned projects or may be accountable for disseminating final direction and project coordination to other Chemists/technical personnel working on the project team;
3. Reviews the project's scope and recommends changes in the scope of work concerning the design specifications, proposals, estimates, etc.;
4. Prepares comprehensive reports on developed methods;
5. Recommends operating procedures and technical work instructions;
6. Trains technicians or other personnel in the use of analytical and/or radioanalytical procedures; assists with solving users' technical and scientific problems;
7. Prepares and reviews analytical project reports;
8. Evaluates new instruments, equipment, and devices to determine possible use and application;
9. Determines applicability of state, federal, and DOE regulations to Company's activities and provides information and guidance to the affected departments;
10. Prepares articles and papers for publication in technical and professional journals or presentation in professional meetings;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Chemist 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</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.

Chemist IV

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.

REQUIRED WORK EXPERIENCE

The Chemist IV position requires four years of work experience in Chemistry or in a comparable field such as engineering, physical, or biological sciences.

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 one professional paper in a scientific journal besides a master's thesis or a dissertation 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: Chief Accountant

JOB CODE: 003106

DATE PREPARED: October 1, 1989

Revised: May 9, 1994

SUMMARY STATEMENT

The Chief Accountant directs and supervises the General Accounting Section which accumulates, summarizes, and interprets the financial activities of the Company under the DOE contract.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$350,000. The incumbent has direct supervisory responsibility for 11 exempt and 18 nonexempt employees. This position reports to the Accounting Department Manager.

NATURE AND SCOPE

1. Ensures compliance with established Company and DOE accounting policies and procedures;
2. Develops, adapts, or revises the accounting systems to meet changing requirements;
3. Coordinates the computer processing of financial and cost information with the Information Systems Department;
4. Assigns accounting codes including general ledger accounts, budget numbers, standard cost rates, and various other codes used in ADP processing and maintains the Accounting Codes Handbook containing this information;
5. Formulates accounting systems and procedures and participates in the definition, development, and implementation of related computer systems;
6. Interprets DOE accounting policies and instructions, provides technical accounting advice to other Company organizational units, and maintains liaison with DOE finance division representatives;
7. Participates in negotiations for the five-year bank contract. Ensures all DOE requirements for the advanced funds under the REECo letter of credit with the U.S. Treasury are adhered to;
8. Reviews all cost reports and financial statements, certifies all invoices, and approves petty cash expenditures and all price adjustments to accounts payable disbursement in excess of established limitations;
9. Assists in the maintenance of cost accounting standards for disclosure statement;
10. Acts for the Accounting Department Manager during his/her absence;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as assigned.

Chief 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 the Information Systems Department concerning operating schedules, coordination of input/output, resolution of problems, and improvements to systems and procedures. He is also in contact with the Programs, Plans, and Budgets Department regarding cost distribution and general coordination of activities. The incumbent's outside contacts are with representatives of the DOE Finance Division, usually to respond to a variety of questions regarding the Company's operations and related accounting methods.

Chief Accountant

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience, four of which should have been in a supervisory capacity, which have provided knowledge of all aspects of accounting including general ledger and subsidiary expense accounts, accounts receivable and payable, plant and equipment accounting, banking, cash accountability, and tax accounting. The position also requires knowledge of the requirements of the Cost Accounting Standards Board.

REQUIRED TRAINING

This position requires a bachelor's degree in accounting, or equivalent experience. Training with microcomputers is desirable.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Chief Nurse

JOB CODE: 002607

DATE PREPARED: October 1, 1989

Revised: May 27, 1994

SUMMARY STATEMENT

The Chief Nurse plans, coordinates, and directs the nursing service; acts as advisor in nursing matters; and performs professional nursing duties.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$350,000. The incumbent directly supervises four nonexempt employees. This position reports to the Medical Director or the Assistant Medical Director.

NATURE AND SCOPE

1. Supervises the nursing service to ensure that physical examinations are thoroughly and competently performed and that floor patients are given efficient and effective care;
2. Supervises and coordinates in-service education directions to ensure that the Registered Nurses have adequate opportunities for professional growth and maintain awareness of new medical procedures and technologies;
3. Supervises the performance of SIIS claim coverages to ensure that false claims are removed from REECo's responsibility and that claims which have credibility are handled so that patient has adequate/ specialized care as cases permit to return employees to work when medically feasible;
4. Provides referrals for patients with special problems to various specialists who are attuned to these problems;
5. Provides counseling to the patients having problems with obesity, smoking, drug addiction, marital/ personal problems, and alcoholism;
6. Acts as deputy coroner (Nye County) and handles verification of death and coordinates with various people to notify relatives, make funeral arrangements to assist family of deceased, arrange for transportation for deceased, and handle procedures at the scene of occupational and nonoccupational death;
7. Coordinates Asbestos Screening Program;
8. Supports various community work with blood services, American Lung Association, American Cancer Society, etc.;
9. Coordinates Special Response Team Screening Program for WSI guards;
10. Coordinates Hazardous Materials Screening Program;
11. Ensures that the emergency cardiac room is maintained in preparation at all times for cardiac arrest;
12. Coordinates vaccination/inoculation program for foreign travel;
13. Performs V.D. Screening and Referrals to Clark County Health District;

Chief Nurse

14. Coordinates audiology screening program;
15. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
16. 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;
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.

Chief Nurse

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with SIIS to refer patients and assists patients regarding rehabilitation and disability problems; maintains continual contact with outside agencies such as the American Cancer Society for educational purposes, the American Lung Association for literature, the American Heart Association for advanced life support classes, and Blood Services of Nevada. The incumbent also maintains interaction with University Medical Center and the Voluntary Action Center.

WORKING CONDITIONS

General office conditions exist at the Dispensary and the patient ward.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in industrial or hospital nursing. The ability to cope with the wide variety of problems which arise suddenly and for which there is often no protocol to follow (i.e., medical emergencies) and a thorough understanding of behavior in various organizations is preferred.

REQUIRED TRAINING

This position requires a bachelor's degree in nursing or hospital administration.

OTHER SPECIAL QUALIFICATIONS

Must be licensed by the state of Nevada and the State Board of Nursing, Advanced Cardiac Life Support Certification, Advanced Trauma Life Support Certification, and certified in Occupational Health Nursing.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Chief Power Dispatcher

JOB CODE: 002712

DATE PREPARED: October 1, 1989

Revised: June 3, 1994

SUMMARY STATEMENT

The Chief Power Dispatcher is responsible for controlling and maintaining proper distribution of electrical power from the supply source to the point of user utilization at NTS, with limited services to power lines in Area 51.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$500,000. The incumbent has direct supervisory responsibility for several exempt employees who are involved in power dispatch duties. This position reports to the Power Systems Section Chief.

NATURE AND SCOPE

1. Controls and maintains a safe, uninterrupted flow of electric power through the power supply interconnections, substations, and transmission line system at NTS with limited service to power lines in Area 51;
2. Directs close and continuous surveillance of all power transmission and distribution lines on a 24-hour, 7-day week basis;
3. Supervises and coordinates the activities of personnel engaged in performing power dispatch functions;
4. Directs or delegates the control of all switching apparatus and the transmission and distribution of power at NTS;
5. Directs the issuance of work clearances and work permits to open, remove, test, restore, or close any portion of controlled electric power;
6. Establishes procedures necessary to ensure efficient and economic continuous power dispatching operations;
7. Directs and assigns work to craftsmen to isolate power failure and makes all possible corrections to maintain continuity of service;
8. Schedules, directs, and coordinates all switching to expedite restoration of power for planned and emergency outages;
9. Maintains up-to-date knowledge and current design drawings and prints of the status of transmission and power distribution system;
10. Supervises the preparation and maintenance of all records and reports relative to power dispatching action;
11. Directs and assists in the maintenance, calibration, and reading of all billing meters;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as assigned.

Chief Power Dispatcher

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 top management personnel inside and outside the Company for determination of electrical power requirements. The incumbent also maintains contact with officials of power companies and frequent contact with middle management personnel inside and outside the Company regarding power transmission and distribution, power failures, and removal and restoration of power and system repairs.

Chief Power Dispatcher

WORKING CONDITIONS

Most of the incumbent's time is spent in the Power Dispatch Center with occasional exposure to high voltage lines and apparatus.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in power distribution with an emphasis on the operation and maintenance of all power switching apparatus equipment and transmission lines, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus completion of advanced vocational training in power systems.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Chief Purchasing Agent

JOB CODE: 003022

DATE PREPARED: October 1, 1989

Revised: April 14, 1994

SUMMARY STATEMENT

The Chief Purchasing Agent directs the activities of the Company's purchasing and/or special contracts function.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$4 million, annual purchasing of \$100 million, and contractual authority of \$100,000. The incumbent has direct supervisory responsibility for several exempt and/or 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 Purchasing Section and/or Special Contracts Section necessary in the procurement of commodities, services, equipment, materials, and supplies for the Company, DOE, and NTS users in accordance with established procurement policies and procedures;
2. Recommends and implements changes and improvements in operating methods affecting the operation of the purchasing and/or special contracts function;
3. Ensures that all procurement actions meet the requester's needs and specifications and are accomplished at a fair and reasonable cost consistent with quality, reliability of source, and urgency of need;
4. Supervises the negotiation of purchase orders, contracts, consultant agreements, equipment rental, and lease of property; follows up, schedules, and expedites the delivery to meet requirements of construction and maintenance projects;
5. Determines and directs the course of action in accomplishing difficult and complex procurement actions;
6. Directs the preparation of special reports concerning procurement actions, activities, market trends, and other timely information; keeps abreast of market and product developments; and promotes possible new sources of supply;
7. Assists the department manager with the implementation and conduct of department training;
8. Supervises and/or conducts initial training, refresher training, and training on implemented changes to all related procedures and methods for all personnel;
9. Initiates, coordinates, and monitors advanced planning for major acquisitions to ensure that the efforts of all personnel are integrated; develops the overall strategy for managing the acquisition;
10. Monitors the evaluation of complex proposals, suppliers, and subcontractors;
11. Advises and provides technical guidance to other divisions and departments throughout the Company, DOE, and NTS users in matters relating to procurement;

Chief Purchasing Agent

- Promotes and implements small business; small, disadvantaged business; women-owned business; and labor-surplus programs;
- Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
- 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

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

Mental

- 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;
- 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;
- Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
- Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
- Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with top and middle management, technical, and administrative personnel inside and outside the Company in providing procurement guidance and coordinating procurement activities. The incumbent also has frequent contact with contractors, manufacturers, and wholesale and retail representatives.

WORKING CONDITIONS

General office conditions exist most of the time.

Chief Purchasing Agent

REQUIRED WORK EXPERIENCE

This position requires eight years of purchasing experience which have provided a thorough knowledge of procurement procedures and practices, particularly those relating to large government contracts, four years of which should have been in a supervisory capacity. On-line computer experience is highly desirable.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Efforts should be made in obtaining a professional certificate in the field of procurement or contracting.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Client Information Systems Services Section Chief

JOB CODE: 003121

DATE PREPARED: July 16, 1992

Revised: April 20, 1994

SUMMARY STATEMENT

The Client Information Systems Services Section Chief plans, directs, 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 an annual operating budget of approximately two million dollars and supervises approximately 25 employees. Major microcomputer-based departmental systems are developed and maintained by this section, and all Information Systems Company applications, regardless of platform, are tested and verified by this section. Support is provided to over 900 microcomputer users and 1,100 VAX users throughout the NTS; develops and maintains control over a 12-15 million dollar annual department budget. This position reports to the Information Systems Department (ISD) 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; establishes the strategies for the development of the Information Resources Management (IRM) strategic and short-range plans for the Company; develops the operating and capital equipment plans for the department;
2. Establishes standards and procedures for the acquisition of all REECo and other DOE/NV contractor office equipment and ADP hardware and software in accordance with applicable DOE orders;
3. Interfaces with all levels of Company management and other customers within and outside of REECo to analyze the business and technical services provided; makes effective staffing decisions regarding workload capacities within all sections of the department based on assessment of workload and customer needs;
4. Monitors the progress of the Client Technology Assessment Branch to assure that the Information Systems strategies and efforts are meeting the customer needs; maintains a thorough understanding of the long-range and short-term IRM needs of all ISD customers; directs special analysis projects by reviewing Help Desk problems to determine trends and corrective actions, as necessary;
5. Applies a thorough knowledge of software quality and reliability techniques to ensure the adequacy of the ISD software quality program; interacts with other sections to manage the software configuration management control process in an efficient and reliable manner; assures compliance with the documentation standards of the Company System Development Life Cycle;
6. Directs the development of the department strategic and short-range plans; monitors the IRM Planning and Budgets Branch; determines need for consolidation of purchases into long-term contracts based on analysis of IRM strategic long-term and short-range plans; directs the establishment of cost recovery processes for each ISD Information Technology;
7. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Client Information Systems Services Section Chief

8. 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 regular contact with all levels of management throughout the Company, DOE, other contractors, and vendors to ensure optimum user service.

Client Information Systems Services Section Chief

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in data processing, three of which are in systems analysis and software development, and at least two years in a supervisory capacity. This position also requires three years of experience in documentation training, coordination of work activities in multiple-shift, and ADP-batch processing environment.

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: Client Technology Assessment Branch Chief

JOB CODE: 002902

DATE PREPARED: July 16, 1992

Revised: April 27, 1994

SUMMARY STATEMENT

The Client Technology Assessment Branch Chief administers Information Systems Department support to over 1,100 users of the Company VAX Data Center and over 900 personal computer users.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$400,000 to \$600,000. The incumbent may have direct supervisory responsibility for six exempt employees. This position reports to the Client Information Services Section Chief.

NATURE AND SCOPE

1. Directs, organizes, and controls the establishment, implementation, and maintenance of processes to solve problems and provide solutions to the Company and DOE contractors regarding the use of Company hardware and software resources;
2. Consults with management personnel to ensure that the assignment of resources is appropriate for user priorities and requirements;
3. Identifies problem areas and constraints which may hinder resolution of user problems and consults management for problem resolution when necessary;
4. Assists in determining whether problems are due to machine error, program error, user error, or communications and ensures that necessary corrective actions are taken;
5. Works in close coordination with the Systems and Programming section, Technical Support section, Data Center operations, and Company management who are affected by end-user problems;
6. Identifies and recommends end-computing resources for inclusion in the Information Technology Resources (ITR) and business plans;
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>

Client Technology Assessment Branch 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 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 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 have included familiarity with systems analysis, programming, and hardware, 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.

Client Technology Assessment Branch Chief

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Clinical Services Director

JOB CODE: 004228

DATE PREPARED: September 29, 1992

Revised: April 20, 1994

SUMMARY STATEMENT

The Clinical Services Director assists in directing and coordinating activities related to the clinical functions of the Occupational Medicine Department, including the occupational and nonoccupational outpatient clinics, the physical examination section, and the emergency medical services.

DIMENSIONS

The incumbent has contributory impact on an operating budget of \$5.2 million; has direct supervision of 6 exempt and 32 nonexempt employees. This position reports to the Medical Director.

NATURE AND SCOPE

1. Assists in planning, scheduling, coordinating, and supervising the clinical services functions and activities performed by Occupational Physicians and ancillary personnel;
2. Exercises the Medical Director's authority in his/her absence;
3. Coordinates with the State Regional Medical Emergency Medical Services Representative and ambulance service to provide assistance to local communities for medical emergencies;
4. Participates in formulation of professional policies and procedures affecting the work of the organization;
5. Implements professional policies;
6. Supervises training programs for professional medical personnel;
7. Oversees and performs pre-employment, periodic, and termination physical examinations and examines patients returning to duty following hospitalization or convalescence to ensure their recovery and capability to return to work;
8. Makes periodic visits to work sites and facilities to become familiar with employees' job tasks, work site environments, and related health hazards or potential health hazards;
9. Stays abreast of current information regarding occupational health hazards including radiation safety procedures, hazards, and operations;
10. Ensures that administrative policies and procedures are adhered to;
11. Coordinates responses to all medical emergencies both on and offsite and ensures these emergencies are responded to in the least amount of time to prevent loss of life by having the proper equipment and trained personnel available for immediate response;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Clinical Services Director

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 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 personnel inside and outside the Company to facilitate the establishment of optimum medical services.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires five years of broad medical experience. Experience in occupational medicine or aerospace medicine is preferred.

Clinical Services Director

REQUIRED TRAINING

This position requires a Doctor of Medicine or Osteopathy degree from an accredited school of medicine or osteopathy.

OTHER SPECIAL QUALIFICATIONS

The incumbent must be licensed to practice medicine in the state of Nevada and become an active member in good standing of the local, county, state, and national medical societies.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Compensation and Benefits Administrator

JOB CODE: 003126

DATE PREPARED: December 5, 1994

SUMMARY STATEMENT

The Compensation and Benefits Administrator develops plans, supervises, and coordinates all compensation and benefit plans and activities for the Company.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the Human Resources Department. The incumbent has direct supervisory responsibility for six exempt employees and seven nonexempt employees. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Plans, administers, and coordinates the Company's Compensation and Employee Benefits plans;
2. Establishes methods, practices, and procedures for efficient and proper administration of all wage and salary programs;
3. Develops and administers job studies and job evaluation programs to ensure the correct identification and evaluation of job descriptions;
4. Directs the preparation and submittal of EEO, Labor Relations, and DOE statistical, routine, and special reports;
5. Supervises the preparation and maintenance of Company Organization Charts;
6. Makes recommendations to improve Company programs using data obtained by researching other companies' compensation plans, cost-of-living, and area and industry wage studies;
7. Establishes job specifications and salary ranges and oversees their periodic review;
8. Establishes procedures for and supervises the implementation of the Salary Increase Fund;
9. Oversees the preparation of Reimbursement Authorization requests;
10. Coordinates the implementation of all union-negotiated rate changes and may participate in union negotiations;
11. Directs the preparation and maintenance of current and historical files of job descriptions, rate schedules, surveys, and related data;
12. Interprets ERISA requirements and ensures Company compliance as they relate to the plan document and summary plan descriptions, investments, pension plan account, and group annuity contracts;
13. Maintains, reviews, and analyzes market indicators and the insurer's portfolio;
14. Supervises enrollments and maintenance of the Retirement Plan, the Investment Savings Plan, and all group insurance plans;

Compensation and Benefits Administrator

15. May develop and provide preretirement counseling;
16. Participates in the design of the personnel, payroll, and benefits computer systems;
17. Reviews the actuarial valuation reports, the analysis of the actuarial assumptions, and amortization of unfunded accrued liability reports from the pension carrier;
18. Supervises the preparation of annual reports for submission to federal agencies and employees, financial statements to top management, financial analysis, investment accounts, and retirement benefits and operations;
19. Writes internal procedures, summary plan descriptions, and retirement plan documents;
20. Incorporates legislative changes into the Retirement Plan Board;
21. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
22. 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 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. 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 organization;
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;

Compensation and Benefits Administrator

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 liaison with middle and top management personnel within the Company and DOE, as well as frequent contact with key representatives of other organizations. The incumbent has frequent contact with the Retirement Board and group insurance personnel to make recommendations concerning plan design and improvements, and occasional contact with carrier representatives to discuss plan activities and accounting and information systems personnel to discuss operations problems.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in compensation and benefits, including compensation systems, wage and salary analysis, salary administration programs, hourly wage rates, group plans and retirement plans, implementation and writing plan documents, and summary plan descriptions, or in-plan amendment and qualifications, two of which should have been in a supervisory capacity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Certification as a Certified Compensation Professional by the American Compensation Association and certification as an Employee Benefits Specialist is desired.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Compensation Specialist I

JOB CODE: 002304

DATE PREPARED: October 1, 1989

Revised: November 4, 1994

SUMMARY STATEMENT

The Compensation Specialist I conducts job evaluations and salary surveys and analyzes wage and salary inequities to ensure internal equity and external competitiveness of the wage and salary administration program.

DIMENSIONS

The incumbent has a remote impact upon the organizational budget. The incumbent has no direct supervisory responsibility. This position reports to the Compensation and Benefits Administrator or the Compensation Specialist III.

NATURE AND SCOPE

1. Plans and conducts job interviews to ensure accurate documentation of functional activities, duties, responsibilities, etc.;
2. Conducts and participates in local and national salary surveys;
3. Plans, organizes, and conducts major organizational and classification reviews of operating units and makes recommendations concerning organizational structure, reporting relationships, and job titles;
4. Prepares, verifies, and maintains Company Organization Charts;
5. Analyzes and recommends qualifications requirements, Fair Labor Standards Act status, and appropriate salary grades to ensure proper placement of newly evaluated positions into the Company hierarchy;
6. Plans, organizes, analyzes, and oversees distribution of the annual Clerical Survey;
7. May prepare DOE Reimbursement Authorizations resulting from classification studies;
8. Participates in the determination of starting rate of pay for newly hired or promoted nonbargaining unit employees;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. 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 lifting/carrying of paperwork, up to 20 pounds;
3. Occasional pushing/pulling, 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>

Compensation Specialist I

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 organization;
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 at all employee levels within the Company, which requires a high degree of tact and mature judgment when conducting studies and resolving compensation matters that may involve diverse points of view or conflicts of interest. The incumbent also maintains frequent contact with key representatives of outside organizations to provide or obtain wage and salary information.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of personnel experience that has provided a working knowledge of the methods and techniques used in job analysis and evaluation.

REQUIRED TRAINING

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

Compensation Specialist I

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Compensation Specialist II

JOB CODE: 002572

DATE PREPARED: October 1, 1989

Revised: November 4, 1994

SUMMARY STATEMENT

The Compensation Specialist II assists the Compensation and Benefits Administrator in the development, implementation, and administration of compensation policies and programs.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the section. The incumbent has no supervisory responsibility but may give assignments to the clerical staff. This position reports to the Compensation and Benefits Administrator or the Compensation Specialist III.

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 policies 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.

Compensation Specialist 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 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. 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 organization;
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.

Compensation Specialist II

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: Compensation Specialist III

JOB CODE: 002808

DATE PREPARED: November 4, 1994

SUMMARY STATEMENT

The Compensation Specialist III assists the Compensation and Benefits Administrator with the planning and coordination of compensation activities for the Company.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the Human Resources Department. The incumbent may have lead responsibility for two exempt employees and three nonexempt employees. This position reports to the Compensation and Benefits Administrator.

NATURE AND SCOPE

1. Assists the manager with the establishment of methods, practices, and procedures for efficient and proper administration of all wage and salary programs;
2. Assists with the administration of job studies and job evaluation programs to ensure the correct identification and evaluation of job descriptions;
3. Prepares Equal Employment Opportunity, Labor Relations, and DOE statistical, routine, and special reports;
4. Coordinates the preparation and maintenance of Company Organization Charts;
5. Makes recommendations to improve Company programs using data obtained by researching other companies' compensation plans, cost-of-living, and area and industry wage studies;
6. Recommends job specifications and salary ranges and makes a periodic review to assure accuracy;
7. Develops procedures for and analyses the effectiveness of the Salary Increase Fund plans;
8. Prepares Reimbursement Authorization requests;
9. Coordinates the implementation of all union-negotiated rate changes and may participate in union negotiations;
10. Prepares and maintains current and historical files of job descriptions, rate schedules, surveys, and related data;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as assigned.

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>

Compensation Specialist III

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. 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 organization;
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 liaison with middle and top management personnel within the Company and DOE, as well as frequent contact with key representatives of other organizations.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in wage and salary analysis, salary administration programs, and hourly wage rates.

Compensation Specialist III

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Certification as a Certified Compensation Professional by the American Compensation Association is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Compliance and Monitoring Section Chief

JOB CODE: 003112

DATE PREPARED: January 8, 1992

Revised: June 9, 1994

SUMMARY STATEMENT

The Compliance and Monitoring Section Chief plans and directs the functions and responsibilities of the Compliance and Monitoring Section which provides safety and health inspection, consulting, and oversight services to Company units.

DIMENSIONS

The incumbent has primary impact upon the operating budget and has direct supervisory responsibility for six exempt and one nonexempt employee. This position reports to the Occupational Safety & Fire Protection Department Manager.

NATURE AND SCOPE

1. Plans, conducts, and documents a comprehensive safety and health compliance inspection program;
2. Provides technical assistance to managers and supervisors of Company units in understanding and complying with safety and health codes, standards, and regulations;
3. Provides compliance inspection support to Company procurement operations;
4. Assists and accompanies DOE and other external compliance inspectors;
5. Documents and tracks abatement of safety and health violations;
6. Verifies and validates safety and health compliance-related corrective actions;
7. Develops and coordinates the safety and health functional appraisal 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 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.;

Compliance and Monitoring Section Chief

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 all levels of management within the Company and with mid-management and professional counterparts within DOE and user organizations to coordinate occupational safety and fire protection support services and oversight.

WORKING CONDITIONS

General office conditions exist some of the time; however, approximately 75 percent of efforts may involve construction site conditions or other field conditions, which include underground operations and outdoor conditions in a wide variety of environmental conditions. Occasional exposure to high hazard or emergency situations may occur.

REQUIRED WORK EXPERIENCE

This position requires eight years of technical or professional experience, at least two years of which should have been in a supervisory/management positions.

REQUIRED TRAINING

This position requires a bachelor's degree in a management, engineering, physical science, environment, safety, or health-related discipline, or equivalent experience.

Compliance and Monitoring Section Chief

OTHER SPECIAL QUALIFICATIONS

The incumbent should have an in-depth knowledge of DOE-specified safety codes, standards, and regulations.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Computer Security Administrator

JOB CODE: 002515

DATE PREPARED: July 13, 1992

Revised: June 9, 1994

SUMMARY STATEMENT

The Computer Security Administrator manages the Company's Automatic Data Processing (ADP) security and protection programs for all ADP systems, application sites, and facilities, as mandated by the DOE.

DIMENSIONS

The incumbent contributes toward the department operational budget of about \$5.5 million. The incumbent has some contributory responsibility for security and protection of about \$2 million or more of ADP hardware and software. The incumbent reports to the Information Systems Department Manager and may supervise exempt and nonexempt employees.

NATURE AND SCOPE

1. Ensures that the Company's computer protection plan, contingency plans, risk assessments, and site plans meet DOE requirements through training and surveillance; manages the documentation of the activities of ADP systems, applications, installations, and resources to ensure that classified and unclassified computer security procedures are applied consistently throughout the organization;
2. Conducts surveys, compliance reviews, certifications, and audits of the Company's classified computer sites; reviews security plans to ensure that they meet requirements before being sent to the DOE for approval;
3. Documents and reports computer security and protection management activities to the DOE;
4. Assists with developing the computer protection plans including risk analysis and certification guidelines; assists with the development of site contingency plans and other required computer security programs;
5. Audits and certifies that the provisions which apply to various computer security programs are being followed; responds to DOE and internal audits, investigations, and evaluations;
6. Ensures that all required security elements such as fire alarms, environmental controls, and security alarms are installed and operational for all ADP applications, systems, sites, and facilities;
7. Drafts Company policies, procedures, and bulletins dealing with computer security and protection;
8. Assists the Executive Office and Operations Security Coordinator (OPSEC) program manager to prevent unauthorized access of classified or unclassified information;
9. Ensures that the Company's hardware and software security controls are met through the management of user identification and authorization, usage level authorization, encryption, logging, audits, administrative controls, separation of duties, testing, library controls, user data maintenance procedures, and physical security;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as assigned.

Computer Security Administrator

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 contacts all Company department and division managers relative to ADP security plans and the Executive Office as required for OPSEC coordination. The incumbent has frequent contact with Company security officers regarding access control procedures, emergency preparedness, and disciplinary actions for improper computer security violations. Contacts DOE Information Management division managers to coordinate long-range plans, audits, and other security matters.

Computer Security Administrator

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

The incumbent should have four years of experience in data processing and computer security management.

REQUIRED TRAINING

The incumbent should have a bachelor's degree in computer science, management information systems, or business administration.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Construction Inspector Supervisor

JOB CODE : 002522

DATE PREPARED : October 1, 1989

Revised: June 9, 1994

SUMMARY STATEMENT

The Construction Inspector Supervisor oversees the inspection of Company and subcontract construction projects to verify that work conforms with standards and specifications; evaluates and processes modification requests for approved construction plans with applicable engineers.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the section. The incumbent directly supervises Construction Inspectors. This position reports to an Engineering Section Chief.

NATURE AND SCOPE

1. Supervises Construction Inspectors in the inspection of Company and subcontract projects to verify that work is performed in accordance with standards and specifications;
2. Investigates and determines the cause and effect of any discrepancies in construction workmanship and materials relative to approved engineering plans;
3. Supervises the preparation of daily reports summarizing the progress of construction work;
4. Examines and interprets engineering plans and drawings and may recommend revisions; applies knowledge of practical engineering principles to understand adequately the construction project requirements;
5. Reports on the stoppage of construction work to the supervising Engineering Section Chief;
6. Assists in conducting NTS tours for prospective construction job bidders;
7. Reviews the analysis and processing of requests for construction modifications punchlist and completion certificates;
8. Accomplishes engineering drawing updates from prepared sketches of installations to indicate "as built" construction features;
9. May be required to sample and test materials;
10. Assists in coordinating Company preparation prior to subcontractor move-in;
11. Assists in discovering and eliminating safety hazards;
12. May act as a technical advisor on matters concerning construction, safety, environmental, and fire protection standards;
13. Maintains a daily log of construction and inspection activities;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Construction Inspector Supervisor

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 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;
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.

Construction Inspector Supervisor

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with middle management personnel inside and outside the Company regarding construction inspection, discrepancies and modifications, and all other matters affecting the construction project.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be exposed to disagreeable weather and construction work hazards while coordinating construction inspection activities.

REQUIRED WORK EXPERIENCE

This position requires six years of construction experience which have provided a working knowledge of all phases of construction, four years of which should have been in construction inspection and two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent education and completion of courses in engineering or related disciplines equivalent to two years of college, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Contract Administration Section Chief

JOB CODE: 002904

DATE PREPARED: October 1, 1989

Revised: June 10, 1994

SUMMARY STATEMENT

The Contract Administration Section Chief plans, directs, and supervises professional and technical employees engaged in the preparation, negotiation, surveillance, administration, and termination of subcontracts and other special procurements awarded by the Company.

DIMENSIONS

The incumbent has primary impact upon the operating budget of subcontracts valued from \$10-\$20 million. The incumbent directly supervises exempt and nonexempt employees. This position reports to the Contract Administration Department Manager.

NATURE AND SCOPE

1. 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;
2. Supervises the preparation and submittal of approved packages to the Procurement Department;
3. Supervises the technical evaluation of proposals resulting from requests for proposals or quotations;
4. Notifies the successful subcontractor to proceed with the work and participates in prejob conferences;
5. Supervises the surveillance of contract performance and records deviations or irregularities to ensure that each party honors its contractual obligations;
6. Supervises the preparation of contract administration plans;
7. Conducts contract negotiations for changes required during the performance phase including field order changes and disputed claims;
8. Submits Requests for Contract Modification to the Procurement Department;
9. Supervises certification of pay authorizations to compensate contractors for complete and accepted performances;
10. Supervises feasibility studies and supports decisions to contract out or perform work in-house;
11. Supervises and administers warranty periods of subcontractor;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

Contract Administration 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 continuous contact with middle management and frequent contact with top management within the Company, DOE, and other organizations concerning contract approvals and performance deficiencies, claims, and delivery schedules. The incumbent interfaces with the Procurement; Legal; Programs, Plans and Budgets; and Accounting departments to coordinate claims, disputes, and approval signatures.

Contract Administration Section Chief

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of applicable experience in construction contract administration, including the interpretation of engineering drawings and specifications, accounting procedures, and a working knowledge of construction craft labor agreements, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Familiarity with Federal Procurement Regulations is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Contract Administration Specialist

JOB CODE: 002316

DATE PREPARED: October 1, 1989

Revised: June 10, 1994

SUMMARY STATEMENT

The Contract Administration Specialist administers subcontracts of limited complexity for the acquisition of construction and services in accordance with DOE and federal procurement regulations.

DIMENSIONS

The incumbent has contributory impact upon the value of the subcontracts administered. The incumbent does not have direct supervisory responsibility. This position reports to the Contract Administration Section Chief.

NATURE AND SCOPE

1. Plans and coordinates activities for the assigned acquisition of construction and services which are procured by subcontractors or required administration due to their high dollar value or criticality;
2. Prepares or coordinates the preparation of subcontract and rental packages to ensure a complete and approved technical package for procurement;
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 award or rejection of contract;
4. Conducts the pre-job conference;
5. Surveys subcontractors' performance to review progress and assure the terms and conditions of the subcontract are met; negotiates claims, field change orders, modifications, and settlements with the various contractors;
6. Consults with the General Counsel Office to secure legal determinations in the event of a contractual conflict or to resolve a dispute;
7. Minimizes delays, claims, and disputes, and resolves such problems at the lowest level possible;
8. Obtains approval of subcontractor drawings and catalog data; approves pay estimates and prepares authorizations;
9. Checks certified payrolls and monthly utilization reports for accuracy and compliance;
10. Serves as the Company's point of contact during the term of the subcontract and closes out completed contracts;
11. Promotes good subcontract relations through the exercise of recognized contract administration practice;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

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 continuous contact with lower level management and frequent contact with middle management within the Company, DOE, and outside firms.

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 inclement weather and construction area conditions. Occasional travel to offsite locations is required.

REQUIRED WORK EXPERIENCE

This position requires two years of applicable experience which have provided a good working knowledge of procurement and contract administration procedures and practices relating to government contracts. Work experience must have provided knowledge of functions supporting contract administration and procurement, such as audit, legal, accounting, transportation, property accountability, and quality assurance.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

The ability to interpret engineering drawings and specifications is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Controlled Document Center Supervisor

JOB CODE: 002523

DATE PREPARED: December 6, 1991

Revised: June 10, 1994

SUMMARY STATEMENT

The Controlled Document Center Supervisor oversees and coordinates controlled document activities to ensure compliance with requirements contained in applicable DOE Orders, Nuclear Waste Standards, Code of Federal Regulations, Company Policy, Procedures, Directives, manuals, handbooks, and other hierarchal documents as designated.

DIMENSIONS

The incumbent has primary impact on the operating budget of the Controlled Document Center and directly supervises a staff of two exempt and four nonexempt employees. The incumbent reports to the Administrative Resources Section Chief.

NATURE AND SCOPE

1. Analyzes, evaluates, and interprets complex document control requirements to identify and implement compliance guidelines;
2. Maintains controlled document tracking and processing in accordance with established procedures to ensure effective change control and protection of private and sensitive information;
3. Establishes and maintains automated tracking system for controlled document numbering, revising, distributing, and archiving purposes;
4. Prepares for, and participates in, verification audits and surveillances to demonstrate compliance with programs, systems, processes, and procedures;
5. Establishes, updates, and maintains controlled document registration, distribution list, and receipt acknowledgement logs;
6. Prepares procedures and lesson plans to conduct controlled document training for YMP Division personnel;
7. Supervises the overall operation of a controlled document function;
8. Establishes effective implementation procedures to process, code, and distribute controlled documents which will govern their identification, retrieval, and protection;
9. Maintains historical file of controlled documents, document change authorizations, distribution logs and listings, and controlled document transmittal and receipt records;
10. Maintains master list of hierarchal documents and subsequent interface documents to ensure timely review and update;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Controlled Document Center 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</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 all levels of management, administrative personnel throughout the Company, and YMP participants concerning controlled document plans and activities.

Controlled Document Center Supervisor

WORKING CONDITIONS

General office conditions exist.

REQUIRED WORK EXPERIENCE

This position requires four years of record systems, record management, and/or document control experience, two of which should have been in a supervisory capacity. Experience and working knowledge of database design and implementation is preferred. Maintains a working knowledge of hierarchal documents governing a controlled document function.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, or related field, or equivalent experience. Training in quality assurance plans and procedures and current training in YMP information resource management requirements must be maintained.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Custodian Supervisor

JOB CODE : 002115

DATE PREPARED : October 1, 1989

Revised: June 10, 1994

SUMMARY STATEMENT

The Custodian Supervisor is responsible for directing and coordinating the custodial operations of the assigned shift.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the section. The incumbent may directly supervise nonexempt Assistant Custodian Supervisors and indirectly supervise approximately 40 Custodians.

NATURE AND SCOPE

1. Directs janitorial work in dormitories, quonsets, trailers, laboratories, and offices at an assigned base camp;
2. Supervises housekeeping labor and assigns and inspects such work;
3. Checks safety, sanitation, fire, and maintenance conditions and regularly reports any potential hazards or infractions;
4. Delegates authority as required to maintain proper work performance;
5. Requisitions supplies and equipment;
6. Maintains records and prepares reports;
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.;

Custodian Supervisor

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 personnel both inside and outside the Company to provide effective coordination and direction of assigned responsibilities. The incumbent is in almost constant contact with janitorial customers to explain policies, resolve problems, and settle complaints.

WORKING CONDITIONS

General office conditions exist some of the time; however, the incumbent is required to be in the field supervising custodial staff.

REQUIRED WORK EXPERIENCE

This position requires six years of janitorial experience, two 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 DESCRIPTION**

POSITION TITLE: Customer Service Representative II

JOB CODE : 002207

DATE PREPARED : December 3, 1990

Revised: April 19, 1994

SUMMARY STATEMENT

The Customer Service Representative II supervises the coordination of all activities associated with maintaining the Just-In-Time (JIT) Contract System relating to the customer service function.

DIMENSIONS

The incumbent has primary impact on an estimated annual budget of \$6 million. This position has supervisory responsibility and reports to the Assistant Supply/JIT Superintendent

NATURE AND SCOPE

1. Distributes JIT cost data to field management;
2. Ensures that over, short, damaged, and incorrect material problems are resolved between the material user and the seller, resolving cost/charge disputes;
3. Coordinates the JIT Contract System to ensure effective and efficient material flow from the seller to the user, and ensures prompt input of emergency Material Release (MR) created during nonworking hours;
4. Ensures that the program is adequately functioning for program requirements; monitors system deficiencies, seller performance; and recommends changes to contractual language/requirements;
5. Ensures prompt and accurate transfer of JIT receiving data, resolves problems encountered in the receiving and delivery operations, and reviews and assigns discrepant MRs within the Customer Service Section;
6. Maintains up-to-date records on seller performance, including late versus on-time deliveries, overages, shortages, damaged, and incorrect materials;
7. Coordinates with security personnel for access authorization to the NTS by seller carrier; authorizes property removals and offsite shipments;
8. Reviews policies and procedures relating to the JIT Contract System and recommends modification and/or approval;
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. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, using telephone, completing paperwork, etc.;

Customer Service Representative II

3. Frequent lifting/carrying catalogs, manuals, binders or files 1 to 20 pounds; occasionally boxes up to 20 to 35 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 reaching 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 vendors, coworkers, supervisors both in person and over the telephone;

Mental

1. Constant mental alertness, attention to detail, and accuracy required in maintaining functions of JIT system and ensuring details are in accordance with Company policies and procedures;
2. Must possess independent judgement, initiative, and ability to work independently;
3. Must possess good oral/written communication skills and interpersonal skills in dealing with vendors, manufacturers, users, coworkers, and supervisors in a professional and effective manner;
4. Must be service-oriented and be able to respond quickly to users' and vendors' needs;
5. Must be able to work under pressure of frequent interruptions, multiple priorities, and deadlines;
6. Must be able to read/write/speak English and possess basic mathematical skills in order to read and understand procedures, technical information (MSDSs), and complete all paperwork accurately.

PRINCIPAL CONTACTS

The incumbent maintains contact with all JIT Contract System users and management. Organizations with access to the JIT Contract System include REECo, EG&G, DOE, laboratories, architectural engineering contractors, and agency functions.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of general supply and/or contract management experience, two of which should have been in a supervisory capacity providing a broad knowledge of principles and practices relating to warehousing and procurement functions. A good working knowledge of accounting policies and procedures is desirable. The incumbent must have hands-on experience with an on-line procurement and/or materials management system.

Customer Service Representative II

REQUIRED TRAINING

This position requires advanced vocational training with courses in business administration or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Data & Operations Supervisor

JOB CODE: 002408

DATE PREPARED: April 2, 1992

Revised: April 20, 1994

SUMMARY STATEMENT

The incumbent plans, directs, and manages the Company's data input functions in an operational environment to ensure adequate, timely, and effective services to user organizations.

DIMENSIONS

The incumbent has primary impact upon the operating budget and supervises NENBU and Exempt employees who work in a production multiple-shift environment. The Data & Operations Supervisor reports to the Data Center Operations Section Chief.

NATURE AND SCOPE

1. Directs and manages activities of employees performing multiple-production tasks and schedules employees in multiple-location centers to meet production and work load requirements;
2. Confers with management who provides input and utilizes output as a management tool;
3. Ensures scheduled quality services are met within assigned area of responsibility;
4. Develops accurate, timely documentation and maintains integrity of databases;
5. Oversees and enforces compliance to security responsibilities as it applies to classified functions; has a working knowledge of computer security procedures;
6. Reviews operational budget to propose and affect cost reduction;
7. Evaluates employee performance and recommends personnel actions accordingly;
8. Maintains knowledge of and complies with designated DOE Orders;
9. Directs staff in the gathering, compiling, and reporting of statistics involving operational functions;
10. Provides direction for the administrative function of procurement and requisition of materials and supplies;
11. Confers with pertinent management to determine file retention and archival standards;
12. Determines and establishes job standards, Desk-Top instructions, and guidelines to promote productivity; streamlines existing procedures accordingly;
13. Reviews, researches, and analyzes select work requests; prepares daily activity progress, and problem reports;
14. Serves as primary contact for daily activities and application problems; determines assistance requirements; researches, trouble-shoots, and implements corrective action accordingly; interfaces with pertinent managers for solutions to problem areas;

Data & Operations 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. 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 collaborates and maintains effective liaisons between all levels of management in the organization for the purpose of overall production conformance to requirements.

WORK CONDITIONS

General office conditions exist most of the time, although occasional field trips are necessary.

Data & Operations Supervisor

REQUIRED WORK EXPERIENCE

This position requires six years of varied data processing experience that includes its terminology, administration, technical, and administrative writing skills, plus the ability to work with people of variable backgrounds.

REQUIRED TRAINING

This position requires advanced vocational training and two years experience with microcomputers or minicomputers (VAX).

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Data Center Operations Section Chief

JOB CODE: 003023

DATE PREPARED: May 20, 1992

Revised: April 20, 1994

SUMMARY STATEMENT

The Data Center Operations Section Chief directs REECo computing and networking services and is responsible for the Company's batch processing, data capture, user coordination, and quality assurance of the Company's reporting system.

DIMENSIONS

The incumbent has primary impact upon an annual operating budget of \$1.5 million, data processing equipment of \$1 million, and is accountable for the processing of the Company's \$3.5 million weekly payroll and \$6.5 million weekly accounts payable systems. The Data Center Operations Section Chief supervises between 40 to 60 exempt and nonexempt employees in a multiple-shift production environment and the indirect supervision of nonexempt employees on loan to the Health Physics Department. The Chief Systems Analyst/Programmer, Computer Operations Supervisors, and Data Entry Group Leader directly report to the Data Center Operations Section Chief. The types of jobs supervised include Computer Operators, Data Control Analysts, Senior Clerks, Data Entry Supervisors, and Operators. The incumbent reports to the Information Systems Department Manager.

NATURE AND SCOPE

1. Manages multiple-shift operations staff for multiple Company computer sites of the Las Vegas Data Center and the Mercury Data Center;
2. Plans, directs, controls, and organizes activities and assigns functions to ensure accurate, effective, and timely Automated Data Processing (ADP) reporting to meet predetermined schedules;
3. Establishes and maintains schedules and procedures to produce quality output on a timely basis. Develops and recommends methods to process user input to utilize resources efficiently and economically;
4. Originates batch requirement procedures and accepts or rejects new/revised production job applications. Authorizes reruns, reprocessing, recovery methods, special requests, and production file access;
5. Schedules maintenance and downtime of Data Center computers to ensure maximum availability to users, in accordance with DOE and contractual requirements; coordinates schedules among computer users, equipment service repair personnel, Electronic and Communications Department, and Data Center's Technical Support staff;
6. Originates and distributes procedures to control the Company's production data and prevent compromise of sensitive information and security measures;
7. Contributes input to the budget plans for the REECo Data Center, including aspects of logistical support;
8. Develops, tests, and maintains backup plans for REECo critical ADP processing in case of unexpected computer malfunction or external events that prevent normal production;
9. Updates and enforces DOE Security procedures required by DOE while housing uncleared personnel in a secured area;

Data Center Operations Section 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

<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.

Data Center Operations Section Chief

PRINCIPAL CONTACTS

This position maintains contact with the Systems and Programming staff and Technical Services staff on a daily basis, and with department managers and other user contacts throughout the Company to ensure and coordinate effective and timely ADP production schedules, and with other departments for security coordination, user account or access changes, personnel staffing or movement, and to maintain mandatory ADP audit compliance.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in data processing, three of which are in computer operations, and at least three years in a supervisory capacity. This position also requires three years of experience in documentation training, coordination of work activities in multiple-shifts, and ADP-batch processing environment.

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: Department Environment, Safety & Health Coordinator

JOB CODE : 002531

DATE PREPARED : April 12, 1990

Revised: March 25, 1994

SUMMARY STATEMENT

The Department Environment, Safety & Health Coordinator is responsible for the coordination of all required safety, health, and environmental activities of a department. The position represents the department manager during meetings and investigations which deal with the subject.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent reports directly to the department manager and advises him/her on matters relating to environment, safety, and health requirements.

NATURE AND SCOPE

1. Works with occupational safety professionals and environment and health professionals regarding the application and revision of safety codes, preparation of job safety audits, development of training programs for the department, and prompt correction of any condition not in compliance with the various codes and regulations;
2. Assists in conducting training courses for the department which deal with protecting the environment and the health and safety of employees;
3. Inspects various work locations where field operations are being conducted to assure that safety codes, regulations, and procedures are being followed; ensures that immediate corrective action is taken for any deficiencies discovered;
4. Assists in accident investigations, including "near misses," and may shut down any operation which places employees or the environment at risk;
5. Assists the department manager in determining the magnitude of a safety or environmental accident and notifies the appropriate officials;
6. Stocks, dispenses, inspects, and supervises repairs and maintenance of the department's safety equipment;
7. Conducts emergency management drills and participates in safety inspections and safety meetings; prepares reports and compiles statistics required by DOE and the Company regarding the department's environmental, health, and safety experience;
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. 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>

Department Environment, Safety & Health Coordinator

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 the department manager and staff, Occupational Safety, Environment & Health professionals, and the departmental supervisors and crafts.

WORKING CONDITIONS

The incumbent spends most of his/her time in the field where he/she may be exposed to operational hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of construction or drilling-related experience, where the incumbent has had responsibility for enforcing environmental, safety, and health regulations/codes in the work place.

Department Environment, Safety & Health Coordinator

REQUIRED TRAINING

This position requires high school graduation or equivalent plus advanced vocational training relating to environment, safety, and health codes, regulations, and requirements. The training should include at least one class dealing with written communications and one class dealing with the use of personal computers.

OTHER SPECIAL QUALIFICATIONS

This position requires documented advanced training in OSHA, MSHA, environment, and health.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Deputy General Manager

JOB CODE: 004203

DATE PREPARED: May 15, 1992

Revised: April 20, 1994

SUMMARY STATEMENT

The Deputy General Manager assists the General Manager in planning, directing, executing, and controlling the Company's DOE contract operations in the principal areas of total quality management, environment, safety and technical, and administrative support services to ensure efficient and effective achievement of the Company's mission.

DIMENSIONS

The incumbent reports to the General Manager and assists with the supervision of Company operations. The Deputy General Manager has primary impact on the operating budget of the Company and assists in supervising senior management personnel who direct the Company's total workforce.

NATURE AND SCOPE

1. Takes any reasonable action necessary to carry out the responsibilities of the position, as directed by the General Manager, when such action does not deviate from limitations imposed by the DOE, state or federal agencies, or the board of directors; may act for the General Manager in all respects when directed to do so;
2. Assists in developing short and long-range plans, strategies, and goals that will meet and exceed corporate and DOE goals;
3. Acts for the General Manager by serving as the chairman of committees responsible for developing policies such as those relating to environment, safety, and health issues;
4. May serve as a board member on various civic or charitable organizations in the community and to provide support to these organizations on behalf of the Company and the DOE;
5. May meet with corporate officers or the Company's Board of Directors to provide information regarding operations;
6. May assist the General Manager in seeking new business or in promoting the services offered by the Company as authorized by the contract or as directed by a corporate officer;
7. Assists with the development or promotion of cost effective innovations or ideas that make it easier for employees at all levels to do their job right the first time with zero errors;
8. Reviews and makes recommendations on budgets, appropriations, reports, and studies developed for the General Manager;
9. Assists in the implementation and application of the Company's Total Quality Management Plan and assures that all employees are trained to apply its principles to their jobs;
10. Assists in the development, application, and communication of configuration management principles and training, performance assessment, error cause removal, and quality assurance programs;

Deputy General Manager

11. Reviews pending and current legislation affecting Company programs and assists with activities to present the Company's position on each issue at various hearings;
12. Assures that budgeted goals are achieved by reviewing various financial reports and participating in budget and financial meetings;
13. Assists in precontract planning, contract language, and fee negotiation sessions to assure that the contract meets corporate objectives regarding profit margins and work requirements;
14. Assists in labor negotiations by participating in planning sessions, reviewing data regarding the cost of various provisions, reviewing and approving modifications to existing and new contract language, and participating in meetings as a senior member of the Company negotiation team;
15. Reviews policies that affect the Company's security programs to assure that Company security operations are met;
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;

Deputy General 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 close business relationships with internal senior and mid-level managers, executives of the DOE, user agencies, contractors, and vendors on all significant contract operation matters, and promotes satisfactory relations with industry, trade groups, government, press, and public.

WORKING CONDITIONS

General office conditions exist most of the time with frequent visits to field operations.

REQUIRED WORK EXPERIENCE

This position requires 18 years of applicable experience in the fields of engineering, general construction, and environment, safety, and health. Experience with companies that have government maintenance and operations contracts for a large portion of their business is highly desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering or other technical discipline.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE Director, Emergency Management Office

JOB CODE 003254

DATE PREPARED October 6, 1992

REVISION March 7, 1995

SUMMARY STATEMENT

The Director, Emergency Management Office is responsible for the planning, development, direction, implementation, coordination, and oversight of the REECO Emergency Management Program at the Nevada Test Site (NTS) and at offsite locations where REECO employees are located. The incumbent is also responsible for the management, implementation, and coordination of REECO activities in support of specific DOE National Emergency Response Programs.

DIMENSIONS

The incumbent has primary impact upon operating budgets. The incumbent has supervisory responsibility for three exempt employees and one nonexempt employee, and supervisory/coordination responsibility over approximately 100 volunteer members of National Response Teams. This position reports to the Environment, Safety & Health Division Manager.

NATURE AND SCOPE

1. Develops a comprehensive, long-range Emergency Management Program, which includes developing the REECO Emergency Management Plan and Emergency Readiness Assurance Program, developing and overseeing an emergency preparedness drill and exercise program, and conducting emergency preparedness drills and exercises;
 2. Reviews and approves functional organization emergency management implementing procedures and hazards assessments;
 3. Develops requirements for and oversees implementation of emergency management indoctrination and training, including specific training for emergency response organization personnel (Drill/Exercise Controllers and Evaluators, Building/Wing Wardens, Traffic Directors, Shelter Managers, and Evacuation Assembly Area Coordinators);
 4. Supervises and directs compilation of data, preparation, and distribution of reports for REECO and DOE/NV management;
 5. Ensures accomplishment of actions required to correct emergency management-related weaknesses and deficiencies;
 6. Ensures maintenance of operating records which demonstrate compliance with applicable DOE Orders and guides;
 7. Directs reviews and evaluations of functional organization emergency preparedness, including physical validation of hazards assessments, facility egress routes, and facility assembly areas;
 8. Oversees emergency response teams (Fire Protection Services, Occupational Medicine, Health Protection) to ensure preparation and implementation of an integrated and cohesive emergency response;
 9. Acts as the Team Leader for specific DOE National Emergency Response Programs and in this capacity selects, appoints, coordinates, and directs a qualified containment team, maintains deployment readiness, and coordinates activities of other response team activities;
- Director, Emergency Management Office
10. Plans and executes training drills and exercises in support of specific DOE National Emergency Response Programs;
 11. Supervises development, refinement, and implementation of containment systems, methods, and procedures in support of DOE and the National Laboratories, and ensures containment equipment is maintained in deployment-ready state;
 12. Ensures requirements assigned as department manager-level responsibilities are accomplished and that processes are in place to ensure continued compliance;
 13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security

programs; and

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>

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.

Director, Emergency Management Office

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with top-level management inside and outside the Company to determine and coordinate priorities and requirements. The incumbent regularly collaborates with Companywide middle management of all divisions and departments concerning implementation of the emergency management system, status of emergency management activities, and correction of deficiencies.

WORKING CONDITIONS

General office conditions exist most of the time; time is spent in the forward areas and where the incumbent may be exposed to radiation, extreme hazards, and adverse weather conditions; potential exists for significant personal risk when on deployment. Travel is required.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in emergency management which may include five years of experience in comprehensive national emergency response work, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree or equivalent experience in any combination of construction, industrial safety, emergency management, and administration.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Disbursements Supervisor

JOB CODE: 002609

DATE PREPARED: May 17, 1993

Revised: April 20, 1994

SUMMARY STATEMENT

The Disbursements Supervisor is accountable for ensuring the accurate and timely payment of all Company financial obligations plus payments on behalf of DOE (directly) for certain large contracts let by DOE but assigned to REECo for administration and payment. Payments are also directed for certain procurements for other Integrated DOE Contractors. The incumbent is responsible for planning, coordinating, and controlling the accumulation, recording, and processing of all payment documents and related authorizations and backup materials which require extensive problem-solving skills. This position requires overall knowledge and understanding of the REECo and DOE (U.S. Government) procurement and payable systems including extensive Company policies, DOE Orders, the D.E.A.R., the F.A.R., and state and county sales and use tax laws and regulations. It also requires a great deal of diplomacy.

DIMENSIONS

The Disbursements Supervisor has primary impact upon the Company's operating budget and Cost Plus Award Fee (CPAF) and contributory impact upon a departmental budget of \$2,650,000. The incumbent is responsible for paying financial obligations totaling \$360 million annually and tracking and recording DOE Letter of Credit draw-downs from the U.S. Treasury. The incumbent reports to the Chief Accountant and directly supervises a staff of 12 including a Senior Accountant (Salary Range 25), a Group Leader (Salary Range 22), and various Accounts Payable Clerks.

NATURE AND SCOPE

1. Oversees and directs the preparation of documents for payment of all financial obligations and is accountable that accurate payments are made in a timely manner and are justified;
2. Supervises and oversees the work performed by all employees of the Disbursements Branch. Makes decisions on work assignments, counsels employees regarding performance problems, and makes recommendations on appropriate disciplinary measures if necessary. Oversees performance appraisals and administers the salary program for the Disbursement Branch. Recommends exceptions to guidelines for exceptional employees. Interviews potential new hires and transfer-in applicants when openings occur;
3. Solves problems wherein Company and vendor payable/receivable records disagree and coordinates investigation between REECo departments to assure the accuracy of Company payable records, and timeliness of payments to the vendor community;
4. Records appropriate entries to accurately maintain the balance in the Letter of Credit Advance Account for advances from the U.S. Treasury. Assures that funds remaining are sufficient for REECo's needs as required by DOE policy;
5. Maintains a record of Payment Vouchers issued by the contract bank for draw-downs against the Letter of Credit for use in determining and advising the DOE of the date authorized funds are expected to be depleted;
6. Maintains and is accountable for a petty cash fund of over \$5,000 and replenishes several petty cash sub-funds; examines sub-fund vouchers for compliance with Company and DOE procedures and with our DOE contract;

Disbursements Supervisor

7. Initiates electronic transfer of contract funds for employee stock purchases, savings, retirement plans, etc., and for Corporate Fee Income from the DOE;
8. Initiates, at vendor request, Assignments of Monies to financial institutions and coordinates activities between Accounting, Legal, and Procurement Departments when changes in vendor ownership take place;
9. Assures accurate maintenance of records for DOE contracts assigned to REECo for administration and payment;
10. Assures that purchases from suppliers not be paid until required Technical Inspection Reports (TIRs) are received from field personnel and makes periodic studies for the General Manager to identify departments that fail to issue TIRs in a timely manner;
11. Writes and updates procedures for accounts payable processing of vendor payments;
12. Oversees the review of incoming documents from vendors, lessors, and sub-contractors for expediency, accuracy, and content;
13. Assures that cost accruals and distribution and other cost adjustments are transmitted to the financial accounting branch for entry into Company books;
14. Directs the reconciliation of detailed records with General Ledger control accounts;
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. 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.

Disbursements Supervisor

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 key levels of management throughout the Company. The incumbent also maintains periodic contact with DOE (including the Director, Financial Management Division) and other DOE contractor personnel; federal, state, and county tax authorities; bank officials; Inspector General; internal and other outside Certified Public Accountant auditors; and officers of vendor companies to resolve disbursement-related problems.

WORKING CONDITIONS

General office conditions exist with occasional field trips.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in the accounting field, two of which should have been in a supervisory capacity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

The incumbent must have good problem solving skills, be proficient in the use of personal computers, and have good working knowledge of the operation of main frame computers.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Division Quality Coordinator

JOB CODE: 002905

DATE PREPARED: October 1, 1989

Revised: June 13, 1994

SUMMARY STATEMENT

The Division Quality Coordinator plans, organizes, and coordinates the quality activities of a division. The incumbent reviews and performs surveillances of the department's quality assurance plans and provides guidance for the professional, technical, and administrative personnel engaged in the quality activities of the division.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$20 million. The incumbent indirectly supervises approximately 12 exempt employees. This position reports to a division manager or equivalent level manager.

NATURE AND SCOPE

1. Plans, organizes, and coordinates divisional quality activities to ensure compliance with the Company Quality Assurance Program, YMP quality program, applicable DOE orders, requirements established by NQA-1, and other applicable federal regulations;
2. Reviews formally and performs surveillances of department quality plans and procedures to ensure compliance with established standards;
3. Guides the departments in the design and development of quality plans and processes;
4. Directs departments in the successful implementation of their quality plans and processes;
5. Aides department managers in the selection of departmental and section quality coordinators and ensures the coordinators receive the proper training to meet the qualification requirements established in the Company Quality Assurance Program;
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. 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.;

Division Quality Coordinator

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 the Quality Assurance Manager, department managers within the division, and department and section quality coordinators. Frequent contact is maintained with quality managers at DOE and other NTS contractors to coordinate quality activities. Frequent contact is also maintained with other DOE facilities and federal agencies relating to waste management activities.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of applicable experience.

REQUIRED TRAINING

This position requires a bachelor's degree in an appropriate field or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Document Research Section Chief

JOB CODE: 003122

DATE PREPARED: June 17, 1992

Revised: June 13, 1994

SUMMARY STATEMENT

The Document Research Section Chief manages all activities related to the accumulation, recording, retention, and utilization of historical records related to offsite radioactive fallout and to participant radiation exposures resulting from nuclear test and operational activities.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$1.75 million. The incumbent directly supervises approximately 10 exempt employees and 20 nonexempt employees. This position reports to the Health Protection Department Manager.

NATURE AND SCOPE

1. Manages and coordinates the collection, assembly, preservation, and dissemination of records contained in the DOE Coordination and Information Center and the Litigation Support Collections;
2. Manages services and resources for maintenance, utilization, and promotion of a publicly accessible informational facility to enhance the DOE's credibility and concern for the public welfare and knowledge;
3. Ensures the maintenance and accuracy of related computerized databases to facilitate identification and retrieval of data and documentation;
4. Provides for the long-term preservation and future utilization of both the Coordination Information Center (CIC) and Litigation Support (LS) collections;
5. Assures that classified and potentially classified information is handled in accordance with established security guides and regulations;
6. Maintains regular liaison with clients, DOE, DOJ, and DNA to facilitate response to needs and to establish long-range plans and goals;
7. Conducts related studies and research services for the DOE, the DOE contractor agencies, and other federal and governmental agencies;
8. Prepares the section budget and operates within the limits of the authorized budget;
9. Manages the activities of the section in accordance with the Company policies, procedures, and plans;
10. Monitors and controls work performance and practices for efficiency, economy, and technical verity;
11. Interfaces with Information Systems Department (ISD) support staff to establish work requests and priorities for the CIC and LS projects;
12. Implements and assures compliance with safety and security rules and regulations;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Document Research Section Chief

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 contact with all management levels of the Company, DOE/NV, DOE Contractors, Environmental Protection Agency, Department of Justice, Defense Nuclear Agency, and other government agencies and contractors; periodic contact with upper level management personnel in other DOE locations including DOE/HQ, the DOE Office of the Historian, Office of General Counsel, and contractor agencies regarding historical radioactive fallout and radiation exposure related claims associated with DOE nuclear programs; occasional contact with institutional organizations, professional societies, citizen groups, public attorneys, historians and researchers, state and federal agencies, and the media concerned with investigation of claims, study of the effects of exposure, documentation of exposures, historical summations, and general public concerns. Directly interfaces with ISD support staff to establish work requests and priorities for the CIC and LS projects.

Document Research Section Chief

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of professional experience in the field of health physics or an equivalent position that included four years of professional experience in applied radiation dosimetry and automated data processing or radiation dosimetry records, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Dosimetry Supervisor

JOB CODE: 002526

DATE PREPARED: October 1, 1989

Revised: June 13, 1994

SUMMARY STATEMENT

The Dosimetry Supervisor plans, coordinates, and controls the efforts of the technical, clerical, and data entry personnel to measure individuals' exposure to ionizing radiation and to maintain the historical and current records generated and routinely researches these records to provide exposure histories upon request.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$250,000. The incumbent directly supervises four exempt employees and indirectly supervises approximately 100 nonexempt employees who provide section support to the Dosimetry Department but administratively report elsewhere. This position reports to the Laboratory Operations Director.

NATURE AND SCOPE

1. Evaluates dose measuring devices to ensure the greatest accuracy and identifies replacement devices which represent state-of-the-art technology;
2. Supervises the issuance, use, return, and processing of dosimeters used at the NTS and offsite locations by using ADP, optical, and electronic equipment;
3. Supervises the generation and distribution of current operational computer reports (approximately 200 per month) to all contractors and government operations entering the Nevada facility;
4. Supervises the research and interpretation of historical radiation records to respond to various request for exposure histories;
5. Provides information of historical and technical nature to the dosimetry research project and to the offsite fallout project in Las Vegas;
6. Instructs DOE contractors, NRC-licensed personnel, and/or monitors on emergency response material;
7. Develops techniques to meet and expand dosimetry user needs using recommendations of laboratory staff, national laboratory personnel, and vendors;
8. Provides a central point of communication and coordination for service users and support personnel;
9. Provides technical information to the Laboratory Director when requested to meet and expand overall laboratory capabilities;
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</i>

Dosimetry 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

The incumbent maintains frequent contact with field operations personnel, various management personnel, DOE and its contractors, as well as DNA and its contractors. Routine contact is maintained with numerous national laboratory personnel and vendors to gather additional information to use in the performance of the job. The incumbent periodically travels to offsite laboratory user locations to review operations, provide training of personnel, and make recommendations to laboratory personnel for additional support.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in health physics, data processing, records management, technical documentation, and personnel management.

Dosimetry Supervisor

REQUIRED TRAINING

This position requires a bachelor's degree in health physics or a related area, with training in business administration, or equivalent experience.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Drilling Support Superintendent

JOB CODE : 002813

DATE PREPARED : October 1, 1989

Revised: June 13, 1994

SUMMARY STATEMENT

The Drilling Support Superintendent coordinates the department's drilling and support activities.

DIMENSIONS

The incumbent has contributory impact on the operating budget. The incumbent may have direct supervisory responsibility for 6 exempt and 75 nonexempt employees. This position reports to the Project Manager or Field Operations Department Manager (Drilling).

NATURE AND SCOPE

1. Supervises and coordinates the activities of personnel engaged in drilling support operations; schedules and establishes work priorities for forklift operators, riggers, laborers, teamsters, and mechanics;
2. Coordinates the selection, acquisition, and dispatch of special tools and equipment; schedules material and equipment deliveries to drilling locations;
3. Organizes and directs the movement of all drilling rigs and auxiliary components;
4. Coordinates efforts with the appropriate personnel of other departments to secure support in the maintenance and repair of assigned drilling equipment;
5. Provides adequate drilling support on a 24-hour, 7-day week basis and occasionally directs the operations of extra crews or special assignments;
6. Ensures proper implementation of all labor agreements pertinent to drilling support activities;
7. May for limited periods assume responsibilities of the rig operations;
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;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, writing, etc.;

Drilling Support Superintendent

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 occasional contact with top management personnel and continual contact with all levels of personnel inside and outside the Company to provide efficient coordination and direction of assigned drilling support responsibilities.

WORKING CONDITIONS

Drilling conditions exist most of the time, exposing the incumbent to disagreeable weather and drilling work hazards.

REQUIRED WORK EXPERIENCE

This position requires eight years of applicable drilling experience which have provided a thorough working knowledge of drilling methods, equipment, and rig transport, four 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: Ecologist

JOB CODE : 002370

DATE PREPARED : October 1, 1989

Revised: June 14, 1994

SUMMARY STATEMENT

The Ecologist assists in the ecological monitoring of plant and animal components at the Nevada Test Site (NTS) and surrounding locales. The incumbent might work in a herbarium at the NTS.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$250,000. This position does not have any supervisory responsibility. This position reports to the Senior Ecologist.

NATURE AND SCOPE

1. Assists in the ecological monitoring of plants and animal components at the NTS and surrounding locations;
2. Assists in 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;
3. Records vegetation sampling to determine the status, recovery, and use of perennial vegetation in disturbed and undisturbed study areas;
4. Detains small mammals to assist in determining the condition of individual specimens and the continuity and stability of resident species populations;
5. Assists in surveying other animals to obtain information concerning the resident populations of threatened, endangered, protected, and rare species;
6. Works in the NTS herbarium housed in the CETO Laboratory at Mercury, Nevada, to maintain the long-term ecological monitoring investigations conducted on and around NTS;
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 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;

Ecologist

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 personnel at DOE, DRI, universities, and other government contractors and agencies to achieve assigned job duties.

WORKING CONDITIONS

General office conditions exist some of the time; however, time is spent in forward field areas which may expose the incumbent to adverse weather conditions, radiation, and typical laboratory work hazards.

Ecologist

REQUIRED WORK EXPERIENCE

This position requires two years of practical experience in ecological and biological work.

REQUIRED TRAINING

This position requires a bachelor's degree in ecology or biology, 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.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Electronic Systems Section Chief

JOB CODE : 003115

DATE PREPARED : December 7, 1990

Revised: March 25, 1994

SUMMARY STATEMENT

The Electronic Systems Section Chief directly supervises and controls two Radio and Electronic Branches and a Telecommunications Services Branch. This position has responsibility for all the communications and the radio/electronics work at NTS and Las Vegas.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$8 million. The incumbent has supervisory responsibility for 12 exempt and 25 nonexempt employees. This position reports to the Information Systems Department Manager.

NATURE AND SCOPE

1. Supervises the maintenance, installation, and repair of radio and electronic equipment and facilities such as repeaters, base stations, fire and security alarm systems, closed circuit and government-owned commercial entertainment, television facilities, minicomputers, the DOE Data Network, and other related equipment at the NTS and various offsite locations;
2. Performs the verification of all Radio Frequency equipment to ensure proper licensing;
3. Directs the preparation and maintenance of records and reports for adequate control of all radio and electronic gear;
4. Directs the radio and electronic activities for emergency communications and other programs in support of DOE;
5. Provides closed-circuit television coverage of testing activities utilizing remote-controlled cameras, repeaters, helicopter airborne CCTV, and other equipment as necessary;
6. Makes decisions regarding existing methods and procedures and recommends changes related to radio and electronics equipment;
7. Coordinates the activities between various user agencies and determines the scope of support that can be provided;
8. Participates in the development of Company policies and procedures relating to communications and electronics equipment;
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-to-constant standing/walking for short distances on all types of terrain; may walk up to two to three miles per day, depending on job assignment;

Electronic Systems Section Chief

2. Frequent sitting at desk while processing administrative paperwork;
3. Occasional sitting while performing job tasks;
4. Frequent lifting/carrying up to 10 to 50 pounds of wire reels, tools, and other equipment as needed for distances up to 1 to 20 feet; assistive devices available for lifting/carrying up to 100 pounds of equipment/supplies;
5. Occasional pushing/pulling doors/drawers;
6. Constant pushing/pulling using both hands/arms exerting up to 35 to 50 pounds of force while pulling wire/cables and other job duties;
7. Occasional bending/twisting of knees/waist/neck while operating vehicle or performing administrative duties;
8. Frequent climbing on scaffolding/ladders while performing job tasks;
9. Frequent bending/twisting at waist/knees/neck while installing/maintaining wiring/cable/electrical fixtures, apparatus, and control equipment;
10. Frequent use of both hands/arms grasping/gripping/handling/fingering while performing administrative duties; may at times work with arms extended/overhead;
11. Occasional kneeling/crouching while working at floor/ground level and while doing installation/repair work;
12. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while performing job duties;
13. Constant use of sight abilities with good visual acuity in near- and mid-range, color perception, hand/eye coordination, and depth perception;
14. Frequent use of speech/hearing abilities communicating with coworkers/supervisors and performing other job tasks;
15. May be required to work in awkward positions and/or confined spaces such as attics or underneath structures while performing job duties.
16. Constant use of speech/hearing abilities in communicating with craft workers/foremen and in supervising assigned crew.

Mental

1. Must possess good written communication skills in recording data/filling out forms/completing logs;
2. Good verbal communication/interpersonal skills are required in routing exchanges of information, communicating with craft workers/supervisors, and in giving/receiving instructions;
3. Good written communication is required while completing logs/reports and recording data;
4. Must be able to read/write/speak English to understand basic instructions, Material Safety Data Sheet guidelines, and memoranda; must possess basic mathematical skills;
5. Good organization planning/scheduling skills are required;

Electronic Systems Section Chief

6. Must have basic mathematical skills including basic algebra and trigonometry;
7. Constant mental alertness and attention to detail are required to avoid serious consequences of financial loss, and maintain a safe working environment;
8. Must have effective problem-solving skills and be able to troubleshoot malfunctions;
9. Must have good reasoning skills and be able to apply established procedures effectively, develop new procedures, and problem solve;
10. Must be able to deal with emergency situations, hazardous conditions, and time constraints.

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with professional, technical, and administrative personnel within the Engineering Department and frequent contact with lower level management outside the department to perform assigned duties and responsibilities.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of engineering and related technical experience, three years of which should have been in a responsible drafting position and 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 architecture or engineering, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Electronic Technician Supervisor

JOB CODE: 002615

DATE PREPARED: October 1, 1989

Revised: June 13, 1994

SUMMARY STATEMENT

The Electronic Technician Supervisor schedules, coordinates, and assists technicians in the installation, preventive maintenance, and repair of radio and electronics equipment associated with offsite and onsite communications.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for eight nonexempt employees. This position reports to the Radio and Electronics Superintendent.

NATURE AND SCOPE

1. Directs the installation, preventive maintenance, and repair of radio and electronic equipment in forward areas, base camp, Las Vegas, or offsite locations;
2. Works on various electronic equipment including microbarograph, seismograph, two-way radio, HG radio, teletype cryptographic equipment, distribution systems, monitors, translator systems, and test and measurement instruments, etc.;
3. Performs the verification of all radio frequency equipment to ensure proper licensing;
4. Recommends and coordinates improvements, additions, and deletions of communications system equipment with engineering staff;
5. Coordinates the maintenance, fabrication, and installation of fire alarms, intrusion alarms, facsimile machines, computer support equipment, and audio-visual equipment for DOE and its contractors in Las Vegas and NTS;
6. Directs the calibration and detailed measurements of equipment to ensure accuracy;
7. Recommends and supervises the modification of components to meet all environmental and operational requirements encountered;
8. Supervises the maintenance of records concerning equipment location and maintenance;
9. Compiles reports to inform management of completed activities; documents systems installations, modifications, and deletions;
10. Evaluates new products and systems and makes recommendations as to their use within our systems;
11. Makes recommendations to engineers and users as to equipment use and operations of the systems to bring about a smooth transition to the new system;
12. Extracts from engineering drawings all necessary equipment required to install new systems, then requisitions and receives those items;

Electronic Technician Supervisor

13. Supervises the installation of all new systems and participates in the acceptance inspection ensuring compliance with NFPA and factory mutual standards;
14. Coordinates with Nevada Bell to have signal channels provided at the proper sites and times;
15. Ensures fast, efficient, and reliable electronic communications support;
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.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with middle management inside and outside the Company to ensure reliable electronic support.

Electronic Technician Supervisor

WORKING CONDITIONS

Field and shop conditions exist most of the time, exposing the incumbent to noise and heat, power tools, and high voltage equipment. Trips may expose the incumbent to work hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires six years of electronics experience providing a background in communication systems and security or fire alarm systems, or equivalent experience.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Emergency Medical Service Supervisor

JOB CODE: 002524

DATE PREPARED: August 3, 1992

Revised: April 20, 1994

SUMMARY STATEMENT

The Emergency Medical Service (EMS) Supervisor ensures the effective coordination of professional functions with Occupational Medicine Department (OMD) physicians and staff and paramedical services with respect to emergency medical services and patient care, examinations, diagnosis, and treatment.

DIMENSIONS

The incumbent has contributory impact on the department operating budget. The incumbent has direct supervisory responsibility for 2 exempt and approximately 36 nonexempt, nonbargaining unit (NENBU) personnel. This position reports directly to the Medical Director.

NATURE AND SCOPE

1. Supervises the professional activities of the Paramedic staff with the provision of emergency medical services and clinical activities at the Nevada Test Site, Las Vegas facilities, and Tonopah Test Range;
2. Assures compliance with Nevada State Division of Health requirements for the permitted ambulance service;
3. Performs technical inspection of ambulances and all medical equipment and ensures repairs are made to meet required safety standards;
4. Assists medical staff by providing instructions about the proper use of medical equipment and/or new medical procedures;
5. Ensures the proper use and application of medical telemetry, radio nets, and other communication devices;
6. Provides input regarding new medical equipment purchases and other budgetary input as necessary;
7. Ensures that patient reception and care by ancillary personnel and Paramedics are accomplished in a pleasant, professional manner;
8. Acts as Deputy Coroner;
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;

Emergency Medical Service Supervisor

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 employees at all levels inside and outside the Company to facilitate optimal emergency medical service. Frequent contact is also maintained with hospital emergency departments to obtain information about new procedures and telemetry usage.

WORKING CONDITIONS

General office conditions exist most of the time; however, routine travel to the forward area and stations is required.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in a medical or emergency treatment facility, or ambulance service.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus graduation from a nationally accredited paramedic training program.

OTHER SPECIAL QUALIFICATIONS

Nevada State certification as an EMT-P or equivalent.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Emergency Response Superintendent

JOB CODE: 002920

DATE PREPARED: October 1, 1989

Revised: April 20, 1994

SUMMARY STATEMENT

The Emergency Response Superintendent is accountable for supervising emergency response teams in support of DOE activities.

DIMENSIONS

The incumbent has contributory impact upon the operating budget and may have supervisory responsibility for up to 50 exempt and nonexempt employees during functional activities. This position reports to the Director, Emergency Management Office.

NATURE AND SCOPE

1. May act in the capacity of Team Leader and participate in planning, directing, and coordinating emergency response teams and in the preparations necessary to assure these teams perform effectively;
2. May serve as a central communication contact for team members who are located throughout NTS;
3. Plans, researches, and participates in training activities and exercises for team members;
4. Counsels with DOE, SNL, LANL, LLNL, DOD, and EG&G/EM representatives for all activities including meetings, conferences, training exercises, budget activities, and administration;
5. Oversees production of systems unique to the emergency response purpose, which includes developing concepts, construction, testing, practice, refinements, and implementation;
6. Establishes specifications for and procures necessary equipment, material, tools, and supplies;
7. Maintains processes, plans, vehicles, equipment, and systems in a deployment-ready status;
8. Supervises and coordinates activities on deployment under extremely difficult conditions in an unfriendly environment;
9. Develops scenarios for, conducts, critiques, and documents emergency preparedness drills and exercises;
10. Assists in the preparation, review, and approval of functional organization emergency management implementing procedures and hazards assessments;
11. Assists the Director, Emergency Management Office, in developing and overseeing implementation of emergency management indoctrination and training, including specific training for emergency response organization personnel (Drill/Exercise Controllers and Evaluators, Building/Wing Wardens, Traffic Directors, Shelter Managers, and Evacuation Assembly Area Coordinators);
12. Develops and writes documents to ensure compliance with DOE Orders, Company Procedures, etc.;
13. Identifies deficiencies in emergency preparedness drills and exercises and recommends corrective actions;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Emergency Response Superintendent

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.

PRINCIPAL CONTACTS

The incumbent maintains continual contact and liaison with representatives of DOE, SNL, LANL, LLNL, DOE, and EG&G/EM. The incumbent regularly collaborates with Companywide middle management of all divisions and departments concerning implementation of the emergency management system, status of emergency management activities, and correction of deficiencies.

Emergency Response Superintendent

WORKING CONDITIONS

General office conditions exist most of the time. However, time is spent in the forward areas and where the incumbent may be exposed to radiation, extreme hazards, and adverse weather conditions; the potential exists for significant personal risk when on deployment. Travel is required.

REQUIRED WORK EXPERIENCE

This position requires six years of construction-related experience, preferably at the NTS, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires advanced vocational training or equivalent experience; some construction engineering exposure is desirable.

OTHER SPECIAL QUALIFICATIONS

The ability and skill to develop, write, edit, and prepare clear, concise, and acceptable scientific, technical, and management communications for publication and the ability to communicate well with managers are necessary. The willingness to participate in difficult and potentially dangerous emergency situations and the ability to perform in a controlled manner during extremely difficult pressure situations is desirable.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Employee Assistance Program Director

JOB CODE: 002913

DATE PREPARED: October 1, 1989

Revised: April 20, 1994

SUMMARY STATEMENT

The Employee Assistance Program Director plans, coordinates, and directs the operation of a multi-employer Employee Assistance Program (EAP) and supervises a professional staff that is designed to diagnose and evaluate mental and emotional disorders and problems concerning alcohol and drug abuse, job performance, financial and marital problems, etc. The incumbent also administers or recommends individual treatment programs.

DIMENSIONS

The incumbent has primary impact upon the operating budget. The incumbent supervises one exempt and one nonexempt employee. This position reports to the Medical Director.

NATURE AND SCOPE

1. Develops and conducts classes to train supervisors to better understand the problems of alcoholism, drug addiction, and related matters, in a realistic manner;
2. Counsels employees who are experiencing problems concerning alcoholism, drug addiction, marriage, etc., and identifies the factors which contribute to their problems;
3. Designs the treatment of psychological disorders to effect improved adjustments using various psychological techniques such as milieu therapy, psychodrama, and play therapy;
4. Selects the approach to use in individual therapy such as directive, nondirective, and supportive therapy, and plans frequency, intensity, and duration of therapy;
5. Develops cases and, as need arises, consults and coordinates with REECO's professional medical staff;
6. Develops and maintains a records classification system for the collection of information appropriate to the treatment components serving the patient and ensures that the information collected is in compliance with local, state, and federal requirements;
7. Collaborates with the EAP staff, psychiatrists, and other specialists in developing in-house and external treatment programs for patients;
8. Refers employees to hospitals or an alcohol/drug rehabilitation facility for detoxification;
9. May develop experimental designs and conduct research in fields of personality development and adjustment, diagnosis, treatment, and prevention of mental disorders;
10. May serve as consultant to social educational, welfare, and other agencies on individual cases or in evaluation, planning, and development of mental health programs;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Employee Assistance Program Director

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 at all levels of management and employment within the Company and interests with personnel at DOE and other Nevada contractors. The incumbent maintains continuous contact with personnel in community, state, national, and private organizations involved in alcohol and drug abuse research and rehabilitation.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in the diagnosis of substance abuse and mental or psychological disorders and experience in developing individual treatment programs.

Employee Assistance Program Director

REQUIRED TRAINING

This position requires a doctorate degree in psychology or a related field. Specialization in behavioral problems and therapy, group therapy, individual diagnosis and therapy, mental deficiency, objective tests, projective techniques, or speech pathology is preferred.

OTHER SPECIAL QUALIFICATIONS

Certification (or in-progress certification) as a "substance abuse counselor" is preferred.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Employee Assistance Program Specialist

JOB CODE: 002618

DATE PREPARED: October 1, 1989

Revised: June 14, 1994

SUMMARY STATEMENT

The Employee Assistance Program Specialist assists in administering a multi-employer Employee Assistance Program designed to counsel employees in coping with and resolving problems concerning alcoholism, job performance, drug addiction, marriage, emotional crisis, or other difficulties.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for one nonexempt employee. This position reports to the Employee Assistance Program Director.

NATURE AND SCOPE

1. Assists in developing program evaluation criteria, program goals, objectives, and indicators of progress and schedules key employee orientations;
2. Counsels employees who are experiencing problems concerning alcoholism, drug addiction, marriage, finances, etc., and identifies factors which contribute to their problems;
3. Analyzes and evaluates contributing factors and advises the employee on how to cope with and eventually resolve the problem;
4. Consults with all levels of employees to interpret and implement policies on matters requiring corrective action where the use of alcohol, drugs, or other problems may have been identified and are affecting an employee's work performance;
5. Provides a continuous assessment of the individual's progress toward the goals and objectives and uses his assessment to update the plan of recovery;
6. Prepares individual case records which include a discharge summary outlining a final evaluation regarding the progress of patients toward goals and objectives;
7. Stays abreast of current developments in community, state, national, and private organizations involved with alcoholism and drug abuse research and rehabilitation;
8. Advises and consults with supervision and employees who are concerned about their problems or those of a member of their family;
9. Maintains strict confidentiality of all information concerning employees and their problems;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Employee Assistance Program 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. 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 interacts with employees at all levels within the Company and the personnel of the DOE; other Nevada contractors, and community, state, national, and private organizations involved in alcoholism and drug abuse research and rehabilitation.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of experience counseling individuals with problems in alcoholism, drug abuse, and related social situations.

Employee Assistance Program Specialist

REQUIRED TRAINING

This position requires a master's degree in an appropriate social science or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification, or working towards certification as a Substance Abuse Counselor is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Employment Specialist

JOB CODE: 002318

DATE PREPARED: October 1, 1989

Revised: July 8, 1994

SUMMARY STATEMENT

The Employment Specialist assists in the training, counseling, and employment activities of the Company.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no direct supervisory responsibilities. This position reports to the Recruiting and Employment Administrator.

NATURE AND SCOPE

1. Participates in the recruiting, reviewing and screening, and referral of prospective applicants for employment;
2. Conducts interviews for both hourly and salaried positions;
3. Refers applicants to specific job openings and hires as authorized;
4. Advises applicants of Company fringe benefit programs, travel expense procedures, employment conditions, organization structure, and provides information concerning Mercury and Las Vegas living and economic conditions;
5. Maintains familiarity with Company labor agreements in relation to employment practices;
6. Assists in providing the Employment Administrator with timely information and guidance on labor market conditions and trends;
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;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;

Employment Specialist

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 management and supervisory personnel within the Company in regard to filling job openings and continuous contact with applicants in interviewing and providing information concerning vacancies.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of personnel management experience which has provided a working knowledge of personnel recruiting and placement.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL AND ENGINEERING CO., INC.

POSITION TITLE: Engineer I

JOB CODE : 002125

DATE PREPARED : October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Engineer I performs a variety of fundamental 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 does not have supervisory responsibility. This position reports to the Engineering Section Chief, Project Engineer, or other supervisory official.

NATURE AND SCOPE

1. Performs fundamental engineering tasks requiring standard techniques;
2. Performs routine engineering and design calculations;
3. Assists in gathering, correlating, and interpreting basic data;
4. Performs technical analysis to develop solutions to engineering projects in accordance with codes and standards;
5. Conducts research and reference reading to assist higher level engineers in obtaining technical information and discovering a better method of operation;
6. Makes field investigations using established methods;
7. Stays abreast of current standards codes, and procedures applied to engineering specialty;
8. Assists in conducting engineering studies;
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 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;

Engineer I

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 personnel within the department and some contact with personnel at various levels within the Company to secure basic engineering data.

WORKING CONDITIONS

Field office conditions exist most of the time; however, the remaining 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

None.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Registration as an Engineer-in-Training is preferred.

REYNOLDS ELECTRICAL AND ENGINEERING CO., INC.

POSITION TITLE: Engineer II

JOB CODE : 002320

DATE PREPARED : October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Engineer II performs a variety of routine 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 does not have supervisory responsibility. This position reports to the Engineering Section Chief, Project Engineer, or other supervisory official.

NATURE AND SCOPE

1. Investigates and analyzes engineering problems and studies involving conventional engineering practices, but with limited complexity;
2. Develops basic data, sketches, specifications, and notes in the field of specialty in assisting higher level engineers to present plans and proposals within project requirements;
3. Assists in devising new approaches to technical problems encountered;
4. Stays abreast of the latest engineering innovations, particularly in the field of specialization, and recommends proper applications;
5. Assists with engineering design, drawings, estimates, material take-offs, and construction modifications as required;
6. Gives functional direction to subordinate engineers and draftsmen;
7. Obtains and interprets data as necessary from the site investigation or to the inspection of construction projects;
8. Assists in the preparation of special engineering studies, usually under guidance;
9. Prepares specifications and layouts as directed within the engineering project;
10. Coordinates effort and maintains liaison within the department and other organizations;
11. Ensures that designs conform to Company, department, and industry-established quality or safety codes and standards;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Engineer 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. 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 occasional contact with middle management personnel inside and outside the Company to provide technical information, assist in resolving engineering problems, and obtain information.

WORKING CONDITIONS

Field office conditions exist most of the time; however, the remaining time is spent in the field investigating and coordinating engineering activities which may expose the incumbent to adverse weather conditions and construction work hazards.

Engineer II

REQUIRED WORK EXPERIENCE

This position requires two years of professional engineering experience which have provided a good working knowledge of standard engineering techniques, procedures, and practice within a specialized field in design or the construction industry.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is preferred. Familiarity with computers applied to engineering problems is also preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Engineer III

JOB CODE: 002527

DATE PREPARED: October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Engineer III performs a variety of moderately 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 may supervise exempt and nonexempt employees. This position reports to the Engineering Section Chief, Project Engineer, or other supervisory official.

NATURE AND SCOPE

1. Develops and analyzes engineering data within the limits of a specific discipline of engineering;
2. Prepares engineering plans, specifications, narratives, drawings, and other documentation to accomplish assigned projects;
3. Recommends revisions to original engineering criteria;
4. Prepares designs and estimates labor costs, material requirements, and develops construction schedules wherever qualified and required;
5. Assists in the preparation and investigation of special engineering studies associated with area of specialty;
6. Collects, coordinates, and disperses technical data to accomplish required results;
7. Coordinates work effort and maintains liaison within the department and other organizations to promote better operations and effective communications;
8. Prepares engineering sketches and computations for the purpose of solving engineering problems and clarifying engineering objectives;
9. Investigates jobsites for familiarization and orientation of project requirements;
10. Acts as a technical advisor to departments using engineering criteria to improve efficiency and promote better operations;
11. Maintains up-to-date knowledge of trends and developments in the field of specialization;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Engineer 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. 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 has frequent contact with middle management inside and outside the Company in executing engineering projects and providing technical engineering assistance. Some contact is also maintained with top management inside and outside the Company, resulting in a presentation of technical data, project definition, or briefings.

Engineer III

WORKING CONDITIONS

Field office conditions exist most of the time; however, time is spent in the field which may expose the incumbent to adverse weather conditions and construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires four years of professional engineering experience in design or the construction industry which have provided a broad knowledge of design practice and codes and the relationship between construction methods and materials in engineering principles.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is preferred. Familiarity with computer-applied engineering programs is also preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Engineering and Analysis Section Chief

JOB CODE : 003259

DATE PREPARED : September 5, 1991

Revised: September 1, 1994

SUMMARY STATEMENT

The Engineering and Analysis Section Chief is appointed by the Manager, Occupational Safety & Fire Protection Department, to plan and direct the functions and responsibilities of the Engineering and Analysis Section, which provides safety and fire protection engineering services, performs analytical services, and prepares and distributes safety-related statistics and reports in support of Company units and operations.

DIMENSIONS

The incumbent has direct supervisory responsibility for six exempt and one nonexempt employees. This position reports to the Occupational Safety & Fire Protection Department Manager.

NATURE AND SCOPE

1. Performs design reviews of engineering drawings, specifications, and other projects to ensure sound safety and fire protection engineering practices and compliance with applicable safety, health, and fire codes, standards, and regulations;
2. Surveys and monitors facilities for compliance with safety, health, and fire codes, standards, and regulations;
3. Develops and/or reviews requests for modification or waiver of safety, health, and fire codes, standards, regulations, and directives;
4. Develops and maintains a technical library to support Company, as well as other contractor, safety and fire protection efforts;
5. Develops and maintains a center of technical expertise and support for specialized safety concerns and provides technical guidance and interpretations of DOE-mandated codes, standards, and regulations;
6. Collects and maintains accident and illness safety data, fire loss data, and other safety-related data required by DOE or Company directives;
7. Performs trend analyses of safety, health, and fire-related data and develops reports based on the analyses;
8. Prepares and distributes all safety and fire protection-related reports required by Company, DOE, and Corporate directives;
9. Plans, develops, and implements the Company system safety program to include performing and/or reviewing hazard analyses, system safety analyses, and safety analysis reports;
10. Investigates or assists in investigating Company accidents and fires to include preparation and/or review of investigation reports;
11. Prepares or coordinates, updates, edits, and reviews Company Safety Procedures;
12. Develops and coordinates the Company Job Safety Analysis Program;

Engineering and Analysis Section Chief

13. Evaluates subcontractors' proposed safety program and participates in field audits;
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 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;
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;

Engineering and Analysis Section Chief

8. Must be able to supervise and train assigned personnel in a positive and effective manner.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with all levels of management within the Company and with mid-management and professional counterparts within DOE and user organizations to coordinate occupational safety and fire protection support services and oversight.

WORKING CONDITIONS

General office conditions exist most of the time; however, approximately 20 percent of efforts may involve construction site conditions or other field conditions which include underground operations and outdoor conditions in a wide variety of environmental conditions. Occasional exposure to high hazard or emergency situations may occur.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in safety and/or fire protection-related fields, at least two of which should have been in a supervisory position.

REQUIRED TRAINING

This position requires a bachelor's degree in an engineering, physical science, safety, or health-related discipline or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Engineering Department Manager

JOB CODE : 003419

DATE PREPARED : October 1, 1989

Revised: April 22, 1994

SUMMARY STATEMENT

The Engineering Department Manager plans, organizes, directs, and controls the Company engineering quality assurance operation activities in support of DOE, NTS user agencies, and the Company.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$4 million. The incumbent directs the functions of the engineering and quality assurance activities within the department. This position reports to the Support Services Division Manager.

NATURE AND SCOPE

1. Plans, schedules, controls, coordinates, and supervises engineering services for the Company, DOE, and NTS user agencies in the most efficient and economic manner necessary to provide professional services;
2. Directs the preparation of engineering policies, plans, and procedures;
3. Establishes standards of performance and organizational objectives;
4. Promotes innovative engineering designs, technical specifications, and cost estimates; provides quality engineering services responsive to ever-changing customer needs; and maintains an organization whose skills and resources are at the state-of-the-art;
5. Directs the preparation of the department's operating budget and operates within the authorized budgetary limits;
6. Conducts certification of equipments and systems for optimum service life and reliability;
7. Conducts evaluations for compliance with nuclear regulatory requirements on facilities, structures, systems, and components;
8. Performs configuration management on all critical facilities;
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 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;

Engineering Department Manager

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 has continual contact with top and middle management within the Company to make plans, solve problems, and provide engineering services. The incumbent has frequent contact with DOE top and middle management and user agency managers to provide information and coordinate the activities of the department.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of professional engineering experience which includes assignments in several engineering fields and familiarity with federal and state construction regulations, six years of which should have been in a supervisory capacity. The incumbent must have a thorough understanding of engineering principles in various engineering fields including nuclear regulatory requirements.

REQUIRED TRAINING

This position requires a bachelor's degree in engineering or in a recognized engineering specialty, or registration as a Professional Engineer.

Engineering Department Manager

OTHER SPECIAL QUALIFICATIONS

Certification as a Registered Professional Engineer is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Engineering Section Chief

JOB CODE : 003257

DATE PREPARED : October 1, 1989

Revised: April 12, 1994

SUMMARY STATEMENT

The Engineering Section Chief plans, organizes, directs, and supervises engineering and construction activities of recognized engineering disciplines.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$1.3 million. The incumbent has direct supervisory responsibility for four exempt employees and one nonexempt employee. This position reports to the Engineering Department Manager.

NATURE AND SCOPE

1. Plans, schedules, controls, coordinates, and supervises engineering services within the section or other unit jurisdiction in the most efficient and economic manner necessary to provide professional services;
2. Maintains liaison with personnel connected with outside organizations, DOE, and Company groups to obtain, disseminate, and exchange engineering information;
3. Ensures the adequacy and completeness of engineering surveillance of work schedules and cost;
4. Implements changes in engineering criteria to provide satisfactory service;
5. Ensures that Company and subcontractor workmanship and materials adhere to established engineering standards and specifications through review of field inspection activities;
6. Acts as department or Company representative at conferences organized to plan future operations, prepare special investigations, evaluate or conduct economic studies, or evaluate engineering programs;
7. Interprets, organizes, executes, and coordinates engineering assignments;
8. Formulates and administers policies and procedures necessary for effective, economic engineering operation;
9. Assists in the preparation of the departmental budget and operates within the limits of the authorized budget;
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. Occasional standing/walking for short distances in office or work areas;

Engineering Section Chief

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 continual contact with middle and lower management and occasional contact with top management inside or outside the Company to provide technical advice, resolve engineering problems, discuss future engineering projects, and advance new or modified criteria.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of professional engineering experience which have provided a thorough working knowledge of methods and techniques used in a variety of engineering disciplines, four years of which should have been in a supervisory capacity.

Engineering Section Chief

REQUIRED TRAINING

This position requires a bachelor's degree in a recognized engineering specialty, or registration as a Professional Engineer.

OTHER SPECIAL QUALIFICATIONS

Registration as a Professional Engineer is preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environment, Safety, Health & Quality Division Assistant Manager

JOB CODE: 003525

DATE PREPARED: September 3, 1991

Revised: April 21, 1994

SUMMARY STATEMENT

The Environment, Safety, Health & Quality Division Assistant Manager assists the Environment, Safety, Health & Quality Division Manager in directing comprehensive programs in the environmental compliance, health physics, industrial hygiene, occupational medicine, occupational safety and fire protection, waste management, and related technical areas.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$50 million. The incumbent has indirect supervisory responsibility for approximately 225 exempt and 320 nonexempt employees. This position reports to the Environment, Safety, Health & Quality Division Manager.

NATURE AND SCOPE

1. Participates in the formulation of division policies and procedures pertaining to assigned requirements;
2. Approves and directs the execution of environment, safety, and health programs through appropriate managers within the division;
3. Ensures efficient operations and sustained quality control services within all division activities;
4. Ensures efficient, economic use of manpower, material, and equipment;
5. Ensures proper implementation of labor agreements involving division operations through Legal and Labor Relations;
6. Assists with the preparation of the division budget and operates within the limits of the authorized budget;
7. Coordinates the division's capabilities through long-range planning to ensure DOE's present and future needs are met;
8. May act as Environment, Safety, Health & Quality Division Manager 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

<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;

Environment, Safety, Health & Quality Division Assistant Manager

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 assist in the formulation of policies and procedures relative to the division's operations, and to coordinate administrative and technical efforts required for the division's services.

WORKING CONDITIONS

General office conditions exist most of the time; however, up to 20 percent of the incumbent's efforts may involve exposure to a wide variety of field conditions. Occasional exposure to environmental extremes, high hazards, or emergency situations may occur.

REQUIRED WORK EXPERIENCE

This position requires 12 years of technical experience in health, safety, or environmental fields, 5 of which were in a supervisory capacity.

REQUIRED TRAINING

This position requires a master's degree in an environmental, safety, or health-related discipline.

OTHER SPECIAL QUALIFICATIONS

Professional certification in health physics, industrial hygiene, safety, fire protection, or a related field is desired.

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REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environment, Safety, Health & Quality Division Manager

JOB CODE: 003625

DATE PREPARED: September 20, 1991

Revised: April 21, 1994

SUMMARY STATEMENT

The Environment, Safety, Health & Quality Division Manager manages the Health Protection, Waste Operations, Occupational Medicine, Occupational Safety and Fire Protection, and Analytical Services departments and ensures Company compliance with applicable environmental laws and regulations.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$50 million. The incumbent has direct supervisory responsibility for 15 exempt employees and 4 nonexempt employees and indirect supervisory responsibility for 225 exempt and 320 nonexempt employees. This position reports to the General Manager or Deputy General Manager.

NATURE AND SCOPE

1. Organizes, directs, plans, and controls the functions of a variety of programs associated with employee safety, health, and the environment;
2. Audits Company units for compliance with DOE Orders;
3. Directs studies related to existing and anticipated environmental, safety, and health issues;
4. Provides technical advice and assistance in areas of health physics, industrial hygiene, occupational health, safety, environmental sciences, and waste management;
5. Oversees the operation of the medical services and facilities at the NTS and Las Vegas, including sanitation functions;
6. Oversees the operation of the hazardous radioactive and mixed waste management facilities;
7. Ensures efficient operations and sustained quality control services within all division activities;
8. Establishes and maintains liaison with local, state, and federal agencies concerning legislation and regulations pertaining to workers' health and the environment;
9. Establishes and maintains liaison with DOE/NV and NTSO management to ensure that customer requirements are well defined and accomplished;
10. Coordinates plans and programs with the Executive Office and other division managers;
11. Coordinates functional capabilities through long-range planning to ensure that the DOE's present and future requirements are met;
12. Supervises and assists in the preparation of the organizational budget and operates within its limits;
13. Ensures proper planning, negotiation, and implementation of all appropriate labor agreements through the Legal and Labor Relations organizations;
14. Reviews and recommends organizational changes to improve the efficiency of operations;

Environment, Safety, Health & Quality Division Manager

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. 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 at all levels of management within the Company, DOE, and user organizations to assist in the formulation of policies and procedures relative to the division's operations, and to coordinate administrative and technical efforts required for the division's services.

WORKING CONDITIONS

General office conditions exist most of the time.

Environment, Safety, Health & Quality Division Manager

REQUIRED WORK EXPERIENCE

This position requires 15 years of experience in one or more of the environment, safety, and health disciplines, 8 of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a doctorate degree in a technical discipline such as health physics or industrial hygiene or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Professional certification in health physics, industrial hygiene, safety, fire protection, or a related field is desired.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environmental Analyst

JOB CODE: 002212

DATE PREPARED: October 1, 1989

Revised: June 13, 1994

SUMMARY STATEMENT

The Environmental Analyst assists in the environmental surveillance program and technical functions related to applied radiation protection activities.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have direct supervisory responsibility. This position reports to the Laboratory Operations Director, Health Physics Department Manager, or to a Project Manager.

NATURE AND SCOPE

1. Assists in the collection and handling of a variety of environmental samples;
2. Produces, interprets, and assists with the evaluation of environmental radioactive data in preparation of a variety of technical reports;
3. Interprets sample results on a spatial and time series basis with regards to established limits;
4. Maintains up-to-date tabular and graphic records of contamination levels to provide visual trends for immediate use, as well as long-range, permanent documentation;
5. Evaluates NTS areas in terms of possible sample station location and potential value;
6. Coordinates with field monitoring groups when decontamination services are required and with radiochemistry and counting personnel regarding sample status;
7. Evaluates collection and preparation techniques and develops methods to improve them to prevent cross-contamination of samples;
8. Reviews sample analysis results to determine ambient and unnatural gross activity values and specific contributing isotopes and to compare fluctuations in radiological conditions in specific locations to those recommended by the Federal Radiation Council as a threshold of concern;
9. Selects sample collection locations giving consideration to such factors as uniform coverage of site, populated areas, testing activities, electrical power, and ease of access;
10. Directs monitor maintenance of equipment such as air samplers;
11. Aids in the setup of the fallout library;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Environmental 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 contact with all levels in the department to obtain decontamination, dosimetry procedures, cutting, and radiochemical analysis assistance. The incumbent also maintains frequent contact with officials outside the Company to provide periodic reports on radioactivity and for comparing release levels with other nuclear installations.

Environmental Analyst

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field where the incumbent is exposed to various levels of radiation hazards.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a bachelor's degree in environmental or biological sciences, or equivalent experience.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environmental Compliance Office Director

JOB CODE: 003265

DATE PREPARED: October 29, 1993

Revised: April 27, 1994

SUMMARY STATEMENT

The Environmental Compliance Office Director plans, organizes, directs, and controls the inspections, surveillances, and appraisals performed by the office to ensure that all REECo activities are performed in compliance with federal and state laws and regulations, and DOE orders pertaining to environmental matters. The incumbent also provides similar oversight activities to other contractors or agencies as requested or directed by DOE.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$20 million. The incumbent has supervisory responsibility for seven exempt employees and one nonexempt employee. This position reports to the Environment, Safety, Health & Quality Division Manager.

NATURE AND SCOPE

1. Specifies, schedules, and supervises inspections, surveillances, and appraisals as required to examine environmental compliance for work conducted by REECo at NTS and other locations;
2. Reviews the results of inspections, surveillances, and appraisals for adequacy and ensures proper documentation and reporting;
3. Conducts analysis of data obtained from compliance activities to deduce trends, determine causes, and make recommendations; reports this information to the General Manager on a regular basis;
4. Maintains a working, up-to-date personal knowledge of environmental laws and regulations, including RCRA, CERCLA, Clean Water Act, Clean Air Act, Safe Drinking Water Act, and TSCA;
5. Develops and maintains a staff of subject matter experts and assures their technical competency through training, qualification, and certification;
6. Supervises inspections, surveillances, and appraisals of other contractors as requested, or as required by DOE;
7. Participates in public hearings on environmental rule-making when appropriate;
8. Maintains liaison with DOE field office counterparts and with the Nevada Division of Environmental Protection inspectors assigned to the Bureau of Federal Facilities;
9. Prepares and administers the REECo Work Package for Environmental Compliance;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Environmental Compliance Office Director

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 REECo management, personnel at DOE, the U.S. Environmental Protection Agency, the Nevada Division of Environmental Protection, user organizations, other contractors, and universities to ensure program objectives are satisfied.

WORKING CONDITIONS

General office conditions exist approximately one-half of the time; however, about one-half of the time is spent in areas where the incumbent may be exposed to radiation, laboratory work hazards, and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires ten years of environmental compliance experience, four of which should have been in a supervisory category.

Environmental Compliance Office Director

REQUIRED TRAINING

This position requires a bachelor's degree in engineering, chemistry, ecology, environmental health, meteorology, or environmental management, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have a working knowledge of field and laboratory measurement instrumentation.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer I

JOB CODE : 002127

DATE PREPARED : December 3, 1990

Revised: February 22, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer I reviews state and federal regulations for environmental compliance at all DOE operated facilities. The incumbent keeps the Environmental Compliance Office personnel informed of any new regulations or revisions to existing regulations.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may supervise technicians. This position may report to higher-level Environmental Compliance Officers and/or the Director, Environmental Compliance Office.

NATURE AND SCOPE

1. Assists in identifying state and federal regulations that impact Company operations at all DOE operated facilities;
2. Assists in establishing procedures designed to meet federal and state environmental laws, orders, and regulations;
3. Notifies the appropriate personnel for action to be taken to reach compliance with these environmental laws;
4. Accompanies more experienced Environmental Compliance Officers and assists in performing workplace surveillances, inspections, department appraisals, and recommends corrective action;
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. 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 at heights up to 50 feet; uses man lift and safety harnesses when appropriate;

Environmental Compliance Officer I

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 accuracy required in researching, inspecting, and monitoring radiological sites, performing decontamination duties, and ensuring that all specifications, procedures, and regulations are met;
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 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 CONTACTS

The incumbent has frequent contact with personnel of the DOE/NV and the DOE/NTS Office. The incumbent frequently contacts other departments within 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 at all DOE operated facilities. Field assignments may expose the incumbent to potential health hazards, mining hazards, or to adverse weather conditions.

Environmental Compliance Officer I

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer II

JOB CODE : 002322

DATE PREPARED : December 3, 1990

Revised: February 22, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer II ensures environmental compliance with state and federal regulations at all DOE operated facilities.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for Environmental Compliance Officer Is and may direct personnel or other departments to take action necessary to ensure environmental compliance. This position may report to higher-level Environmental Compliance Officers.

NATURE AND SCOPE

1. Keeps abreast of any new regulations or revisions to existing regulations;
2. Ensures environmental compliance by enforcing state and federal regulations for impact on the Company's operations;
3. Performs surveillances, inspections, and appraisals of the Company's operations and facilities for environmental compliance;
4. Gathers information for obtaining state and federal permits for some of the Company's operations;
5. Writes and institutes procedures;
6. Reviews subcontracts;
7. Plans and writes scopes of work for subcontracts for environmental services;
8. Reviews subcontracted work, engineering drawings, project proposals, and major equipment requisitions that involve environmental compliance issues;
9. Tracks the progress of corrective actions proposed; submits reports to regulatory agencies;
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 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;

Environmental Compliance Officer II

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 has frequent contact with personnel of the DOE/NV and the DOE/NTS Office. The incumbent frequently contacts other departments within the Company whose operations impact the environment.

Environmental Compliance Officer II

WORKING CONDITIONS

The incumbent works part of the time in general office conditions; the remainder of the time is spent at all DOE operated facilities. Field assignments may expose the incumbent to potential health hazards, mining hazards, or adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires two years of natural science experience.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer III

JOB CODE : 002529

DATE PREPARED : December 3, 1990

Revised: February 22, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer III ensures environmental compliance with state and federal regulations at all DOE operated facilities.

DIMENSIONS

The incumbent may have a contributory impact on 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 higher-level Environmental Compliance Officers and/or the Director, Environmental Compliance Office.

NATURE AND SCOPE

1. Keeps abreast of any new regulations or revisions to existing regulations;
2. Ensures environmental compliance by enforcing state and federal regulations for impact on the Company's operations;
3. Provides any necessary worker environmental training;
4. Takes the lead in carrying out surveillances, inspections, and appraisals of the Company's operations and facilities for environmental compliance;
5. Gathers information for obtaining state and federal permits for some of the Company's operations;
6. Writes and institutes procedures;
7. Reviews subcontracts;
8. Plans and writes scopes of work for subcontracts for environmental services;
9. Reviews subcontracted work, engineering drawings, project proposals, and major equipment requisitions that involve environmental compliance issues;
10. Tracks the progress of corrective actions proposed;
11. Submits reports to regulatory agencies; contributes input to DOE planning programs and budgeting for environmental corrective actions;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Environmental Compliance Officer 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 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;

Environmental Compliance Officer III

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/NV and the DOE/NTS Office and interfaces with 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 the Company department managers 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 at all DOE operated facilities. Field assignments may expose the incumbent to potential health hazards, mining hazards, or adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of equivalent natural science experience.

REQUIRED TRAINING

This position requires a bachelor's degree in a natural science, engineering, or related experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Environmental Compliance Officer IV

JOB CODE : 002717

DATE PREPARED : February 25, 1994

SUMMARY STATEMENT

The Environmental Compliance Officer IV acts as project coordinator for environmental compliance projects. The incumbent may research, develop, and improve methods and procedures utilized in the application of environmental compliance programs. The incumbent assures conformance to budgetary and time parameters of his/her projects.

DIMENSIONS

The incumbent has a contributory impact on the operating budget of the Environmental Compliance Office. The incumbent may lead lower-level Environmental Compliance Officers or those assigned to environmental compliance projects. This position normally reports to a section level supervisor or department manager.

NATURE AND SCOPE

1. Researches, analyzes, and performs analyses on original design developments, testing methodology, or other technical/scientific areas related to environmental compliance projects;
2. Works independently on assigned projects or may be accountable for disseminating final direction and project coordination to other Environmental Compliance Officers working on the project team;
3. Reviews the project's scope and recommends changes to the scope of work concerning the design specifications, proposals, estimates, etc.;
4. Recommends and coordinates modifications to approved plans due to changes in scheduling, environment, etc., to ensure adherence to modifications;
5. Recommends operating procedures and technical work instructions;
6. Provides advice and assistance to the section chief/administrator or designated supervisor concerning improved efficiency, productivity, and employee performance;
7. Determines applicability of state, federal, and DOE regulations to the Company's activities and provides information and guidance to the affected departments;
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 on all types of terrain and surfaces above and under ground up to four miles per day;

Environmental Compliance Officer IV

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;
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.

Environmental Compliance Officer IV

PRINCIPAL CONTACTS

The incumbent interfaces with division managers and middle-level management to report progress, obtain approvals, request support for services, and receive direction. The Environmental Compliance Officer IV interfaces with the DOE and user agencies, managers, and customers to update project status, develop plans, and provide advice and consultation.

WORKING CONDITIONS

General office conditions exist most of the time; however, work on some projects may require that the incumbent be exposed to adverse weather or potential hazardous conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in an environmental compliance discipline.

REQUIRED TRAINING

This position requires a master's degree in a natural science 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 applicable discipline area is required. The incumbent must have published at least one professional paper in a scientific journal besides a master's thesis or a dissertation dealing with technology in the field of environmental compliance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environmental Health Section Chief

JOB CODE: 003028

DATE PREPARED: October 1, 1989

Revised: June 13, 1994

SUMMARY STATEMENT

The Environmental Health Section Chief plans, supervises, and coordinates all environmental sanitation development and control programs.

DIMENSIONS

The incumbent has contributory impact upon the department's organizational budget of approximately \$1.75 million. The incumbent may have direct supervisory responsibility for a small group of exempt employees and approximately ten nonexempt employees. This position reports to the Industrial Hygiene Department Manager.

NATURE AND SCOPE

1. Devises plans for the improvement of systems, methods, processes, and facilities;
2. Directs the operation, planning, and development of programs designed to improve and control sewage and refuse problems including waste collection and disposal, air pollution control, chemical code service, operation and sewage treatment plants, septic tanks, stabilization bins, and Imhoff tanks;
3. Reviews engineering drawings and specifications for compliance with statutes and regulations;
4. Provides pest control services, including application of insecticides and poisons and adequate screening, fumigation, odor abatement, insect and vector control, and weed eradication;
5. Assures a safe water supply for industrial and domestic use, and inspects wells, pumps, storage tanks, and new construction to assure compliance with federal and state sanitary plumbing codes and regulations;
6. Schedules inspections of housing, feeding, and recreational facilities for regulations compliance and collects samples for chemical, physical, or biological determinations;
7. Establishes procedures in accordance with U.S. Public Health Standards and administers Company policy which pertains to all functions of the environmental health organization;
8. Coordinates environmental health programs and furnishes technical advice to divisions and departments, including agencies, DOE, health and safety officials, contractors, and other official health organizations;
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>

Environmental Health Section 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 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 of Company management, user agencies, contractors, DOE, EPA, PHS, FDA, USDA, and the Nevada State Health Division to provide technical and engineering advice on environmental health operations. Frequent contact is maintained with major equipment manufacturers and chemical formulating and food processing representatives for product improvement specifications and usage.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be exposed to high risk operations of liquid and solid waste collection disposal and pest management when conducting health inspections.

Environmental Health Section Chief

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in environmental sanitation, four years of which should have been in a supervisory position.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environmental Management Division Manager

JOB CODE: 004214

DATE PREPARED: July 28, 1992

Revised: April 21, 1994

SUMMARY STATEMENT

The Environmental Management Division Manager manages the Analytical Services, Waste Operations, and Environmental Restoration and Technology Development Departments to ensure compliance with all applicable environmental, health, and safety laws, regulations, and DOE Orders.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$20 million. The incumbent has direct supervisory responsibility for 5 exempt and 2 nonexempt, nonbargaining unit (NENBU) employees and indirect supervisory responsibility for approximately 100 exempt and 100 nonexempt, nonbargaining unit (NENBU) employees. This position reports to the General Manager.

NATURE AND SCOPE

1. Organizes, directs, plans, and controls the functions of a variety of programs and operations associated with analytical services, waste management, environmental restoration, and related technology development;
2. Identifies appropriate standards for environmental restoration, waste management, technology development, and analytical services; develops appropriate programs and procedures in order to ensure consistent implementation of those standards;
3. Identifies environmental operations training requirements and assists in the development and execution of resulting training programs;
4. Identifies, tracks, and develops trends for all documented environmental operations deficiencies;
5. Develops, tracks, and trends performance indicators for environmental operations;
6. Directs the operation of sewage and solid, hazardous, radioactive, transuranic, and mixed waste facilities at the NTS;
7. Directs the operation of analytical chemistry and radioanalytical laboratories;
8. Oversees the execution of technology development and environmental remediation projects;
9. Administers an internal quality assurance/quality control program;
10. Establishes and maintains liaison with DOE/NV and NTSO management to ensure that customer requirements are well defined and accomplished;
11. Coordinates plans and programs with the Executive Office and other division managers;
12. Supervises and assists in the preparation of the organizational budget and operates within its limits;
13. Conducts strategic planning to ensure that resources and functional capabilities are adequate to meet near-term and long-range requirements;

Environmental Management Division 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 maintains continuous contact at all levels of management with the Company, DOE, and user organizations to assist in the formulation of policies and procedures relative to the division's operations and to coordinate administrative and technical efforts required for the division's services.

WORKING CONDITIONS

General office conditions exist most of the time.

Environmental Management Division Manager

REQUIRED WORK EXPERIENCE

This position requires 15 years of experience in one or more of the environmental sciences, waste management, or analytical chemistry disciplines, 8 of which should have been in a supervisory or managerial capacity.

REQUIRED TRAINING

This position requires a doctorate degree in a technical discipline such as engineering, physical sciences, environmental sciences, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification as a professional engineer, hazardous waste manager, health physicist, industrial hygienist, or environmental assessor is desired.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environmental Program Section Chief

JOB CODE: 003122

DATE PREPARED: July 22, 1992

Revised: April 21, 1994

SUMMARY STATEMENT

The Environmental Program Section Chief coordinates and controls the preparation of Environmental Management (EM) Division budget documents, Five-Year Plans, Waste Management Plans, Activity Data Sheets, technical development documents, and maintains the document retrieval and library systems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the Environmental Restoration and Technology Development Department. The incumbent has supervisory responsibility for three exempt and three nonexempt, nonbargaining (NENBU) employees. 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 environmental management budget and planning documents;
3. Supervises and coordinates the preparation of weekly and monthly progress reports;
4. Maintains liaison with clients to respond to daily needs and provides input to long-range plans and goals;
5. Manages and coordinates section activities with Company associates, DOE, and other government agencies and contractors;
6. Supervises and assists EM departments in the preparation of policies and procedures;
7. Prepares monthly status reports on work progress and allocation of resources;
8. Prepares budget estimates for EM activities in cooperation with project managers, sections chiefs, and department managers;
9. Maintains the document retrieval system for all EM correspondence and selected technical material;
10. Maintains a library for EM technical, reference, and regulatory material;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Environmental Program 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 continual contact with employees throughout the Company to discuss matters pertaining to personnel, equipment, supplies, and subcontracted construction operations. The incumbent has continual contact with equipment and supply vendors and manufacturers, DOE health physics personnel, and visits DOE waste generators at several locations.

Environmental Program 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 management or related areas, two years of which should have been in a supervisory capacity. Experience in management of personnel, construction projects, 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 in budgeting, accounting, and planning and scheduling, as well as project management.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environmental Remediation Section Chief

JOB CODE: 003123

DATE PREPARED: July 22, 1992

Revised: June 14, 1994

SUMMARY STATEMENT

The Environmental Remediation Section Chief administers, directs, and supervises all operational tasks related to the remediation/restoration/ closure of underground storage tanks, waste sites, and surplus facilities.

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 five exempt and two nonexempt, nonbargaining unit (NENBU) employees. This position reports to the Environmental Restoration and Technology Development 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 environmental remediation and waste site closure and recommends solutions;
3. Maintains knowledge of new designs and developments of equipment and instruments for use in environmental remediation and waste site closure;
4. Develops and formulates operating policies, methods, and procedures for environmental remediation and waste site closure;
5. Plans and coordinates the field activities associated with remediation and closure of waste sites and surplus facilities;
6. Prepares monthly status reports on work progress and allocation of resources;
7. Prepares work plans and health and safety plans for the remediation and closure of waste sites and surplus facilities;
8. Coordinates, evaluates, and establishes quality assurance functions;
9. Coordinates efforts with the Waste Operations (WO) Technical Support Section Chief to ensure remedial actions are conducted in compliance with state and federal environmental regulations and orders;
10. Coordinates efforts with the WO Special Projects Section Chief to ensure the characterization needs for remedial operations are met and the necessary support is received from site operations;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Environmental Remediation 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 continual contact with employees throughout the Company to discuss matters pertaining to conduct of environmental remediation projects, analytical services, and subcontracted construction operations.

Environmental Remediation 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 waste management or related areas, two years of which should have been in a supervisory capacity. Experience in management of personnel, construction projects, 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), the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), the Clean Water Act, the Clean Air Act, and other pertinent environmental regulations.

REYNOLDS ELECTRICAL AND ENGINEERING CO., INC.

POSITION TITLE: Environmental Restoration and Technology Development
Department Manager

JOB CODE: 003425

DATE PREPARED: July 18, 1992

Revised: June 14, 1994

SUMMARY STATEMENT

The Environmental Restoration and Technology Development Department Manager coordinates and controls the environmental restoration activities at the NTS, the proper characterization and certification of waste generated on the NTS, pollution prevention/waste minimization program, Treatability and Test Facility Operations, and the associated plans and budgetary documentation.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$4 million. The incumbent has supervisory responsibility for 25 exempt and 11 nonexempt, nonbargaining (NENBU) employees. This position reports to the Environmental Management 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 regulations;
4. Maintains liaison with 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. Maintains adequate number of qualified staff to respond to requests for remediation of spills, waste sites, and surplus facilities;
7. Ensures Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs are effectively implemented and adhered to;
8. Provides programmatic guidance for NTS waste handling and control;
9. Oversees environmental remediation projects at NTS;
10. Oversees integrated demonstration, pilot scale, and other environmental technology development, test, and evaluation programs;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

**Environmental Restoration and Technology Development
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 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, Environmental Restoration and Waste Management 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.

**Environmental Restoration and Technology Development
Department Manager**

REQUIRED WORK EXPERIENCE

This position requires ten years of experience which has provided technical familiarity in environmental remediation and technology development, six years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in natural science, health physics, or an engineering discipline related to environmental control, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Environmental Section Chief

JOB CODE: 003119

DATE PREPARED: September 5, 1991

Revised: June 14, 1994

SUMMARY STATEMENT

The Environmental Section Chief is responsible for planning, directing, and coordinating matters pertaining to the collection, measurement, documentation, and publication of environmental levels of radiation and radiological effluent discharges within the NTS in support of nuclear tests and associated operations.

DIMENSIONS

The incumbent has primary impact on an operating budget of approximately \$2.5 million. The incumbent directly supervises three exempt and one nonexempt and indirectly supervisory responsibility for five exempt and five nonexempt employees. The Environmental Section Chief reports to an Environment, Safety & Health or Environmental Management Department Manager.

NATURE AND SCOPE

1. Directs the installation and maintenance of environmental monitoring and effluent monitoring procedures and assists in their development and improvements;
2. Develops proposals and implements programs to assure compliance with DOE orders and directives concerning effluent and environmental monitoring;
3. Directs the Environmental Information Center where environmental data accumulated from several organizations throughout the NTS is stored, evaluated, and processed using dispersion models to obtain offsite doses to members of the general public;
4. Directs the accumulation, the interpretation, and the subsequent publication of environmental data in a comprehensive annual report from all NTS environmental monitoring operations as required by DOE regulations deliverable directly to DOE Headquarters;
5. Assists in evaluating new procedures, methods, and techniques;
6. Directs special studies and prepares subsequent reports;
7. Provides a flora and fauna monitoring program in support of the DOE BECAMP program;
8. Evaluates employees' work performance and recommends personnel actions;
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;

<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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Environmental Section 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 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 environmental radiation. Directly and frequently interacts with several organizations including DOE, DNA, EG&G, USGS, WSNSO, DRI, LLNL, LANL, EPA, and SNL. Periodic contact is also maintained with maintenance and support personnel for environmental surveillance programs and equipment.

WORKING CONDITIONS

General office conditions, both at the NTS and in Las Vegas, exist 90 percent of the time. The remainder of the time may be spent in the field observing environmental sampling operations or procedures.

Environmental Section Chief

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in applied health physics and environmental radiation protection including two years of supervisory experience.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Equal Employment Opportunity Director

JOB CODE: 003258

DATE PREPARED: January 18, 1991

Revised: June 14, 1994

SUMMARY STATEMENT

The Equal Employment Opportunity Director plans, coordinates, and implements Companywide programs designed to ensure equal employment opportunity (EEO) for applicants and employees regardless of race, color, religion, national origin, sex, age, veteran status or disability, and confers with employees, supervisors, and management for problem solutions.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent directly supervises one exempt employee and indirectly supervises one nonexempt employee. This position reports to the General Manager.

NATURE AND SCOPE

1. Develops policy statements concerning affirmative action and equal opportunity programs and internal and external communications for the Company in assuring compliance with civil rights rules and regulations;
2. Investigates all discrimination complaints filed by employees and/or applicants either internally or through federal or state agencies, develops case histories, and recommends resolution as necessary;
3. Converses with employees, supervisors, and managers upon request, either in person or by telephone, to assist in resolving whatever problems they present;
4. Designs and implements audit and reporting systems that measure the effectiveness of the Company's EEO program and determines the need for action;
5. Serves as liaison with civic, government, minority and women's organizations, and other groups to ensure the interchange and update of information and to resolve problems within the community that affect the Company;
6. Keeps abreast of state and federal EEO rules and regulations and advises management of policy, procedural changes, evolving state or federal legislation, or latest innovations and guidelines in the entire equal opportunity area;
7. Participates with Training & Development in the development and teaching of EEO Awareness programs;
8. Communicates and meets with local women's, minority, and community action groups;
9. Encourages minority employees to participate in all Company-sponsored educational training and recreational and social activities;
10. Confers and coordinates the solution of complaints with the Employee Assistant Program Director, Legal, and Labor Relations staff;
11. Consults with management and supervision relative to long-range and short-term planning;

Equal Employment Opportunity Director

12. Writes and publishes an annual Affirmative Action Plan that contains all the necessary statistical and narrative data required under OFCCP federal regulations;
13. Gathers, collates, and maintains statistical data for availability conclusions, external work force factors, and other statistical studies;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs; and
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 frequent contact with top-level management inside and outside the Company to determine and coordinate priorities and requirements. The incumbent regularly collaborates with Companywide middle management of all divisions and departments concerning implementation of the emergency management system, status of emergency management activities, and correction of deficiencies.

Equal Employment Opportunity Director

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience that has provided a working knowledge of the methods and techniques required in developing and implementing programs for equal opportunity and resolving related problems.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

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REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Equal Opportunity Specialist

JOB CODE: 002529

DATE PREPARED: January 18, 1991

Revised: June 14, 1994

SUMMARY STATEMENT

The Equal Opportunity Specialist participates in the planning and implementation of Companywide EEO programs through developing the Affirmative Action Plan, monitoring progress toward goals, formulating goals, developing awareness training, investigating complaints, and conferring with employees and supervision on resolution of problems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for one nonexempt employee. This position reports to the Equal Employment Opportunity Director.

NATURE AND SCOPE

1. Prepares the Company's Affirmative Action Plan to meet the requirements of Executive Order 11246;
2. Develops criteria for reports for the Affirmative Action Plan; designs and develops reports needed to reflect the Company's performance toward affirmative action goals;
3. Develops and designs computer programs to perform statistical analysis of reports; gathers and maintains statistical data for availability conclusions, external workforce factors, and other statistical studies;
4. Determines adverse impact of employment decisions;
5. Develops availability analysis from internal and external work force data;
6. Coordinates and interfaces with management in the development and attainment of affirmative action goals; monitors Company progress toward affirmative action in all areas of employment;
7. Monitors the accuracy and timely filing of required EEO and affirmative action reports to OFCCP, EEO, DOE, and EG&G;
8. Investigates discrimination complaints filed by employees and/or applicants either internally or through federal/state agencies, and prepares correspondence to respond to allegations of discrimination filed with enforcement agencies;
9. Serves as liaison between the Company and enforcement agencies and acts as Company representative at NERC fact-finding meetings;
10. Encourages female and minority employees to participate in all Company-sponsored educational training, recreational, and social activities;
11. Provides guidance to Company officials and employees on a variety of personnel matters and assists in the development of EEO awareness training;
12. Stays abreast of state and federal rules and regulations concerning equal opportunity;

Equal Opportunity Specialist

13. Develops budget estimates and justifications and prepares and/or coordinates operating budgets and capital equipment requests; maintains fiscal control of budget expenditures and operates within the limit of the authorized budget;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs; and
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 15 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.

Equal Opportunity Specialist

PRINCIPAL CONTACTS

The incumbent maintains contact with various personnel at REECo, DOE, OFCCP, NERC, and EEOC concerning EEO goal-setting, goal accomplishment, resolution, availability statistics, investigation of complaints, training programs, statistical information, and personnel complaints and concerns.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of experience in the methods and techniques required to develop and implement programs of equal employment opportunity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Equipment Operations Specialist

JOB CODE: 002530

DATE PREPARED: October 1, 1989

Revised: June 14, 1994

SUMMARY STATEMENT

The Equipment Operations Specialist coordinates and conducts analytical research and statistical presentations relative to cost maintenance and usage of heavy equipment.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for two exempt employees and one nonexempt employee. This position reports to the Inspection and Scheduling Superintendent.

NATURE AND SCOPE

1. Assists in the preparation of Capital Equipment Budget Control and submittal;
2. Reviews and coordinates capital fund requests and assists in the control of the distribution and use of funds authorized for the acquisition or modification of equipment;
3. Plots and analyzes various relationships of emergency maintenance versus other maintenance expense to achieve the optimum amount of maintenance;
4. Participates in analyzing preventive maintenance to determine service frequency, sequence of tasks, material requirements, and necessary manpower for efficient and economic maintenance;
5. Develops and recommends adjustments to the heavy equipment preventive maintenance program;
6. Prepares and analyzes segments of comprehensive equipment usage, maintenance, and breakdown cost reports;
7. Recommends maintenance levels to efficiently meet operational requirements;
8. Monitors expenditures incurred against the operations budget to detect cost trends, ensure costs do not exceed authorized funds, and develop information for subsequent budget preparation;
9. Recommends levels of maintenance activity to be reduced to stay within cost ceilings or increased to perform additional maintenance when funds permit;
10. Assists in the development of standards for equipment use with consideration for use exception reporting;
11. Recommends return to pool reassignments or disposal of unused equipment;
12. Evaluates and recommends equipment rental rate schedule changes;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

Equipment Operations 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 continuous contact with various levels of management both inside and outside the Company to prepare analytical reports and statistical presentations. Frequent contact is maintained with personnel of user organizations to reconcile equipment billing charges and resolve use problems.

Equipment Operations Specialist

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience relating to heavy equipment fleet operations and maintenance.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus completion of advanced vocational training in equipment operations.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Equipment Requirements Supervisor

JOB CODE: 002628

DATE PREPARED: October 1, 1989

Revised: June 15, 1994

SUMMARY STATEMENT

The Equipment Requirements Supervisor plans, supervises, coordinates, and controls the preparation of annual equipment budgets and the disposal or requisitioning of all heavy construction, mining, and drilling equipment.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$2 million. The incumbent has direct supervisory responsibility for one exempt and one nonexempt employee. This position reports to the Fleet Operations Department Manager.

NATURE AND SCOPE

1. Researches, develops, and details specifications to ensure the receipt of proper and adequate equipment to accomplish the desired job;
2. Analyzes and evaluates bids to determine the lowest acceptable bidder and to recommend granting of purchase awards;
3. Ensures proper justification for initiating short lead time and sole source procurement;
4. Maintains a technical library of records which reflect current manufacturing and equipment information;
5. Compiles information, estimates, and possible justification for capital improvements, modifications, and retirements;
6. Maintains close contact with maintenance shop supervisors and foremen to obtain progress and development of capital equipment installations;
7. Handles the leasing of incoming vehicles, trailers, and equipment for compliance with specifications and carrier damage;
8. Processes and distributes technical inspection reports;
9. Assigns license plates and property numbers to equipment;
10. Initiates, monitors, and controls offsite repairs including authorizations for payment;
11. Prepares documents for accessing and retiring vehicles and equipment;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Equipment Requirements 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</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 in the General Services Administration, Washington, D.C., and DOE/NTSSO to coordinate procurement activities and receiving or shipping equipment. Contact is also maintained with the DOE Property Management office concerning capital budgeting, and the Company's equipment programs office concerning capital equipment.

WORKING CONDITIONS

General office conditions exist most of the time.

Equipment Requirements Supervisor

REQUIRED WORK EXPERIENCE

This position requires six years of experience in the function and performance of equipment handled, maintained, and distributed by the department.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Equipment Specialist

JOB CODE: 002324

DATE PREPARED: October 1, 1989

Revised: June 16, 1994

SUMMARY STATEMENT

The Equipment Specialist develops detailed procurement specifications for requisitioning heavy construction, mining, drilling, or light/heavy duty vehicles and related equipment.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have supervisory responsibility. This position reports to an assigned supervisor in the Operations & Maintenance Division.

NATURE AND SCOPE

1. Directs research, analysis, and development of complete and detailed equipment specifications and price estimates when initiating procurement or rental transactions relative to rugged equipment used in the support of NTS operations;
2. Consults with users, maintenance supervisors, and equipment engineers in developing performance requirements and desired component modifications;
3. Researches manufacturers' catalogs, brochures, and related publications;
4. Conducts market surveys to obtain current production capabilities;
5. Prepares requisition and rental bid packages in accordance with Company policies and procedures;
6. Analyzes and evaluates contract bids to determine compliance with specifications and recommends purchase awards;
7. Performs expediting activities to ensure timely receipt of ordered equipment;
8. Assists in the preparation of inspection and receiving reports, technical inspections of recently-purchased or rented equipment and recommends acceptance or rejection;
9. Screens government excess lists for needed equipment;
10. May act as Company representative in conducting offsite inspections associated with equipment acquisition activities;
11. Assists in preparation of the capital asset budgets for annual equipment requirements;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Equipment 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 frequent contact with purchasing personnel to provide technical information and expedite equipment orders and continuous contact with middle management and user agencies in receiving and providing technical information concerning equipment specifications and development. Frequent contact is also maintained with manufacturing representatives.

Equipment Specialist

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be exposed to adverse weather conditions and work hazards while conducting inspection tours at NTS.

REQUIRED WORK EXPERIENCE

This position requires six years of heavy equipment experience, such as buying, selling, and inspecting heavy construction drilling equipment or light/heavy duty vehicles, which have provided familiarity with government procurement regulations and procedures and specification writing techniques.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus completion of advanced vocational training in equipment techniques, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Estimator I

JOB CODE: 002030

DATE PREPARED: October 1, 1989

Revised: June 16, 1994

SUMMARY STATEMENT

The Estimator I assists in the development of routine estimates of the maintenance and construction costs associated with various work orders.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent does not have supervisory responsibility. This position reports to the Engineering (Support) Section Chief.

NATURE AND SCOPE

1. Assists in preparing routine preliminary cost estimates for specific areas of construction or maintenance project work orders including tasks such as determining the material and labor costs associated with the electrical, structural/civil, or mechanical phase of construction and maintenance projects;
2. Visits work sites to better visualize the project and to help plan for any unusual circumstances which could affect the estimate;
3. Makes material takeoffs from blueprints that are associated with the incumbent's portion of a particular project and determine the costs based on researching available parts catalogs and occasionally by contacting the vendor for more specific information;
4. Operates a computer terminal and utilizes software that is designed for cost estimating work;
5. Submits work to a senior level estimator for checking and review;
6. Completes reports, logs, and historical documents associated with a project and to keep records of all estimating activities so that a proper check of the work performed can be made;
7. Makes the proper mathematical calculations necessary to determine the costs associated with each job assigned;
8. Assists higher level estimators in researching information and developing background material as required;
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>

Estimator I

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 interacts with technical personnel from user agencies and Company design and project engineers to determine the costs associated with the project. Occasional contact with construction and maintenance supervisors and with vendors is required to develop specific information regarding the costs of a particular part of a project.

WORKING CONDITIONS

General office conditions exist most of the time; however, some travel to the work site is required where the incumbent could be exposed to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires two years of professional estimating experience in the construction and maintenance industry which have provided a thorough knowledge of engineering principles, practices, and techniques in the area of cost estimating.

Estimator I

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in a technical field relating to the construction industry, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Estimator II

JOB CODE: 002216

DATE PREPARED: October 1, 1989

Revised: June 17, 1994

SUMMARY STATEMENT

The Estimator II prepares routine cost estimates on preliminary work orders and other engineering or scientific construction and maintenance projects.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no supervisory responsibility. This position reports to a senior level engineer or the Engineering (Support) Section Chief.

NATURE AND SCOPE

1. Prepares routine estimates during the preliminary planning stages of various engineering and scientific projects;
2. Estimates the preliminary material and labor costs of complex activities involved in the electrical, structural/civil, and mechanical phases of a maintenance or construction project;
3. Reviews the engineering drawings and blueprints associated with each project which defines the scope of the work to determine the costs involved in each phase;
4. Works with a senior level estimator to assist in the development of final cost estimates of more complex projects as required or may develop final data on more routine projects;
5. Ensures the accuracy and completeness of all work produced by other estimators to ensure proper calculations were made and all material costs, labor costs, and associated indirect costs are accounted for;
6. Evaluates any unusual conditions when producing cost 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

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>

Estimator 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 interacts with technical personnel from architectural and engineering firms as well as the Company's design and project engineers. Occasional contact is required with construction superintendents and with vendors to assess fully the costs of material and labor associated with each assigned project.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of professional estimating experience in the construction industry which have provided a thorough knowledge of engineering principles, practices, and techniques associated with cost estimating.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in a technical field relating to the construction industry, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Excess Material Procurement Section Chief

JOB CODE: 002720

DATE PREPARED: October 1, 1989

Revised: April 15, 1994

SUMMARY STATEMENT

The Excess Material Procurement Section Chief plans, directs, and coordinates the activities of the Excess Material Procurement Section and develops and implements programs and procedures designed to increase the use of excess material and equipment at NTS.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$4 million. The incumbent has supervisory responsibility for one exempt and one nonexempt employee. This position reports to the Procurement and Property Management Department Manager.

NATURE AND SCOPE

1. Supervises, plans, coordinates, and directs all activities of the Excess Material Procurement Section;
2. Supervises the development and implementation of programs and procedures designed to promote the use of excess material and equipment by the Company and various user organizations;
3. Supervises the screening and distribution of government publications that itemize excess material to determine which material could be useful to various NTS operations;
4. Places freezes on excess material required;
5. Performs technical inspections of various material;
6. Purchases new or reconditioned government-owned equipment from various military staging facilities including weapons, explosives, armored vehicles, and their replacement parts and tools;
7. Assists the Procurement and Property Management Department Manager by surveying various vendors throughout the United States and recommending which vendors are best suited to supply the material or services needed;
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. 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;

<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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Excess Material Procurement Section Chief

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 management and supervisory personnel within the Company, DOE, excess material holding agencies, and user agencies at NTS to exchange information regarding the Company's excess material program.

WORKING CONDITIONS

General office conditions exist some of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of purchasing experience which have provided a thorough working knowledge of procurement procedures, preferably relating to large government contracts and capital asset acquisition.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in excess material procurement, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Executive Assistant

JOB CODE: 003055

DATE PREPARED: October 1, 1989

Revised: June 17, 1994

SUMMARY STATEMENT

The Executive Assistant directs and coordinates the execution of administrative policies and procedures within the Company and participates in the completion of special projects designed to solve specific high-level problems.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$3.5 million. The incumbent may have direct supervisory responsibility for 4 exempt employees and 1 nonexempt employee and indirect supervisory responsibility for 18 exempt and 4 nonexempt employees. This position reports to the General Manager.

NATURE AND SCOPE

1. Acts as assistant to the General Manager to relieve as much administrative detail as possible;
2. Completes the collection and analysis of data necessary to accomplish work goals, operating on the basis of assigned projects;
3. Develops resource material from all parts of the Company deemed necessary to complete the project;
4. Coordinates and reviews statistics for budget and manpower forecasts;
5. Represents the General Manager as assigned;
6. Coordinates and develops necessary systems to measure division or other organization performance;
7. Studies and recommends administrative policies and solves administrative problems;
8. Assists in the development, installation, and enforcement of systems to maintain uniformity in general administrative matters;
9. Prepares, screens, and edits correspondence, reports, policies, and other documents;
10. Reports problem work areas to the General Manager as they develop, together with recommended solutions;
11. Assists in the coordination of occupational safety, equal employment opportunity, affirmative action, and other Company programs;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Executive Assistant

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 and staff representatives of DOE, user agencies, and Company division and organizational units to review budget requirements, elect and analyze data required for special projects, resolve administrative issues, and coordinate the execution and control of administrative policies and procedures for the Company.

WORKING CONDITIONS

General office conditions exist most of the time.

Executive Assistant ●

REQUIRED WORK EXPERIENCE

This position requires eight years of office management experience which have provided a thorough working knowledge of the Company's administrative policies and procedures, including the applicable accounting and budgeting methods and demonstrated supervisory ability.

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: Field Operations Department Assistant Manager

JOB CODE: 003456

DATE PREPARED: October 1, 1989

Revised: June 17, 1994

SUMMARY STATEMENT

The Field Operations Department Assistant Manager assists the Field Operations Department Manager in planning, supervising, and coordinating all functions of the Field Operations Department in support of a specified user.

DIMENSIONS

The incumbent has contributory impact upon the departmental operating budgets ranging from \$10-\$60 million. The incumbent may have direct supervisory responsibility for 19 exempt employees and indirect supervisory responsibility for approximately 209 nonexempt and represented employees. This position reports to the Field Operations Department Manager.

NATURE AND SCOPE

1. Participates in planning, scheduling, and coordinating policies, procedures, and objectives necessary to execute the department's operational support requirements;
2. Ensures effective and economic control and timely completion of project assignments through the efficient use of manpower, materials, equipment, and cost control measures;
3. Directs the installation and maintenance of field support utilities; laying and termination of instrumentation and diagnostic cabling; construction of technical and area complex facilities; and site preparation, including the installation of water, mud, and vent systems;
4. Ensures work efforts are coordinated with other agencies, DOE, the A&E, and Company support groups to disseminate operational requirements to obtain desired results;
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;

Field Operations Department Assistant Manager

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 and middle management in other field operations, DOE user agencies, and the A&E in planning and developing operating schedules and coordinating the execution of program requirements.

WORKING CONDITIONS

Field office conditions exist most of the time; however, the incumbent may be exposed to construction work hazards.

REQUIRED WORK EXPERIENCE

This position requires 16 years of professional engineering and administrative experience, six 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: Field Operations Department Manager

JOB CODE: 003457

DATE PREPARED: October 1, 1989

Revised: June 17, 1994

SUMMARY STATEMENT

The Field Operations Department Manager coordinates and directs short and long-range planning and supervises engineering construction and field efforts of all activities required to support user agencies located at NTS.

DIMENSIONS

The incumbent has primary impact upon an operating budget ranging from \$10-\$60 million. The incumbent directly supervises ten exempt employees and one nonexempt employee. This position reports to the Operations and Maintenance Division Manager.

NATURE AND SCOPE

1. Provides construction and general support for user agencies at NTS;
2. Provides close coordination and scheduling to ensure that necessary manpower and equipment are available to meet all program requirements on schedule;
3. Oversees a variety of construction projects;
4. Plans, develops, and directs work for effective and economic control, timely completion, and sustained quality performance of the department activities;
5. May be responsible for building event sites, placing a shock-mounting diagnostic trailers and vans, providing required utilities, supplying and installing gas blocking, supplying and installing scientific cables, installing downhole for the test device and all its accessory experimental hardware, stemming the emplacement hole, supporting re-entry, and building the postshot drill site;
6. May provide additional services to user agencies such as close tolerance core drilling, planning, directing, and coordinating all phases of drilling operations to support user agencies efficiently and economically, and directing the drilling of small diameter holes as well as holes in excess of 120 inches in diameter;
7. Coordinates the scheduling and movement of craft and supervisory personnel required to satisfy the department's requirements;
8. Ensures correct scheduling and continual communication with user agencies to meet schedules and avoid drastic changes in craft personnel requirements;
9. Supervises and assists in preparing the departmental budget and operates within the limits of the authorized budget;
10. Coordinates the quality assurance program to provide end results that meet with the approval of the user agency;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Field 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</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 the division manager, user agency personnel, and other Field Operation Department Managers to plan, schedule, and coordinate the activities of the department. The incumbent has some contact with DOE personnel and prime contractors to coordinate the activities of a particular project or program and to keep informed of future plans.

WORKING CONDITIONS

General office conditions exist most of the time; however, some trips to the field and project sites may expose the incumbent to disagreeable weather conditions and occasional work hazards.

REQUIRED WORK EXPERIENCE

This position requires 18 years of experience in construction, drilling, or mining areas, 8 of which should have been in a supervisory capacity. Corresponding administrative experience and knowledge in engineering is also required.

Field Operations Department Manager

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

Specialized knowledge and experience in areas such as mining, drilling, or construction techniques and associated safety problems is preferred.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Field Supply Coordinator

JOB CODE : 002221

DATE PREPARED : October 1, 1989

Revised: April 19, 1994

SUMMARY STATEMENT

The Field Supply Coordinator coordinates the services and functional activities of the Supply & Property Management Department with the needs of field operations personnel.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no direct supervisory responsibility. This position reports to the Stock Control Superintendent.

NATURE AND SCOPE

1. Provides assistance to field management personnel on matters relating to supply-type items;
2. Coordinates the activities of the Supply & Property Management Department with the needs of field operations to ensure maximum use of stores materials and supply services;
3. Coordinates and controls the receipt and issuance of expensed materials located in the controlled asset storage yard;
4. Ensures accurate inventories are prepared and distributed to DOE, user agencies, and REECo representatives monthly;
5. Serves as the field management's primary contact on various matters, including physical protection, use, deterioration, redistribution, and disposal of supply-type items;
6. Maintains continuous area surveillance to reduce material losses from theft or waste;
7. Investigates and assists in the resolution of user complaints regarding materials issued and delivered through the supply system;
8. Coordinates the return of used materials to vendors for salvage and ensures distribution of corresponding credits to using departments;
9. Evaluates new products and potential store items along with prospective users to determine acceptability for use at NTS;
10. Provides field coordination support in the administration of subcontracts;
11. Performs inventory requirements projections and computation of rates;
12. Performs departmental survey to ensure compliance with energy conservation requirement;
13. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

Field Supply Coordinator

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 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 daily contact with department superintendents, supervisors, managers, and office staff to exchange information and provide assistance. Regular contact is maintained with vendors submitting products to be evaluated for use at NTS, and Holmes & Narver is contacted frequently regarding the evaluation of test products.

Field Supply Coordinator

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires four years of general supply experience which have provided familiarity and functional knowledge of warehouse principles, procedures, methods, and practices.

REQUIRED TRAINING

This position requires an associate degree in business administration, related field, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Finance and Management Control Department Manager

JOB CODE: 003415

DATE PREPARED: September 17, 1993

Revised: April 22, 1994

SUMMARY STATEMENT

The Finance and Management Control Department Manager supervises and directs accumulation, development, consolidation, and control of the Company's budget requirements; plans and directs the Company's management control system; directs and manages the expenditure of program funds in order to optimize Company support within authorized levels of funding; the accounting for actual costs incurred during contract performance; and the performance of related financial management functions and required reporting.

DIMENSIONS

The incumbent has primary impact upon the department's annual operating budget of \$6.5 million. The incumbent is responsible for monitoring and controlling the Company's functional operating budgets of approximately \$300 million and capital equipment budgets of approximately \$20 million. The incumbent supervises directly approximately six exempt employees and one NENBU. The incumbent has indirect responsibility for approximately 80 employees. This position reports to the Administration Division Manager.

NATURE AND SCOPE

1. Directs the planning, preparation, consolidation, and annual submission of the three or four-year controller's budget requirements in accordance with DOE assumptions;
2. Oversees the control on financial plan amounts furnished by DOE and notifies top management when expenditures and commitments approach funding ceilings;
3. Reviews and implements changes to methods of indirect cost allocation;
4. Oversees the program management function of estimate preparation for affordable levels of manpower, materials, and equipment, as well as monitoring the execution phase for NTS programs;
5. Ensures that contact is being maintained with laboratory users and DOE financial personnel in order to provide support requirements that are within the approved funding levels;
6. Responsible for development of the Company's management control systems including the coordination of work package development and compliance with DOE's Work Authorization Directive system;
7. Participates in formulating accounting procedures and policies for the Company, including related computer systems and preparation of the Cost Accounting Standards Board Disclosure Statement;
8. Receives and satisfies executions, levies, and orders served on employees' wages and vendor accounts payable and accepts assignments of amounts due or to become due on various procurement documents;
9. Periodically reviews obligations authority available under the DOE contract and when appropriate, initiates letter giving 30-day notice of expiration to the DOE Contracting Officer in accordance with contractual requirements;
10. Prepares special Bank Account Agreement required by DOE contract for the General Manager's signature and transmittal to DOE and the bank for signature;

Finance and Management Control Department Manager

11. Determines compensating bank account balance in cooperation with bank representatives, signs stop payment notices, and conducts other required banking business;
12. Approves requests for cost transfers from other departments for recording in the cost system;
13. Prepares contract fee payments and transmittal to the corporate office;
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>
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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.

Finance and Management Control Department Manager

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 relating to planning, program execution, financial policies and procedures, charging practices, and management control. The incumbent also maintains contact with all levels of management in the Company to collect and disseminate data in a timely manner.

WORKING CONDITIONS

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

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in government financial, management planning, and budgeting, with specific experience in DOE systems preferred, four years of which should have been in a supervisory capacity. This experience includes planning, budgeting, accounting, and management control systems. Knowledge of cost accounting standards is also required.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Financial Accounting Supervisor

JOB CODE: 002736

DATE PREPARED: October 1, 1989

Revised: June 17, 1994

SUMMARY STATEMENT

The Financial Accounting Supervisor assists in the supervision and direction of the accumulation, analyzation, and completion of reports of the Company's financial data and operating results for management and outsiders.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for seven exempt and three nonexempt employees. This position reports to the Chief Accountant.

NATURE AND SCOPE

1. Prepares and analyzes various accounting statements and reports reflecting financial results;
2. Supervises the accumulation of accounting data and the maintenance of the Company's general ledgers;
3. Directs the preparation of journal vouchers to record entries to the general ledger and subsidiary ledgers;
4. Supervises the analysis and reconciliation of general ledger accounts and various subsidiary accounts and the preparation of financial statements from this data;
5. Directs the preparation of current account transfer vouchers and ensures adequate supporting detail;
6. Coordinates the preparation of financial data for subsequent reports;
7. Cooperates with Company and client auditors and prepares replies to their reports;
8. Conducts special studies and develops or recommends new and improved accounting methods and procedures, changes to the chart of accounts, and solutions to complex financial accounting problems;
9. Ensures Las Vegas cash collections and banking activities are properly controlled and accounted for;
10. Ensures the Company's cash customers are properly invoiced;
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

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>

Financial Accounting Supervisor

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 Company management personnel to provide accounting information and professional advice. Frequent contact is maintained with officials outside the Company regarding the treatment of transactions, reporting methods, and account reconciliation, as well as with auditors to describe procedures, explain transactions, and discuss and implement corrective measures.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of professional accounting experience, including three years in financial accounting, preferably related to government construction contracts.

Financial Accounting Supervisor

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fire Protection Engineer

JOB CODE: 002532

DATE PREPARED: October 1, 1989

Revised: March 7, 1995

SUMMARY STATEMENT

The Fire Protection Engineer provides fire protection engineering services at NTS and DOE-designated offsite facilities to ensure prevention of loss of life and property as a result of fire-related emergencies.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has no direct supervisory responsibility. This position reports to an Occupational Safety Professional III.

NATURE AND SCOPE

1. Conducts fire protection engineering surveys of buildings, facilities, and work sites to identify and recommend correction of deviations from prescribed fire protection codes and standards;
2. Provides technical guidance and training to Firefighters to improve their fire prevention inspection capabilities;
3. Recommends the use of fire protection materials and equipment to ensure a high level of fire protection;
4. Investigates fires to determine the cause; identifies and recommends protection to prevent similar incidents;
5. Reviews engineering design documents to ensure inclusion of proper fire protection criteria;
6. Promotes fire prevention programs by providing technical advice and assistance to other organizational units;
7. Assists in establishing, promulgating, and enforcing fire protection objectives, procedures, and practices, to minimize personal injury, loss of life, and property damage;
8. Updates fire protection codes and participates in the inspection, operational testing, and maintenance of fire protection systems and equipment;
9. Ensures new construction is in compliance with fire codes and standards and fire hazard evaluations are conducted of buildings, facilities, and work sites;
10. Provides fire protection technical guidance and training to employees at NTS and other DOE-designated offsite facilities;
11. Ensures the fire prevention inspection program is in accordance with DOE and REECo directives and policies to correct fire hazards;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

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 contact with DOE fire protection representatives to resolve interpretations and applications of fire protection standards. The incumbent maintains regular contact with Company management, user agencies, contractor managers, and various level supervisors to ensure compliance with fire protection requirements.

Fire Protection Engineer

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in field areas where the incumbent may be exposed to adverse weather conditions, work hazards, and strenuous physical activity.

REQUIRED WORK EXPERIENCE

This position requires two years of fire protection engineering experience.

REQUIRED TRAINING

This position requires a bachelor's degree in fire protection engineer, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fire Protection Services Deputy Chief

JOB CODE: 002916

DATE PREPARED: October 1, 1989

Revised: June 20, 1994

SUMMARY STATEMENT

The Fire Protection Services Deputy Chief assists in managing fire protection programs at the NTS and DOE-designated offsite facilities to minimize personal injury, loss of life, and property as a result of fire.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for approximately 47 employees. This position reports to the Fire Protection Services Chief.

NATURE AND SCOPE

1. Assists in developing fire prevention and control techniques;
2. Assists in directing the operation of fire stations at NTS;
3. Schedules and administers annual hose tests, fire pump tests, hydrant flow tests, and sectional control valve inspections;
4. Assists in installing and operating Halon Portable Fire Pacs;
5. Coordinates a fire prevention inspection program to find and correct hazardous conditions;
6. Assists in ensuring department activities are completed in compliance with safe work practices and safety codes and standards;
7. Assists with the operation of the Mercury Control Center during test activity or emergency situations;
8. Assists in establishing and directing training programs;
9. Participates in formulating and evaluating prefire planning;
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;

<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>

Fire Protection Services Deputy 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 frequent contact with Company department managers/supervisors and DOE representatives to help resolve interpretations and applications of fire protection standards. Contact is also maintained with Company fire protection and occupational safety professionals, user agencies, and contractor representatives to ensure compliance with fire protection requirements.

WORKING CONDITIONS

General office conditions exist most of the time; however, time is spent in the field where the incumbent may be exposed to adverse weather conditions, work hazards, and strenuous physical activity.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in fire protection services, 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 fire protection, or equivalent experience.

Fire Protection Services Deputy Chief

OTHER SPECIAL QUALIFICATIONS

The incumbent should be in adequate physical condition to supervise arduous firefighting activities.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fire Protection Services Section Chief

JOB CODE: 003125

DATE PREPARED: September 5, 1991

Revised: June 20, 1994

SUMMARY STATEMENT

The Fire Protection Services Section Chief is appointed by the Occupational Safety & Fire Protection Department Manager to plan and direct the functions and responsibilities of the Fire Protection Services Section which provides services to all organizations and all facilities at the NTS and, with exception of fire suppression, for Las Vegas-related facilities.

DIMENSIONS

The incumbent has direct supervisory responsibility for 3 exempts and 45 nonexempt employees. This position reports to the Occupational Safety & Fire Protection Department Manager.

NATURE AND SCOPE

1. Provides aircraft, structural, vehicle, and vegetation fire suppression;
2. Provides offsite fire response through DOE/NV agreements to Indian Springs AFB, Nye County Sheriff's Department, and the Bureau of Land Management;
3. Provides aircraft crash/rescue standbys at Desert Rock Airstrip;
4. Conducts periodic fire prevention inspections at all NTS facilities;
5. Selects, procures, inspects, recharges, and maintains all fire extinguishers at the NTS;
6. Operates the sitewide fire alarm system;
7. Provides standby support to special operations and projects, as required;
8. Provides other emergency services and support within capabilities;
9. Conducts fire prevention promotion and awareness activities;
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;

<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>

Fire Protection Services 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 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 all levels of management within the Company and with mid-management and professional counterparts within DOE and user organizations to plan and coordinate fire protection support services and oversight.

WORKING CONDITIONS

General office conditions exist most of the time; however, efforts may involve field operations in a wide variety of environmental conditions. Occasional exposure to high hazard or emergency situations may occur.

REQUIRED WORK EXPERIENCE

This position requires eight years of related technical or professional experience, at least four years of which should have been in supervisory/management positions.

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Fire Protection Services Section Chief

REQUIRED TRAINING

This position requires a bachelor's degree in fire science, fire protection, public administration, management, or a related discipline or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have an in-depth knowledge of DOE orders and specified standards and regulations.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fleet and Equipment Department
Assistant Manager

JOB CODE: 003320

DATE PREPARED: October 22, 1993

Revised: April 22, 1994

SUMMARY STATEMENT

The Fleet and Operations Equipment Department Assistant Manager assists the Fleet and Operations Equipment Department Manager in supervising and coordinating all heavy equipment support operations, maintaining and operating a cryogenics facility, high-pressure air system and equipment, and maintaining repair and modification requirements of a vast line of heavy construction items. This position also assists in the direction and control of the acquisition, maintenance, and disposal of the vehicle fleet.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of \$50 million and may have direct supervisory responsibility for 15 craft employees. This position reports to the Fleet and Operations Equipment Department Manager.

NATURE AND SCOPE

1. Assists in the planning, scheduling, and coordination of the functional responsibilities of the department with operating units, user agencies, and the DOE;
2. Participates in the formulation and supervision of equipment support requirements, policies, and procedures related to equipment support requirements;
3. Assists in the direction of preventive maintenance, modification, fabrication, and repair of light-duty vehicles, trucks, and trailers located at the NTS;
4. Assists in the supervision of several maintenance shops such as the heavy-duty vehicle shop, the engine and component rebuild shop, and the body and paint shop located at the NTS;
5. Assists in the operation of noncommercial service stations and fabrication shop which includes the ordering and control of the issuance of fuel, petroleum, oil, and lubricant products;
6. Assists in directing the maintenance and operation of a cryogenics facility and high-pressure air systems and equipment;
7. Participates in the selection and supervises the installation of adequate controls necessary to assure optimal use of equipment maintenance funds and operating efficiency of fleet equipment;
8. Interprets management policies for the organization to promote sound labor-management relations;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
10. Performs related work as required.

Fleet & Equipment 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 maintains continuous contact with all levels of management personnel in providing information and judgment on actions or questions involving the formulation or application of equipment management policies, programs, and procedures. Frequent contact is maintained with the DOE and other representatives in coordinating the department's capabilities and in planning future equipment and maintenance requirements.

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent trips to field projects and maintenance operations may expose the incumbent to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires 12 years of applicable engineering or administrative technical experience in heavy equipment operations, preferably including operations, maintenance, and control of a motor vehicle fleet and some experience with construction or drilling industries. Six years of this experience should have been in a supervisory capacity.

Fleet & Equipment Department Assistant Manager

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in motor vehicle maintenance and repair, heavy equipment operations, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fleet and Equipment Department Manager

JOB CODE: 003420

DATE PREPARED: October 22, 1993

Revised: April 22, 1994

SUMMARY STATEMENT

The Fleet and Operations Equipment Department Manager provides all heavy equipment for drilling, mining, heavy construction, and site maintenance and supports field operations by operating a machine shop and a field fuel and lubrication service and providing a crew of craftsmen to run steel casing in drilled holes. This position also directs, coordinates, and controls the acquisition, maintenance, and disposal of the vehicle fleet.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$50 million. The incumbent has supervisory responsibility for 14 exempt and several nonexempt employees. This position reports to the Operations & Maintenance Division Manager.

NATURE AND SCOPE

1. Plans, directs, and coordinates all heavy equipment support operations at NTS;
2. Directs the preventive maintenance, modification, fabrication, and repair of light-duty vehicles, trucks, and trailers located at the NTS;
3. Formulates and directs the administration of equipment management policies and procedures as related to equipment support requirements;
4. Supervises several maintenance shops such as the heavy-duty vehicle shop, the engine and component rebuild shop, and the body and paint shop located at the NTS;
5. Determines the economic level of maintenance and the economic equipment replacement point for all vehicles assigned to NTS;
6. Supervises and assists in the preparation of the department's budget and operates within the limits of the authorized budget;
7. Ensures optimal equipment maintenance costs, use of equipment, and operating efficiency of the fleet equipment;
8. Ensures that reliable equipment is provided which will meet all construction and testing schedules of the user agencies operating at NTS;
9. Ensures that an equipment fleet of optimal size and composition is planned and maintained;
10. Operates a machine shop and a field fuel and lubrication service and supplies a crew of craftsmen to run steel casing in drilled holes;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Fleet & Equipment 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 has continual contact with the Operations & Maintenance Division Manager and department managers to discuss equipment requirements. The incumbent has some contact with user agencies to discuss equipment requirements and conditions, other prime contractors operating at NTS to discuss nondestructive test support, and various subcontractors and equipment manufacturers to discuss equipment specifications and modifications. The incumbent meets with DOE officials to plan offsite equipment support and discuss equipment management programs, long-range operational activities, the capital budget, and changes in property restrictions or regulations.

WORKING CONDITIONS

General office conditions exist most of the time; however, frequent trips are made to field areas, exposing the incumbent to adverse weather conditions and work hazards.

Fleet & Equipment Department Manager

REQUIRED WORK EXPERIENCE

This position requires 16 years of experience in the operations, maintenance, and control of a motor vehicle fleet where a knowledge of heavy equipment and its characteristics and capabilities could be obtained, 8 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 heavy equipment operations.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fleet Maintenance Section Chief

JOB CODE: 003130

DATE PREPARED: October 1, 1989

Revised: June 20, 1994

SUMMARY STATEMENT

The Fleet Maintenance Section Chief supervises and directs the fleet maintenance section of the Fleet Operations Department.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$9 million. The incumbent has direct supervisory responsibility for 4 exempt employees and indirect supervisory responsibility for 130 nonexempt employees. This position reports to the Fleet Operations Department Manager.

NATURE AND SCOPE

1. Directs and controls the maintenance support facilities, machine shop, fuel dispensing, and painting, oil and lubrication facilities at NTS;
2. Supervises the operation of customer service stations where oil and gasoline are dispensed;
3. Supervises the performance of preventive maintenance and repair of vehicles, trucks, trailers, and other equipment at NTS;
4. Directs and controls the modification, fabrication, shop service, and accessories support provided to the vehicles located and operated at NTS;
5. Recommends procurement and participates in the mechanical inspection of vehicles and equipment;
6. Coordinates the department's capabilities through long-range planning to ensure the user agencies' present and future project demands are met;
7. Coordinates with the Supply and Property Department Managers to maintain proper spare part levels and makes recommendations pertaining to initial stock items;
8. Assists in the preparation of the departmental budget and operates within the limits of the authorized budget;
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;

Fleet Maintenance 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 maintains frequent contact with all Company department managers, DOE officials, and user agency personnel to coordinate activities regarding vehicle fleet needs at NTS. Some contact is maintained with the officials who supply material or equipment to establish preventive maintenance programs and determine fleet maintenance policies.

WORKING CONDITIONS

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

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in motor vehicle and equipment maintenance repair, 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 in the areas of vehicle repair, servicing, maintenance, and supervision.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fleet Operations Section Chief

JOB CODE: 002990

DATE PREPARED: October 1, 1989

Revised: June 20, 1994

SUMMARY STATEMENT

The Fleet Operations Section Chief supervises and coordinates the functions of the Transportation Section, Fleet Operations Department.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$500,000. The incumbent may have direct supervisory responsibility for 2 exempt employees and 1 nonexempt employee and indirect supervisory responsibility for 45 represented employees. This position reports to the Fleet Operations Department Manager.

NATURE AND SCOPE

1. Formulates and administers policies and procedures needed for the efficient operation of the section;
2. Oversees the operation of truck pools at Mercury and Area 12;
3. Coordinates with supervision to determine transportation requirements and assigns drivers to support activities;
4. Coordinates some vehicle reconditioning with the Fleet Maintenance Section;
5. Ensures assigned personnel and vehicles are properly utilized and operating efficiently through surveillance and review of cost reports;
6. Supervises the preparation of source documents and records for computation of labor and transport vehicle operation costs including the maintenance of daily records of deliveries and the preparation of weekly summary reports;
7. Recommends detailed vehicle specifications and coordinates with maintenance personnel in executing the preventive maintenance program;
8. Assists in preparing the departmental budget and operates within the limits of the authorized budget;
9. Assists in coordinating the department's capabilities through long-range planning so that present and future project demands are thoroughly satisfied;
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 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>

Fleet Operations Section Chief

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 Company middle management to maintain adequate types of transport vehicles and proposed operating procedures. The incumbent frequently corresponds with middle management, administrative, and technical personnel inside and outside the Company to determine transportation requirements and resolve transportation problems.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in transportation operation, preferably in the construction industry, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus completion of advanced vocational training related to the transportation industry, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Fleet Operations Superintendent

JOB CODE: 002738

DATE PREPARED: October 1, 1989

Revised: June 20, 1994

SUMMARY STATEMENT

The Fleet Operations Superintendent supervises and coordinates the functions related to repair, maintenance, and fueling of assigned vehicles.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has supervisory responsibility for 2 exempt and up to 15 nonexempt employees. This position reports to a Fleet Maintenance Section Chief.

NATURE AND SCOPE

1. Develops and administers policies and procedures necessary for the efficient operation of vehicle repair and maintenance facilities; maintains and controls shop tools, equipment, and supplies;
2. Ensures the mechanical repair and body maintenance of client-owned, rented, or user-furnished vehicles;
3. Supervises and coordinates vehicle preventative maintenance programs; directs the recovery and evacuation of disabled vehicles;
4. Directs modifications, assembly, and installation of special equipment and accessories;
5. Controls the issuance of fuel, petroleum, oil, and lubricant (POL) products;
6. Coordinates with various vendors to ensure prompt preparation and compliance to warranty policies;
7. Recommends shift assignments and assigns personnel to work locations to promote efficiency and economy;
8. Coordinates efforts with Supply and Property Management Department personnel to maintain proper spare part levels and make recommendations pertaining to initial stock items, stock levels, and parts 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. 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;

Fleet Operations Superintendent

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 management, administrative, and technical personnel inside the Company to assist in establishing new stock items and appropriate stock levels, maintain shop operability, and propose fleet maintenance procedures. The incumbent maintains regular contact with middle management and administrative and technical personnel inside and outside the Company to coordinate warranty repairs, arrange for offsite repairs, coordinate emergency removal of vehicles, expedite repairs to emergency vehicles, and make vehicle procurement recommendations.

WORKING CONDITIONS

Maintenance shop conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in vehicle maintenance and repair, four 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: General Construction Superintendent

JOB CODE : 003325

DATE PREPARED : October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The General Construction Superintendent plans and controls the factors necessary to initiate and complete a construction project on time and within budget while adhering to safety regulations and meeting customer and DOE requirements.

DIMENSIONS

The incumbent has primary impact upon operating budgets ranging from \$5-14 million. The incumbent supervises various 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 Project 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 through 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 in order to decrease costs while increasing production and maintaining safe work practices;
- 6. Modifies the application of available resources in response to rapidly changing criteria in order to achieve project completion on schedule and within the budget while keeping all problems under control;
- 7. Determines the impact resulting from changing criteria and schedule requirements, makes necessary adjustments in manpower and priorities, and informs management of the factors;
- 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, writing memoranda and other documents, or participating in meetings;

General Construction Superintendent

3. May lift/carry up to 20 pounds of paper work 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, other supervisors, training employees, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that procedures and work practices are in compliance with Company and DOE regulations and procedures;
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 supervisory and interpersonal communication skills in dealing with subordinates, other supervisors, and other contacts in an effective, positive, and professional manner;
4. Must be able to read/write English and possess mathematical skills and have the ability to understand 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 continual contact with managerial personnel within the Company for the purpose of sharing manpower and other available resources and with user agencies and DOE personnel to maintain awareness of the project's status. Some contact with budget personnel is necessary to maintain financial control of the project.

WORKING CONDITIONS

General office and field construction conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires 14 years of experience in drilling, mining, or heavy construction, six years of which should have included supervisory responsibilities.

REQUIRED TRAINING

This position requires high school graduation, or equivalent education.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: General Counsel

JOB CODE: 003615

DATE PREPARED: November 1, 1991

Revised: June 8, 1994

SUMMARY STATEMENT

The General Counsel directs and is responsible for all matters of law and legal policy for the Company.

DIMENSIONS

The incumbent has primary impact upon the Company operating budget. The General Counsel Office budget is approximately \$1.5 million. The incumbent supervises the staff of the General Counsel's Office and reports to the General Manager.

NATURE AND SCOPE

1. Organizes and directs the Company's legal activities to protect its interests from a legal standpoint;
2. Provides legal counsel and guidance to the General Manager and other Company officials on complex or important legal matters;
3. Reviews the legal basis of all claims by or against the Company and advises the General Manager, the DOE, and EG&G Corporate with respect to such claims;
4. Provides legal advice regarding labor and employer/employee relations problems;
5. Researches, interprets, and analyzes local, state, and federal environmental laws and regulations to ensure the Company's compliance with same;
6. Reviews and interprets the U.S. Constitution, federal and state statutes, ordinances, case law, decisions of quasi-judicial bodies, labor contracts, and labor laws;
7. Develops and implements training programs as an aid to preventing litigation;
8. Arranges for Continuing Legal Education for attorneys and appropriate training for the legal staff;
9. Keeps abreast of federal and state legislation and regulations and local laws which might affect the Company;
10. Acts as an agent of the Company in legal transactions;
11. Participates in the development and interpretation of Company legal policies;
12. Participates in important and complex negotiations;
13. Prepares legal correspondence, pleadings, discovery documents, motions and briefs relating to litigation and appellate matters which require specialized professional legal work of exceptional difficulty;
14. Prepares for and participates in trials and hearings in various courts and administrative agencies in the state of Nevada and other states to which he is admitted to practice and which require specialized professional legal work of exceptional difficulty;

General Counsel

15. Confers and negotiates with opposing counsel and management officials of other companies in matters which require specialized professional legal work of exceptional difficulty;
16. Selects and retains outside counsel as required;
17. Participates in outside activities which will enhance Company prestige and fulfill the Company's public obligations as a member of industry and the community;
18. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
19. Performs related duties 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 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.

General Counsel

PRINCIPAL CONTACTS

The incumbent works closely with top management of the Company and all organizational levels within the Company, senior officials of the DOE, the Department of Justice, other DOE-family contractors' personnel, state congressional officials, opposing counsel, the judiciary, and witnesses.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires at least ten years of legal experience covering such areas as federal procurement law, especially supply and construction contracting and litigation of same, environmental law, labor law, workers' compensation law, human resources law, ERISA, and federal administrative law. 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.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have extensive experience as a supervisor of an in-house legal department of a federal government construction contractor. Must have a broad and thorough knowledge of general legal principles and be proficient in the preparation of complex legal documents.

The incumbent must have superior writing, research, negotiation, and analytical skills. Should be thoroughly proficient with the Federal Acquisition Regulations, the Federal Rules of Civil Procedure, the Nevada Rules of Civil Procedure, and all phases of federal government contracting and federal court litigation. Must be or become a member of the Nevada State Bar.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: General Manager

JOB CODE: 004201

DATE PREPARED: November 3, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The General Manager, subject only to corporate policies, provides leadership and overall direction of all major activities toward achieving corporate and contract objectives.

DIMENSIONS

The incumbent directly supervises the Deputy General Manager, the division managers, executive staff, and other senior managers who, in turn, direct a work force of approximately 5,000 employees.

NATURE AND SCOPE

1. Functions as chief executive officer of the Company and determines Company policy;
2. Prepares short and long-range objectives and prepares plans and programs for their attainment;
3. Makes long-term financial plans in conjunction with the programs of the DOE and plans budgeting and fund expenditures in a manner best to assure successful execution of DOE programs;
4. Executes work by delegation of authority, functions, and duties to subordinates;
5. Develops and maintains a sound plan of organization and management succession;
6. Analyzes and appraises regularly and systematically the effectiveness of all operations;
7. Controls the operation of all Company organizational components and activities of staff segments;
8. Ensures proper planning, negotiation, and implementation of all labor agreements;
9. Participates in outside activities which will enhance Company prestige and fulfill the Company's public obligation as a member of industry and the community;
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. 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;

General Manager

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 represents the Company in dealing with persons or other organizations as required in the performance of the contract. The incumbent also maintains close business relationships with executives of the Company, DOE, user agencies, and other companies in the appropriate areas of operations, and promotes satisfactory relations with industry, government, and the community.

WORKING CONDITIONS

General office conditions exist most of the time with frequent visits to field operations.

REQUIRED WORK EXPERIENCE

This position requires 20 years of applicable experience in general construction, government contracting, and engineering, including 15 years of progressively increasing responsibilities in managing multiple disciplines of which 5 years were at a senior level.

REQUIRED TRAINING

This position requires a minimum of a bachelor's degree in engineering or other technical discipline.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Geographic Information System Specialist

JOB CODE: 002410

DATE PREPARED: November 6, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Geographic Information System Specialist is responsible for the design, management, and application of the Georeferenced Environmental Database (GEDB) for the NTS.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget of the Environment and Health Division. The incumbent has no supervisory responsibilities and reports to the Environment & Health Division Manager.

NATURE AND SCOPE

1. Adapts application programs using state-of-the-art software, such as ARC/INFO that will create and interpret a computer database (GEDB), which includes environmental information gathered throughout the NTS;
2. Designs procedures and formats that will allow for the quick and efficient input and retrieval of information stored in the GEDB for environmental health professionals;
3. Manages the information in the GEDB by ensuring the quality of the data and its timeliness; provides guidance regarding training requirements for personnel involved in data gathering and systems input;
4. Reviews the way GEDB data is utilized and recommends modifications or additions to database applications in order to accommodate the changing needs of users;
5. Develops special reports when users request information requiring complex manipulation of the database;
6. Conducts periodic audits and adjusts records as necessary to modify, correct input errors, or update the information to ensure the accuracy of the GEDB;
7. Recognizes and recommends solutions to problems concerning application programs, which are designed to interpret information in the database; makes day-to-day decisions regarding the operation of GEDB;
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;

Geographic Information System 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 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 senior investigators from within the Company, other NTS user organizations, and the DOE, who are involved with environmental and related measurements.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires three years of experience in the design, implementation, integration/interpretation, and management of environmental database data system.

REQUIRED TRAINING

This position requires a bachelor's degree in life or environmental sciences with management information systems training, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Experience with ARC/INFO software is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Group Leader

JOB CODE: 002235

DATE PREPARED: October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Group Leader supervises and coordinates activities of a group of employees engaged chiefly in clerical functions.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$500,000. The incumbent has supervisory responsibility for 4-18 nonexempt employees. This position may report to a department manager, section chief, or other supervisory personnel.

NATURE AND SCOPE

1. Supervises a direct line of operations in a specific field involving 4-18 subordinates;
2. Determines work procedures, assigns duties, and examines work for correctness and neatness;
3. Compiles information from management for individual segments prepared by subordinates;
4. Ensures that work is completed to meet deadlines;
5. Coordinates work within the department and with other organizations;
6. Reviews methods of operation to increase productivity and effect cost reductions;
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 filling 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.

Group Leader

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 operating personnel at all levels to provide or obtain information, coordinate work flow, work out problems, describe procedures, and to secure continued cooperation.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in a supervisory capacity, preferably including three years in a relevant field.

REQUIRED TRAINING

This position requires high school graduation or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

If assigned to an ADP function, the incumbent must comply with DOE Order 1360.2 and have a working knowledge of Company computer security procedures.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Physicist I

JOB CODE : 002134

DATE PREPARED : October 1, 1989

Revised: March 15, 1994

SUMMARY STATEMENT

The Health Physicist I inspects the work area for radiological hazards, prepares instructions detailing the methods to be used to eliminate radiological hazards, and accurately records results for review.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget and may have direct supervisory responsibility for nonexempt personnel. This position reports to a higher level Health Physicist, a department manager, or other supervisory personnel.

NATURE AND SCOPE

1. Assists in planning and organizing radiation and health physics programs in various work locations;
2. Assists in establishing procedures designed to protect personnel and control radiological hazards which may be present at the work sites;
3. Assists in preparing instructions regarding safe work practices for areas with potential for existing radiation hazards;
4. Inspects work locations to detect the measure of radiological hazards including concentrations of radioisotopes;
5. Records the findings of the work place inspections according to the department and health physics procedures;
6. Participates in field operations and inspects work locations to ensure that proper radiation safety work procedures are followed and records/reports any discrepancies found;
7. Performs quality assurance statistical tests on radiation detection instruments to ensure that instruments are properly calibrated according to department procedures;
8. Collects and evaluates data from radiological survey forms, log books, and other sources;
9. Assists in analyzing data by making preliminary calculations, recording results, compiling reports, and submitting the results for review;
10. May be required to search historical records to compile data to be used as the basis for report preparation;
11. Assists in training employees in the use and care of radiation detection instruments, protective clothing, and associated equipment;
12. Participates in training programs such as radiological emergency exercises as required;
13. Adheres to all company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Health Physicist I

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 or completing paperwork at desk;
3. Frequent lifting/carrying 1 to 25 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 to be inspected 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, 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, supervising decontamination 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 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; observing the disposal 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;
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;

Health Physicist I

6. Must possess good reading and mathematical skills 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 technicians in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with craft supervision, Company management, radiological laboratory supervision, and nonexempt technicians regarding standard work procedures in the collection of data.

WORKING CONDITIONS

Field and laboratory conditions exist most of the time where possible exposure to radiation, toxic chemicals, and explosive gas hazards may exist.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Physicist II

JOB CODE: 002332

DATE PREPARED: October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Health Physicist II inspects work locations to identify potential radiological hazards, prepares and submits progress reports, consults with higher-level Health Physicists on more technical details, and acts as a member of a reentry team to record the findings of the team as required.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget and may have direct supervisory responsibility for nonexempt employees. This position reports to a department manager, higher level Health Physicist, or other supervisory personnel.

NATURE AND SCOPE

1. Inspects work locations where potential radiological hazards may exist to ensure that proper procedures are being followed;
2. Records any deviations from standard health physics procedures as required and reports the findings;
3. May be assigned to special projects such as environmental surveillance or dosimetry research;
4. Provides the assigned user agency with needed information and technical assistance including the operation of health physics equipment;
5. May serve as a member of a reentry team working in radiation areas or in a mineback or drillback operation;
6. Participates in and at times supervises operations for radiation hazards;
7. Records all observations and follows work methods set forth in the department and health physics procedures;
8. Collects and evaluates data from survey forms, log books, and other data sources;
9. Assists in analyzing data using standard calculations and techniques and reviews the results with a higher-level Health Physicist;
10. May be required to search records which record radioactive fallout levels and employees' exposure to radiological hazards;
11. Compiles data and participates in the preparation of technical information reports detailing radiological and laboratory results;
12. Participates in various training programs including radiation emergency courses;
13. Adheres to all company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Health Physicist II

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;
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;

Health Physicist II

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 frequent contact with craft supervision, radiological and laboratory operations supervision, and radiological safety monitors regarding standard procedures and collection of data. Some contact is maintained with user agency scientists to provide information and technical assistance when required.

WORKING CONDITIONS

Field and laboratory conditions exist most of the time where possible exposure to radiation, toxic chemicals, and explosive gas hazards may exist.

REQUIRED WORK EXPERIENCE

This position requires two years of experience in health physics or a related field.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Physicist III

JOB CODE : 002533

DATE PREPARED : October 1, 1989

Revised: March 23, 1994

SUMMARY STATEMENT

The Health Physicist III performs analytical and developmental work to recommend solutions to problems related to various phases of health physics; assists in organizing and planning a radiological health program; recommends standards of inspections; establishes procedures for protecting personnel and controlling radiological hazards; and acts as a member of a reentry team to record and reveal findings.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for exempt employees. This position reports to a department manager, a Senior Health Physicist, or other supervisory personnel.

NATURE AND SCOPE

1. Performs analytical and developmental work and recommends solutions to problems related to various phases of health physics;
2. Assists in planning and organizing radiological health programs;
3. Recommends standards for location inspections and assists in establishing procedures for protecting personnel and controlling radiological hazards;
4. Investigates, evaluates, and documents nonroutine occurrences involving unusual radiation or contamination problems;
5. Prepares reports on environmental science activities, specific projects and test support activities, and new techniques and methods used in health physics;
6. Supervises tests to ensure precise calibration of radiation detection measuring devices;
7. Serves as a member of a postshot reentry and mineback or drillback operation;
8. Participates in and may supervise operations where unusual radiation hazards are present;
9. Supervises the recording of observations and consolidates the reports of other Health Physicists as necessary to document operations;
10. Evaluates new instruments, equipment, and devices to determine possible applications;
11. Adheres to all company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Health Physicist 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 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;
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;

Health Physicist III

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with staff members at DOE and other user agencies to exchange technical information and resolve problems on matters relating to radiation detection policies. Occasional contact is maintained with high-level scientific personnel associated with the user agencies to provide them with information and technical assistance.

WORKING CONDITIONS

General office conditions exist some of the time; however, frequent trips to the field and laboratories may expose the incumbent to radiation and toxic chemicals, and explosive gas hazards may exist.

REQUIRED WORK EXPERIENCE

This position requires four years of health physics experience.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Physicist IV

JOB CODE : 002721

DATE PREPARED : October 20, 1993

Revised: March 23, 1994

SUMMARY STATEMENT

The Health Physicist IV performs complex analytical and developmental work to recommend solutions to problems related to various phases of health physics; assists in developing and monitoring a radiological health program; recommends standards of inspections; establishes procedures for protecting personnel and controlling radiological hazards; and acts as a member of a reentry team to record and reveal findings.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for exempt and nonexempt employees. This position reports to either a department manager, a Senior Health Physicist, or other supervisory personnel.

NATURE AND SCOPE

1. Assists in directing and performing analytical and developmental work and recommends solutions to problems related to various phases of health physics;
2. Plans and organizes radiological health programs;
3. Monitors radiation protection programs and assists in establishing control methods and procedures using proper shielding, instrumentation, and sampling techniques;
4. Recommends standards for location inspections and assists in establishing procedures for protecting personnel and controlling radiological hazards;
5. Assists in developing methods and procedures for decontamination of personnel and equipment;
6. Provides guidance to professional personnel including other Health Physicists, laboratory assistants, and monitoring technicians;
7. May act as the team leader in postshot reentry operations;
8. Participates in and may supervise operations where unusual radiation hazards are present;
9. May direct and/or consult with other Health Physicists in gathering data, making observations, working on special projects, and reporting information;
10. Evaluates new instruments, equipment, and devices to determine possible applications;
11. Recommends new procedures to be used for calibration and maintenance;
12. Assists in coordinating health physics programs, lectures, and professional papers on various health physics subjects;
13. Adheres to all company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Health Physicist IV

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;
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;

Health Physicist IV

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 staff members and 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 four 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 should be certified or eligible for certification by the American Board of Health Physics.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Health Protection Department Manager

JOB CODE : 003458

DATE PREPARED : September 4, 1991

Revised: June 21, 1994

SUMMARY STATEMENT

The Health Protection Department Manager plans, directs, coordinates, and controls the health physics and industrial programs which protect workers and the environment from physical, chemical, and biological hazards.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$16 million. The incumbent directly supervises 52 exempt and 110 nonexempt employees. This position reports to the Environment, Safety and Health Division Manager.

NATURE AND SCOPE

1. Provides comprehensive health physics, industrial hygiene, radiological engineering, dosimetry, and environmental health services for the Company, user agencies, and DOE at NTS;
2. Supervises and assists in the preparation of the department budget and operates within the limits of the authorized budget;
3. Establishes formal departmental standards and procedures and periodically audits them to ensure they adhere to user agencies' legal and professional guides and regulations;
4. Maintains regular liaison with internal and external customers to facilitate daily response to needs and establishes long-range plans and goals;
5. Directs the respiratory protection program;
6. Provides the dosimetry service for the NTS employees and associated DOE projects;
7. Ensures procurement, calibration, and maintenance of health physics and industrial hygiene instrumentation;
8. Directs the inspection of facilities for sanitary conditions;
9. Uses instruments and analysis techniques to evaluate and interpret the data obtained for health and decontamination considerations;
10. Directs the program to maintain safe drinking water at the NTS;
11. Investigates employee exposures to hazardous agents and coordinates with the Occupational Medicine Department regarding such exposures;
12. Adheres to all company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Health Protection 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 has frequent 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 DOE and user agency managers to report progress, make plans, and receive guidance.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in Health Physics or Industrial Hygiene, six years of which should have been in a supervisory capacity.

Health Protection Department Manager

REQUIRED TRAINING

This position requires a master's degree in health physics, industrial hygiene, or related field.

OTHER SPECIAL QUALIFICATIONS

This position requires certification or eligibility for certification by the American Board of Health Physics or the American Board of Industrial Hygiene.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Housing & Special Services Supervisor

JOB CODE : 002421

DATE PREPARED : October 1, 1989

Revised: June 23, 1994

SUMMARY STATEMENT

The Housing and Special Services Supervisor directs the operations of a housing office or offices at assigned locations and acts as a Company representative at NTS during nonworking hours.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for 32 nonexempt employees. This position reports to the Senior Housing Supervisor

NATURE AND SCOPE

1. Supervises the assignment of quarters, registration of occupants, and billing of personnel residing at an assigned base camp;
2. Reviews established housing allocations to determine the type and location of housing facilities to be assigned to contractor, user agency, and DOE and DOD personnel;
3. Directs the collection of revenues from personnel from whom rent is not collected through payroll deductions;
4. Directs the initiation, auditing, and posting of housing accounts receivable ledgers and IBM cards;
5. Directs initiation of wage deduction forms for the purpose of billing organizations for accommodations used by employees;
6. Acts as the Company representative at NTS during swing and graveyard shifts, Monday through Friday, and on weekends and holidays to coordinate and process emergency and after-hour operational business requiring communication with all REECo departments, DOE, and contractors;
7. Prepares and maintains a log containing the events, emergencies, and various activities occurring during the respective shifts and the actions to be taken;
8. Controls key to security entrance and other limited access areas;
9. Prepares requests for badging individuals authorized access to NTS;
10. Completes property removal slips for NTS, DOE, and property leaving the Site;
11. Acts in the capacity of "CQ" for DOD Headquarters;
12. Acts as Forward Area Emergency Evacuation Coordinator during all test activities;
13. Coordinates the establishment and operation of camp services and functions including commercial laundry and dry cleaning, Western Union and parcel service, recreational libraries, washeterias and check-cashing services;
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. Frequent bending/twisting at waist/knees and walking while inspecting work areas;
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.;
8. Occasional use of smell and taste in determining flavor and quality of food being prepared.

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 and upper management within the Company and supervisory personnel of DOE, user organizations, and other contractors to receive and relate information providing immediate action to emergency situations and provide other assistance as necessary.

Housing & Special Services Supervisor

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in hotel management, two years of which should have been in a supervisory capacity, and a thorough working knowledge of NTS.

REQUIRED TRAINING

This position requires high school graduation or equivalent.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Housing, Custodial & Food Services Branch Chief

JOB CODE : 002737

DATE PREPARED : May 16, 1994

SUMMARY STATEMENT

The Housing, Custodial & Food Services Branch Chief directs, coordinates, and supervises the operations and functions of the major Housing, Custodial/Janitorial Section or the major Food Services Section to ensure proper use and care of facilities and equipment.

DIMENSIONS

The incumbents have contributory impact upon operating budgets ranging from \$2 to \$5 million. The incumbents directly supervise 1 to 3 exempt employees and indirectly supervise approximately 6 to 50 nonexempt employees. This position reports to one of the Housing, Custodial & Food Services Section Chiefs.

NATURE AND SCOPE

1. Provides input to department budget processes; advises immediate supervisor in control of funding of any variations with influence on current budget parameters;
2. Supervises the maintenance of registration card files to maintain personnel locator service and to determine space availability;
3. Supervises cashiering facilities and is responsible for ensuring that subordinates' cash funds are audited and are correct;
4. Supervises the initiation, auditing, and posting of housing accounts and receivable ledgers;
5. Initiates wage deduction forms for the purpose of payroll deductions;
6. Supervises the preparation of invoices to bill organizations for accommodations used by employees;
7. Ensures the integrity of files on the Automated Housing System;
8. Supervises the Dormitory Inspectors to ensure occupants are occupying assigned quarters for accuracy of emergency locator files and that quarters are properly maintained;
9. Coordinates work requests and work orders with Maintenance Department personnel to ensure maintenance and repair of housing facilities;
10. Supervises the operation of camp services including library, laundry, dry cleaning, and parcel services;
11. Coordinates the collection and transmittal of housing, laundry, gas, lost or destroyed library books, and dormitory damage revenues;
12. Ensures the collection of revenue from personnel for rent which is not recovered through payroll deduction;
13. Supervises the preparation of check-in and check-out logs and compiles the daily occupancy reports;
14. May act as Records Management, Vehicle Control, and Energy Conservation Coordinator for the department;

Housing, Custodial & Food Services Branch Chief

15. May act as the property custodian for the department;
16. May act as the LAN administrator and PC Coordinator for the department;
17. Directs and administers a cafeteria or auxiliary operation which includes tour support, exchange operations, food confection, tobacco and beverage vending, off-premise catering, and subcontract coordination;
18. Initiates desk-top instructions and executes policies to ensure the efficient operation of assigned responsibilities;
19. Supervises the cafeteria functions which include personnel safety, preparation and serving of food, maintenance of clean and sanitary conditions, maintenance and proper use of kitchen and cafeteria-related equipment, and food and material requisitioning;
20. Ensures quality control of vending foods and coordinates the flow of foodstuffs for grill station and food vending facilities;
21. Directs and ensures seasonal changes of confection items and vending machine maintenance and the locations of vending machines; supervises the merchandise of exchange items;
22. Ensures safe work conditions and practices are followed in each area of responsibility;
23. Adheres to established inventory and revenue control procedures;
24. Enforces fire protection standards;
25. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
26. 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 and walking while inspecting work areas;
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.;
8. Occasional use of smell and taste in determining the flavor and quality of food being prepared.

Housing, Custodial & Food Services Branch Chief

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 Company management and user agency officials or their representative and DOE/NTSO to arrange housing accommodations or to develop special food serving arrangements. Frequently, the incumbent contacts administrative, technical, and supervisory personnel, both inside and outside the Company to provide effective coordination and direction of assigned responsibilities, and has frequent contact with the customers to explain policies and resolve problems.

WORKING CONDITIONS

General office conditions exist most of the time, with frequent exposure to the kitchen, food serving, store areas of the cafeteria; daily field work may expose the incumbent to adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of applicable experience in hotel room management and six years of experience in restaurant or cafeteria operations, two years of which should have been in a supervisory capacity. Complete knowledge of operating procedures of all REECO departments and those procedures of certain agencies relating to the Duty Office operation is required.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in food/hotel room administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Housing, Custodial & Food Services Department
Assistant Manager

JOB CODE : 003131

DATE PREPARED : October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Housing, Custodial & Food Services Department Assistant Manager provides subordinate assistance and acts as a liaison between the Housing, Custodial & Food Services Department Manager and Housing, Custodial & Food Services Section superintendents and supervisors, DOE, and other agencies and contractors to coordinate the objectives and requirements of the department.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$3 million. The incumbent has direct supervisory responsibility for approximately 25 exempt and 450 nonexempt employees. This position reports to the Housing, Custodial & Food Services Department Manager.

NATURE AND SCOPE

1. Assumes responsibility for daily housing, custodial, and food services operations;
2. Assumes full responsibility for Housing, Custodial & Food Services during the absence of the department manager;
3. Ensures quality service is provided for all special tour groups or catering services requested through DOE/NTSSO for user agencies;
4. Directs the activities of non-weapons Housing, Custodial & Food Services activities operated by the Company;
5. Maintains ongoing contact with representatives of user agencies and DOE/NTSSO to ensure quick response to special requests and to keep them advised of department services and achievements;
6. Assists in implementing the department manager's personnel development programs designed to maximize use of the labor budget;
7. Coordinates activities with Company excess utilization representatives to maximize acquisition of excess property and reduce capital equipment budget expenditures;
8. Prepares formal reports detailing EEO, energy, safety, economics, and budgetary progress of the department in compliance with departmental, Company, and governmental objectives;
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;

Housing, Custodial & Food Services Department Assistant Manager

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 has frequent contact with high-level DOE officials to review department services status and to coordinate department requirements. The incumbent also has ongoing contact with upper-level management of user agencies and other Company department officials to evaluate and direct service level requirements and response capabilities.

WORKING CONDITIONS

General office conditions exist most of the time; however, working conditions may include exposure to refrigerated or sub-zero storage facilities, high temperature grills, broilers or fryers, and other cooking and food storage equipment.

Housing, Custodial & Food Services Department Assistant Manager

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in hotel, dining room, or cafeteria management, five of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation plus completion of advanced vocational training in personnel management, dietetics, food and hotel administration, business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Housing, Custodial & Food Services Department Manager

JOB CODE : 003330

DATE PREPARED : October 1, 1989

Revised: March 28, 1994

SUMMARY STATEMENT

The Housing, Custodial & Food Services Department Manager supervises, directs, and controls the functions of the housing office, Company duty office, janitorial and custodial maintenance, and various cafeteria operations at the NTS and offsite projects.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$12 million. The incumbent has supervisory responsibility for 32 exempt and 454 nonexempt employees. This position reports to the Support Services Division Manager.

NATURE AND SCOPE

1. Plans, schedules, supervises, and coordinates the work and staffing of the department on a 24-hour per day, 7-day per week basis;
2. Formulates feeding and housing procedures and operating policies for the department;
3. Ensures that food purchasing and menu planning and serving are accomplished to effect economy and minimize waste;
4. Directs all custodial services for housing quarters and office buildings;
5. Initiates action to retire or replace living quarters and feeding and support facilities based on age, maintenance, and logistics imperatives;
6. Directs the operation of laundry and dry cleaning services and the operation and maintenance of laundromats;
7. Arranges for offsite support of feeding and housing services as necessary;
8. Supervises and assists in the preparation of the organizational budget and operates within the limits of the budget;
9. Plans and ensures housing, custodial, and food services will be available as required to the various program activities taking place at the NTS;
10. Ensures that all functions operate according to the various Company and DOE policies and procedures;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Housing, Custodial & Food Services 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 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 has frequent contact with high-level DOE officials to review department services status and to coordinate the department requirements. The incumbent also has ongoing contact with upper-level management of user agencies and other Company department officials to evaluate and direct service level requirements and response capabilities.

Housing, Custodial & Food Services Department Manager

WORKING CONDITIONS

General office conditions exist most of the time; however, working conditions may include exposure to refrigerated or sub-zero storage facilities, and high temperature equipment.

REQUIRED WORK EXPERIENCE

This position requires twelve years of applicable experience in hotel, dining room, and cafeteria management, six years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree plus completion of advanced vocational training in food and hotel administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Housing, Custodial & Food Services Section Chief

JOB CODE : 003024

DATE PREPARED : May 16, 1994

SUMMARY STATEMENT

The Housing, Custodial & Food Services Section Chief provides subordinate assistance and acts as a primary liaison between the Housing, Custodial & Food Services Department Manager, the DOE, other agencies and contractors, and the department's branch chiefs and supervisors to coordinate the objectives and requirements of food and camp services operations.

DIMENSIONS

At the department manager's direction, the incumbent has primary responsibility for the control and administration of the department's operating budget of \$13 million. The incumbent is accountable to the department manager for the internal tracking and control of revenues, inventories, and implementation of procedures and policies that regulate the overall department activities. The incumbent also has direct supervisory responsibility for approximately 7 exempt employees and indirect responsibility for 74 nonexempt employees.

NATURE AND SCOPE

1. Supervises the preparation of all department budgetary work including Work Packages for inclusion into the Work Authorization Directives, capital equipment, general plant project, and operating budget submissions; notifies the department manager of all budgetary problems and develops appropriate remedies and corrective actions;
2. Assumes full responsibility for daily food/camp services operations;
3. Prepares and/or presents special presentations to DOE, test group directors, and other special groups for funding, facility, and other needs; also prepares and/or presents special operational information requested by same;
4. Develops plans and programs to meet the mission requirements of the department for the department manager's approval;
5. Acts as a designee of the department manager to comply with facility inspection requirements;
6. Assists in implementing the department manager's personnel development programs designed to maximize use of the labor budget;
8. Develops and frequently reviews the master menu and coordinates food acquisition to support production needs; ensures the flow of food and supplies to forward area feeding facilities or locations;
9. Directs the provision of both weapons and non-weapons housing and janitorial services;
10. Coordinates with Company excess utilization representatives to maximize acquisition of excess property and reduce capital equipment budget expenditures;
11. Assists in implementing the department manager's personnel development programs designed to maximize use of the labor budget and enact personnel development plans;

Housing, Custodial & Food Services Section Chief

12. Assists in development and review of the master menu;
13. Supervises the coordination of all department computer activities with the department's branch chiefs and supervisors and with the Information Services Department;
14. Coordinates with Company excess utilization representatives to maximize acquisition of excess property and reduce capital equipment budget expenditures;
15. Prepares formal reports detailing EEO, energy, safety, economics, and budgetary progress of the department in compliance with departmental, Company, and governmental regulations and objectives;
26. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
27. 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 and walking while inspecting work areas;
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.;
8. Occasional use of smell and taste in determining flavor and quality of food being prepared.

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;

Housing, Custodial & Food Services 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 incumbent maintains frequent contact with high-level DOE officials to review department service status and to coordinate department's requirements. The incumbent also maintains ongoing contact with upper-level management of user agencies and other Company departments to evaluate and consolidate service level requirements and response capabilities.

WORKING CONDITIONS

General office conditions exist most of the time; however, working conditions may include exposure to refrigerated or sub-zero storage facilities, high temperature grills, broilers, ovens, fryers, and other cooking or food storage equipment.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in hotel, dining room, or cafeteria management, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation plus completion of advanced vocational training in personnel management, dietetics, food and hotel administration, or business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Housing, Custodial & Food Services Supervisor

JOB CODE: 002543

DATE PREPARED: October 1, 1989

Revised: June 23, 1994

SUMMARY STATEMENT

The Housing, Custodial & Food Services Supervisor directs the operations of the housing office, supervises the functions of the cafeteria operations, janitorial/custodial operation on a shift, and acts as the Company representative at the NTS during nonworking hours.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have direct supervisory responsibility for up to 32 nonexempt employees. This position reports to a Housing, Custodial & Food Services Section Chief.

NATURE AND SCOPE

1. Supervises the assignment of quarters, registration of occupants, and billing of personnel residing at an assigned base camp;
2. Reviews established housing allocations to determine the type and location of housing facilities to be assigned to DOE, contractor, and user agency personnel;
3. Directs the collection of revenues from personnel from whom rent is not collected through payroll deductions;
4. Directs the initiation of the billing and night audit reports on the Automated Housing System (AHS); initiates remedial action or service imperatives in case of AHS malfunction;
5. Directs initiation of wage deduction forms for the purpose of billing organizations for accommodations used by employees;
6. Acts as the Company representative at NTS during swing and graveyard shifts, Monday through Thursday, and on weekends and holidays to coordinate after-hour operational business and process emergency responses; these requirements involve communications with all REECo departments, DOE, and contractors; provides information to DOE Duty Officer regarding activities of interest and allocation of resources;
7. Prepares and maintains a log containing the events, emergencies, and various activities occurring during the respective shifts and detailing the actions taken;
8. Controls key to security entrance and other limited access areas;
9. Prepares requests for badging those individuals authorized access to NTS;
10. Completes property removal slips for DOE property leaving the NTS;
11. Acts in the capacity of "CQ" for DOD Headquarters;
12. Acts as Forward Area Emergency Evacuation Coordinator during all test activities and readiness tests;

Housing, Custodial & Food Services Supervisor

13. Coordinates the established camp services and functions including personnel locator and emergency notifications, commercial laundry and dry cleaning, parcel service, recreational libraries, washeterias and check-cashing services;
14. Oversees the operation of a shift at a cafeteria as assigned or the coordination of auxiliary operations, such as tour groups and off premise catering;
15. Oversees provision of foods, confection, and exchange items through vending machines;
16. Supervises, instructs, and assigns duties to Chefs, Cooks, and others engaged in food preparation and service;
17. Ensures health regulations and highest standards are observed in the preparation and serving of food and that instructions concerning recipes, menus, or other policies, procedures, and requirements are followed;
18. Ensures maintenance of clean and sanitary conditions in food service facilities;
19. Ensures the maintenance and correct use of kitchen equipment;
20. Ensures that safety precautions in office, kitchen, or janitorial/custodial operations are complied with;
21. Enforces fire protection standards;
22. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
23. 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. Frequent bending/twisting at waist/knees and walking while inspecting work areas;
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.;
8. Occasional use of smell and taste in determining flavor and quality of food being prepared.

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;

Housing, Custodial & Food Services Supervisor

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 and upper management within the Company and supervisory personnel of DOE, user organizations, and other contractors to receive and relate information providing immediate action to emergency situations and provide other assistance as necessary.

WORKING CONDITIONS

General office, kitchen food serving, and storage area conditions exist most of the time, exposing the incumbent to work hazards associated with food preparation and storage facilities.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in hotel management, two years of which should have been in a supervisory capacity, and a thorough working knowledge of NTS.

REQUIRED TRAINING

This position requires high school graduation or equivalent plus advanced vocational training in food administration or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Human Resources Department Assistant Manager

JOB CODE : 003366

DATE PREPARED : October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Human Resources Department Assistant Manager plans, supervises, and coordinates the Company's personnel management program.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of \$11 million. The incumbent has direct supervisory responsibility for one nonexempt and two exempt employees. The incumbent may have indirect supervisory responsibility for 33 nonexempt and 3 exempt employees. This position reports to the Human Resources Department Manager.

NATURE AND SCOPE

1. Establishes methods, procedures, and practices for the efficient and proper administration of all recruitment, employment, training, compensation, and employee benefits programs;
2. Assists in establishing personnel policies and may interpret such policies for executives and supervisors;
3. Directs and administers the Mercury and Las Vegas personnel functions;
4. Coordinates the activity of the DOE insurance agreements, contracts, plans, and a broad workers' compensation program;
5. Directs the timely and accurate preparation of personnel reports;
6. Assists in resolving employee grievances and EEO compliance matters;
7. Directs the Salary Administration Program;
8. Maintains liaison with all Company divisions and departments to remain informed of problem areas involving organizational planning, wage and salary functions, employee benefits, training, and employment matters;
9. Coordinates the preparation of requests for Reimbursement Authorizations as affects personnel policies;
10. May participate in union negotiations relative to the establishment of job classifications and related wage and salary matters;
11. Performs special assignments as directed by the Human Resources Department Manager;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Human Resources 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. 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 close liaison with middle and top management personnel within and outside the Company and DOE. The incumbent maintains frequent contact with key representatives of other organizations in providing assistance or in obtaining wage and salary information and in developing and initiating new training programs.

Human Resources Department Assistant Manager

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of personnel administration experience which should have been directly related to the wage and salary, employee benefits, and employment and training fields, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Human Resources Department Manager

JOB CODE : 003460

DATE PREPARED : October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Human Resources Department Manager directs and coordinates the collective functions of the Human Resources Department in harmony with the continuing needs of the Company to provide centralized personnel management services.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$3.5 million and directly administers the employee benefits budget totaling over \$7.5 million. The incumbent directly supervises six section-level supervisors and an office staff. This position reports to the Administration Division Manager.

NATURE AND SCOPE

1. Plans, directs, coordinates, and develops personnel policies and programs as related to the functional activities of employment, training, compensation, benefits, and personnel administration;
2. Services as Plan Administrator for Company benefit programs, which includes negotiating rates with hospitals, participating in care management decisions for high-cost illnesses, determining the best plan of action to reduce benefit costs for employees, and analyzing various benefit options in order to recommend the best approach;
3. Makes recommendations with respect to changes in job classifications and organizational structure and the methods for improving employee use, management-employee communications and relations, recruiting, compensation and benefit plans, and employee practices;
4. Oversees the workers' compensation function and provides technical assistance by aiding in the settlement of various claims and formulating operating policies and procedures;
5. Provides technical assistance to the Labor Relations Office by determining the cost of various economic issues;
6. Plans for future events to the extent that information can be made available with respect to personnel needs, personnel security requirements, additional staffing, and placement priorities;
7. Provides clerical and administrative support to user agencies and assists in establishing personnel policies and interprets such policies as required;
8. Maintains effective relationships with the Administration Division Office to exchange information regarding the personnel management program;
9. Oversees the day-to-day administration and management of the Human Resources Department;
10. Participates in the preparation and administration of the Company's EEO and Affirmative Action Plan and policies as they pertain to nondiscriminatory practices in employment;
11. Directs the preparation of Reimbursement Authorization requests which are sent to the DOE Industrial Relations Division;

Human Resources 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 has continual contact with the General Manager and division managers for the purpose of resolving personnel problems. The incumbent has frequent contact with the General Counsel, Labor Relations Manager, and the Manager of Occupational Safety and Fire Protection as required and continual contact with the DOE Industrial Relations Division for the purpose of discussing personnel matters, such as the submittal of proposed changes to Appendix B and personnel policies. The incumbent also has ongoing contact with EG&G's Las Vegas Industrial Relations Office to exchange information or discuss mutual problems. The incumbent maintains regular contact with the EG&G Corporate Office and outside insurance carriers.

Human Resources Department Manager

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of diversified experience using the theories, principles, and practices of personnel and industrial relations functions, and the ability to integrate these functions and direct the administrative management of same, six years of which should have been in a supervisory capacity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Idea Plan Coordinator

JOB CODE : 002536

DATE PREPARED : October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Idea Plan Coordinator administers the REECo Suggestion Plan, the Services Award, and the Cost Reduction Program.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have indirect supervisory responsibility for four exempt employees and one nonexempt employee. This position reports to the Productivity Manager.

NATURE AND SCOPE

1. Administers the REECo Suggestion Plan;
2. Develops and implements policies and procedures which ensure maximum employee participation, fair and impartial evaluation, prompt adoption of worthwhile ideas, equitable awards, and timely processing;
3. Administers the Service Award Programs; supervises distribution of five-year pins; and arranges and coordinates the presentation luncheons for all other pins;
4. Develops and establishes procedures which ensure timely presentation of the service award pins;
5. Administers the Cost Reduction Program;
6. Develops and implements policies and procedures which facilitate timely cost reduction reporting and ensures the Company full credit for all actions taken;
7. Prepares promotional pamphlets and conducts briefings designed to stimulate reporting;
8. Advises and assists personnel in preparing cost reduction reports;
9. Prepares semiannual program reports of actions for publication in DOE's Management Improvement Magazine;
10. Maintains effective records for all programs under the position's direction;
11. Coordinates all program publicity;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Idea Plan 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. 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 the DOE Cost Reduction Coordinator and upper-level management concerning suggestions, cost reduction actions, and service award presentations. Continual contact is maintained with all levels of personnel to discuss and generate interest and enthusiasm for the Suggestion Plan and Cost Reduction Program.

WORKING CONDITIONS

General office conditions exist most of the time.

Idea Plan Coordinator

REQUIRED WORK EXPERIENCE

This position requires four years of experience in administering suggestion systems, service awards, and/or cost reduction programs.

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: Industrial Hygiene Field Operations Section Chief

JOB CODE : 003171

DATE PREPARED : October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Industrial Hygiene Field Operations Section Chief directs the daily work assignments, identifies, requisitions, and accounts for equipment and materials required for routine operations.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$1 million. The incumbent has supervisory responsibility for four exempt and two nonexempt employees. This position reports to the Industrial Hygiene Department Manager.

NATURE AND SCOPE

1. Provides technical expertise to subordinates;
2. Ensures specialized equipment is adequate for the work performed, maintained in working order, and correctly calibrated;
3. Stays abreast of state-of-the-art equipment and industrial hygiene techniques;
4. Organizes and coordinates the section's activities to achieve specified goals;
5. Analyzes and interprets industrial hygiene data;
6. Anticipates and monitors regulatory trends and advises the department manager of impending changes pertinent to the operation;
7. Reviews engineering designs to determine industrial hygiene implications;
8. Supervises and monitors the respiratory protection program;
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 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. Occasional lifting/carrying 1 to 20 pounds of records, sample boxes, testing equipment, or tools for distances of 1 to 25 feet;

Industrial Hygiene Field Operations Section Chief

4. 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;
5. Frequent 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;
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 sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without constant 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/radioactive conditions;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other technicians and other professionals in an effective, positive, and professional manner.

Industrial Hygiene Field Operations Section Chief

PRINCIPAL CONTACTS

The incumbent maintains contact with field supervision to coordinate work and with DOE and contractor health and safety personnel for consultation. The incumbent also maintains contact with management inside and outside of the Company to establish criteria, implement policies and procedures, and formulate decisions.

WORKING CONDITIONS

General office conditions exist most of the time; however, the incumbent may be exposed to industrial hazards including toxic chemical, corrosive materials, high noise levels, and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in industrial hygiene which have resulted in a broad knowledge of field sample calibration and laboratory operations, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

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

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Industrial Hygienist I

JOB CODE : 002136

DATE PREPARED : October 1, 1989

Revised: May 10, 1994

SUMMARY STATEMENT

The Industrial Hygienist I surveys the work area in order to identify potential employee exposures to chemical, physical, and biological hazards which could cause detrimental health effects. The incumbent prepares instructions detailing the methods to be used to eliminate or control the hazards.

DIMENSIONS

The incumbent has contributory impact upon Work Breakdown Structure Projects. The incumbent may have supervisory responsibility for nonexempt technical employees. This position reports to a higher-level Industrial Hygienist.

NATURE AND SCOPE

1. Identifies operations, materials, and equipment being used and the by-product contaminants formed such as welding fumes, various chemicals, and excessive noise that are present during various work operations so that protective measures can be taken before employees are exposed to potential health hazards;
2. Determines and records the significance of airborne contaminants or other exposure agents using direct-reading field instruments such as sound level meters and infra-red gas analyzers;
3. Collects samples from work locations using standard methods which have been prescribed by higher-level Industrial Hygienists and returns the samples to the laboratory for analysis;
4. Evaluates the performance of engineering control systems such as ventilation and noise suppression systems to determine whether they are providing adequate control of the hazards;
5. Documents all findings and reports the results to higher-level Industrial Hygienists;
6. Assists in training employees in the use and care of respiratory protection equipment and uses standard procedures to fit respiratory protection devices on employees who are expected to work in areas where airborne contaminants could be present;
7. Calibrates various direct measuring instruments according to manufacturer's manuals and/or sectional procedures;
8. May be required to search historical records to compile data to be used as the basis for report preparation;
9. Assists in developing, writing, implementing, and maintaining operating procedures and technical work instructions;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Industrial Hygienist I

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 or completing paperwork at desk or working on a computer terminal;
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, 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. Frequent 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;
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 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;

Industrial Hygienist I

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

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with superintendents, supervisors, and craft foremen outside the department regarding work procedures and potential health hazards.

WORKING CONDITIONS

Field conditions exist most of the time which may expose the incumbent to chemical, physical, construction, mining, and biological hazards and adverse weather conditions.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Industrial Hygienist II

JOB CODE : 002340

DATE PREPARED : October 1, 1989

Revised: May 10, 1994

SUMMARY STATEMENT

The Industrial Hygienist II surveys the workplace to identify potential chemical, physical, and biological hazards and evaluates the results of analysis of various samples and measurements to determine the degree of exposure employees may encounter while performing their duties and prepares reports for the elimination or control of potential health hazards.

DIMENSIONS

The incumbent has contributory impact upon Work Breakdown Structure Projects. The incumbent may have supervisory responsibility for exempt and technical nonexempt employees. This position reports to higher-level Industrial Hygienists or a department manager.

NATURE AND SCOPE

1. Surveys various work locations and work processes such as vehicle maintenance facilities and underground operations to identify potential health hazards;
2. Participates as a team member of the postshot, drillback, and mineback operations to assist higher-level Industrial Hygienists in identifying the presence and concentration of hazardous material or agents which could pose a health threat to operating personnel;
3. Prepares Health Hazard Inventories for various industrial shops and underground operations;
4. Prepares Health Hazard Assessments of identified hazards encountered in the workplace;
5. Calibrates complex measuring and sampling equipment and ensures that all calibrations are performed according to procedure;
6. Records the results of all calculations according to section procedures and makes reports which are reviewed by higher-level Industrial Hygienists;
7. Evaluates the performance of engineering control systems such as ventilation systems and noise suppressors and reports all findings to higher-level Industrial Hygienists;
8. Prescribes personal protective equipment when necessary for control of exposure of specific operations and instructs the user in the proper use and care of the equipment;
9. Conducts training in the use and care of respiratory protection;
10. Compiles data and participates in the preparation of technical reports detailing industrial hygiene results;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
112. Performs related work as required.

Industrial Hygienist 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 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. Occasional 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, 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. Frequent 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;
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 sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without constant 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;

Industrial Hygienist II

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 other technicians and other professionals in an effective, positive, and professional manner.

PRINCIPAL CONTACTS

The incumbent maintains contact with section level supervisors or equivalent to report progress, obtain approvals, request support for services, and receive direction. The incumbent also maintains contact with project managers and user agency managers to determine whether or not future programs could include health hazards for employees and to provide technical support to operations as required.

WORKING CONDITIONS

Field conditions exist most of the time which may expose the incumbent to chemical, physical, biological, and health and safety hazards in construction and mining operations and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires two years of industrial hygiene experience.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Industrial Hygienist III

JOB CODE : 002537

DATE PREPARED : October 1, 1989

Revised: May 10, 1994

SUMMARY STATEMENT

The Industrial Hygienist III applies established industrial hygiene methods and procedures to ensure the elimination or control of health hazards; participates in field surveys; may act as senior member for industrial hygiene support in postshot reentry operations; and assists with the development of new methods and/or procedures in new industrial hygiene evaluations and exposure controls.

DIMENSIONS

The incumbent has contributory impact upon Work Breakdown Structure Projects. The incumbent may have supervisory responsibility for exempt and technical nonexempt employees. This position reports to a higher-level Industrial Hygienist or to the Industrial Hygiene Section Chief.

NATURE AND SCOPE

1. Participates in sample collection and analyzation of toxic gas, dust, and fumes to measure and recommend the control of employee exposures to chemical, physical, and biological stresses in the workplace;
2. Maintains, calibrates, and issues instructions for the use of industrial hygiene and environmental surveillance sampling and measuring equipment;
3. Develops routine and special procedures necessary for conducting industrial hygiene programs including surveys, analyses, and preparation of reports;
4. Submits recommendations for the elimination or control of physical, chemical, and biological health hazards encountered in the work environment;
5. Conducts surveys for physical, chemical, and biological agents such as noise, laser radiation, lead, cadmium, silica dusts, and viral agents;
6. Serves as a member of postshot reentry teams;
7. Provides technical and consultative assistance to engineers on the design and placement of health hazard control equipment;
8. Recommends the purchase of appropriate industrial hygiene equipment and controls equipment usage and issuance;
9. Assists in coordinating the Industrial Hygiene Program with other divisions, departments, and user agencies;
10. Investigates alleged cases of occupational illnesses/injuries reported by physicians;
11. Prepares educational material and provides instruction relating to industrial hygiene issues such as the hazardous communication program;

Industrial Hygienist III

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 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. Occasional 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, 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. Frequent 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;
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 sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without constant 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;

Industrial Hygienist III

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

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with project managers and user agency managers to determine whether or not future programs could include health hazards for employees and to provide technical support to their operations as required.

WORKING CONDITIONS

General office conditions exist some of the time; however, the incumbent may be required to work in field conditions which may expose the incumbent to chemical, physical, biological, and health and safety hazards in construction and mining operations and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four years of industrial hygiene experience.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Industrial Hygienist IV

JOB CODE : 002728

DATE PREPARED : October 1, 1989

Revised: May 10, 1994

SUMMARY STATEMENT

The Industrial Hygienist IV applies complex industrial hygiene methods and procedures to ensure the elimination or control of health hazards; participates in field surveys; acts as a senior member for industrial hygiene support in postshot reentry operations; and develops new methods and/or procedures in new industrial hygiene evaluations and exposure controls.

DIMENSIONS

The incumbent has contributory impact upon Work Breakdown Structure Programs. The incumbent may have supervisory responsibility for exempt employees. This position reports to a Senior Industrial Hygienist or to the Industrial Hygiene Section Chief.

NATURE AND SCOPE

1. Participates in sample collection and analyzation of toxic gas, dusts, and fumes, to measure and recommend the control of employee exposures to physical, chemical, and biological stresses in the work environment;
2. Applies industrial hygiene and engineering skills and recommends sampling schemes and strategies necessary to solve unique industrial hygiene problems;
3. Develops complex and special procedures necessary for conducting industrial hygiene programs including surveys, analyses, and preparation of technical reports;
4. Submits recommendations for the control or elimination of chemical, physical, and biological health hazards encountered in the work environment;
5. Assists in supervising in-house maintenance and repair of industrial hygiene equipment to ensure readiness for use and reviews in-progress of completed work of subordinate Industrial Hygienists to ensure objectives are achieved;
6. Makes occasional 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. Services as a senior member of postshot reentry teams;
8. Provides technical and consultative guidance to engineers on the design and placement of health hazard control equipment;
9. Assists in reviewing engineering plans and work orders and makes recommendations on items which should receive industrial hygiene consideration;
10. Assists in supervising and monitoring the operation of the respiratory protective equipment program to ensure operational needs are met for fitting, training, and providing respiratory protective equipment;

Industrial Hygienist IV

11. Assists in promoting the elimination of potential hazards in the planning and engineering design stages by working with various groups and managers to review design and develop criteria for control of hazards;
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 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. Occasional 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, 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. Frequent 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;
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 sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without constant 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;

Industrial Hygienist IV

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/radioactive conditions;
9. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other technicians and other professionals 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. The incumbent maintains occasional contact with management inside and outside the Company to establish criteria and discuss implementation and recommendations for control of industrial health hazards. The incumbent also maintains 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 operation and adverse weather conditions.

REQUIRED WORK EXPERIENCE

This position requires four 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

The incumbent should be certified or eligible for certification by the American Board of Industrial Hygiene or by the Board of Certified Safety Professionals.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Information Products Section Chief

JOB CODE : 003137

DATE PREPARED : October 1, 1989

Revised: June 21, 1994

SUMMARY STATEMENT

The Information Products Section Chief supervises the preparation, publication, and distribution of Company and department technical information products, the Technical Library, the Historical Field Records Program, and the Forms Control Program.

DIMENSIONS

The incumbent has primary impact upon an organization budget of approximately \$1 million. The incumbent directly supervises two exempt and five nonexempt employees. This position reports to the Technical Information Department Manager.

NATURE AND SCOPE

1. Directs, supervises, and manages the preparation of technical and scientific information, reports and documents, and coordinates their publication and distribution;
2. Supervises the compilation, preparation, correlation, and editing of technical and scientific publications, reports, and papers;
3. Develops, interprets, and formulates technical writing practices to ensure continued professional acceptability;
4. Coordinates the drafting of charts, graphs, and necessary artwork;
5. Compiles, edits, and supervises the preparation of the Company input for the DOE/NV annual completion report;
6. Manages, edits, revises, and coordinates the publication and distribution of the department's standard procedures;
7. Maintains and manages the Company report numbering system and assigns numbers to technical reports prepared by the Company;
8. Provides writing, editorial, and visual aids preparation services for Company contract bid proposal packages and Occupational Medicine and Support Services Division documents;
9. Directs the retrieval, research, inventory, indexing, cataloging, microfilming, and storing of the radiological historical records in the Records Control Center;
10. Supervises the Technical Library and provides administrative control and assistance for the Company Recreational Library;
11. Manages the Forms Control Program;
12. Approves all submissions and the dissemination of all Company technical information products;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Information Products Section Chief

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 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. Occasional 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, 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. Frequent 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;
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 sites, and ensuring that all specifications, procedures, and regulations are met;
2. Must be able to work independently without constant 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;

Information Products Section Chief

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

PRINCIPAL CONTACTS

The incumbent has frequent contact with the DOE/NV Technical Information Chief, classification officers, Company division, department, and section managers, DOE/NV user laboratories and agencies, and companies involved in the dosimetry research and fallout records projects.

WORKING CONDITIONS

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

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in technical information products preparation, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in technical information, physical sciences, journalism, government, English or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Information Resources Management Acquisitions Specialist

JOB CODE: 002539

DATE PREPARED: April 10, 1992

Revised: June 21, 1994

SUMMARY STATEMENT

The Information Resources Management (IRM) Acquisitions Specialist coordinates and manages the acquisition functions for the Resource Planning, Budgets & Acquisition branch to ensure effective acquisition, maintenance, and disposal of all DOE-owned and leased capital, noncapital, controllable, and sensitive Automated Data Processing (ADP) and office equipment.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$350,000, purchases approximately \$3.2 million in equipment, microcomputer, software and services; and has accountability for approximately \$54 million of office equipment, contracts, and rentals. The incumbent has direct supervisory responsibility for one exempt employee and approximately six nonexempt employees. This position reports to the Resource Planning, Budgets & Acquisition Branch Chief.

NATURE AND SCOPE

1. Develops and maintains a parts inventory for copying/duplicating equipment repair and monitors the number of repairs a machine undergoes to determine if the equipment should be retained or replaced;
2. Receives, reviews, and evaluates all requests for office equipment, microcomputers, and related software;
3. Analyzes specifications to ensure that procured equipment meets the needs of the user as well as satisfies standards for efficiency, productivity, and economy;
4. Coordinates return of malfunctioning office equipment and microcomputers to vendors and the replacement of similar equipment as loaners to the user and prepares proper documentation of action taken to ensure compliance with established procedures;
5. Initiates, processes, and revises as necessary, Purchasing Requisitions outlining specifications for preventive maintenance contracts for all office equipment and microcomputers not maintained in-house;
6. Authorizes payment of invoices by verifying that maintenance services are performed in accordance with established contracts;
7. Prepares appropriate documents including Lease vs. Purchase Analysis and Technical Inspection Report for all rental transactions and the capture of leased items when necessary;
8. Assists in compiling data for feasibility studies for special reports relating to new capital equipment requirements or update of equipment when required;
9. Performs annual review of reproduction equipment capability (approximately 110 machines) to ascertain condition, use, efficiency, and economy;
10. Provides input for preparation of the annual Fiscal Year Capital Equipment Budget relating to known or anticipated requirements, including replacement or capture of leased equipment and microprocessors; assists in the annual formulation of Office Equipment Five-Year Replacement and Additions Forecast;

Information Resources Management Acquisitions Specialist

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.

Information Resources Management Acquisitions Specialist

PRINCIPAL CONTACTS

The incumbent interacts daily with various supervisory and office and field coordinator personnel from REECo, DOE, and Nevada contractors regarding all phases of the office equipment and microcomputer control function. The incumbent also has contact with equipment vendors and suppliers.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires five years of experience in diversified property management, knowledge of microcomputer equipment and software, and property accountability experience, which have provided a working knowledge of the principles, methods, and procedures involved in the control, maintenance, and record-keeping of government property.

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: Information Systems Department (ISD) Manager

JOB CODE: 003461

DATE PREPARED: October 1, 1989

Revised: July 7, 1994

SUMMARY STATEMENT

The ISD Manager is the Chief Information Officer (CIO) for REECo responsible for all Information Systems Department (ISD) efforts for the Company. The incumbent plans, coordinates, and directs the systems development and computer operations for the Company.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$15 million and a capital equipment budget of approximately \$3 million and manages approximately 200 employees. All systems development, maintenance, office automation, computer hardware, software, and telecommunications, including local and wide area networks, are managed by this position. This position reports to the Support Services Division Manager.

NATURE AND SCOPE

1. Manages the ISD in accordance with the mission and goals of the Company. Applies knowledge of REECo and DOE goals, the position of competitors, and relevant markets in developing the long-range plans for the Department. Plans the Department budget, in accordance with REECo policy and uses good judgement in approving expenditures to justify variances from the plan;
2. Interacts with the staff with tact and concern for their welfare using open communications channels and, where appropriate, provides counseling. Follows up on inquiries, problems, or complaints promptly;
3. Ensures that staff members receive proper training and follow accepted operating procedures, especially safety, when first coming on the job. Ensures procedural manuals are updated and on-shelf systems in place to monitor activities and results of staff performance on a regular basis;
4. Analyzes job requirements and/or workload variations to make effective staffing decisions regarding present staff or other qualified candidates. Makes personnel decisions with due regard to affirmative action concerns;
5. Coordinates the work of the ISD with that of other REECo and DOE areas and strives to reduce or eliminate duplication or contradiction of effort. Cooperates with other units by committing resources to achieve or maintain joint projects and enhance Company business. Presents accurate data in an organized, persuasive manner to focus on selecting the best solution;
6. Manages the work flow by delegating work to the appropriate level and prioritizes new work to accommodate the capacities of the organization. Participates in special assignments to ensure successful implementation;
7. Interfaces with external consultants or vendors to include researching or contributing to the selection of same. Ensures that the Company benefits from the relationship through active involvement in such projects;
8. Applies internal business systems controls to ensure the integrity of applications. Adheres to the Company's Project Life Cycle (PLC) requirements to ensure proper applications development and delivery. Implements the Total Quality Management (TQM) Process throughout;

Information Systems Department (ISD) Manager

9. Coordinates time effectively to meet deadlines and avoid impacting the quality of a product due to time constraints. Keeps the affected area apprised of project status, especially if time frames must be altered. Develops effective proposals, position papers, and memoranda. Advances organized concepts that exhibit a keen sense of the application or impact on related areas in a style appropriate to the level of the audience;
10. Participates in professional meetings or on task forces to exchange information and convey the information to management or other interests. Represents the Company well in presentations or interview situations. Uses good judgement in divulging information. Prepares concise speeches or public relations statements that represent the Company positively;
11. Works effectively with minimum supervision while upholding standards of professional integrity. Handles pressure by anticipating problems and making adjustments to overcome obstacles with viable alternatives;
12. Ensures that all computer protection procedures are adhered to by all users and that security systems comply with Company and DOE requirements;
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;

Information Systems Department (ISD) Manager

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 interacts with the DOE, the U.S. Air Force, and internal REECo clients to coordinate ISD support requirements; to determine automation opportunities; to develop overall strategies; and to set priorities.

WORKING CONDITIONS

The incumbent manages the general office conditions of the Las Vegas (three) and the Nevada Test Site (one) work locations.

REQUIRED WORK EXPERIENCE

This position requires 10 years of professional experience in the data processing field, six years of which should have been in a supervisory capacity. The position also requires experience in the management of systems development, computer operations, data communications, and administration.

REQUIRED TRAINING

A master's degree in Business Administration, with an emphasis in Management Information Systems or Computer Science, or equivalent experience.

OTHER SPECIAL CONDITIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Inspection and Scheduling Superintendent

JOB CODE : 003136

DATE PREPARED : October 1, 1989

Revised: June 22, 1994

SUMMARY STATEMENT

The Inspection and Scheduling Superintendent acquires, inspects, and maintains heavy construction, mining, and drilling equipment to ensure optimum output and availability in a timely manner.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$550,000, and annual capital equipment of approximately \$3.5 million. The incumbent has direct supervision of 8 exempt and 20 nonexempt employees. This position reports to the Operations Equipment Department Manager.

NATURE AND SCOPE

1. Ensures that capital funds are utilized efficiently and effectively to meet the requirements for nuclear testing support;
2. Ensures that heavy equipment remains in sound condition for safe use, including the handling of nuclear devices;
3. Ensures the economic spending for total equipment cost acquisition, preventive maintenance, and repairs;
4. Ensures minimal repair downtime and that proper engineering advice is employed in equipment specifications, modifications, and repairs;
5. Ensures the prompt disposition of equipment no longer needed or economic to maintain and that equipment warranties are honored;
6. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
7. 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;

Inspection and Scheduling Superintendent

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 management concerning equipment requirements, justification, and repair methods. Contact is also maintained with the Procurement Department, DOE personnel, and program managers to discuss funding and purchasing actions.

WORKING CONDITIONS

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

REQUIRED WORK EXPERIENCE

This position requires ten years of experience with heavy construction, drilling, and mining equipment capabilities and applications, four years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires high school graduation plus completion of advanced vocational courses in heavy equipment operation and application.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Instrumentation Generator Coordinator

JOB CODE : 002752

DATE PREPARED : October 1, 1989

Revised: June 22, 1994

SUMMARY STATEMENT

The Instrumentation Generator Coordinator directs the availability and maintenance of a pool of generators and automatic transfer switches to ensure instrumentation equipment is properly powered during nuclear testing.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$515,000. The incumbent has direct supervisory responsibility for two nonexempt employees. This position reports to the Inspection and Scheduling Superintendent.

NATURE AND SCOPE

1. Maintains a reasonable parts inventory for generators and transfer switches;
 2. Schedules maintenance, overhauls, and modifications so as not to interfere with testing schedules;
 3. Manages a preventive maintenance program for PNE generators;
 4. Controls operating budget for both onsite and offsite generators;
 5. Supervises the packing and shipping of generators to locations where needed;
 6. Ensures appropriate equipment modifications are made in accordance with state-of-the-art knowledge;
 7. Ensures proper specifications are established for new equipment purchases and expenses are kept within the operating budget;
 8. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
909. 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;

Instrumentation Generator Coordinator

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 user agency personnel for technical requirements and to establish the size of generator to meet needs. Routine contact is maintained with management for administrative purposes and with electrical and mechanical superintendents to obtain maintenance and repair service.

WORKING CONDITIONS

Field office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience working with generators.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training sufficient to diagnose generator problems and determine maintenance and repair needs.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Internal Audit Manager

JOB CODE : 003105

DATE PREPARED : October 1, 1989

Revised: June 22, 1994

SUMMARY STATEMENT

The Internal Audit Manager directs the Company's internal audit function to serve the needs of Company management and to fulfill the audit requirements of the DOE contract.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$500,000 and has direct supervisory responsibility for eight exempt employees. This position reports to the Administration Division Manager.

NATURE AND SCOPE

1. Plans, develops, and directs a program for the review and examination of accounting, financial, functional, and administrative aspects of the Company's operations in coordination with DOE/NV and DOE/IG;
2. Directs and supervises the audit staff and determines its adequacy and technical competence;
3. Manages internal audit activities including the scheduling of audits, adequacy, and propriety of individual audit programs, assignments of personnel, and general supervision over audits in progress;
4. Evaluates and discusses audit findings and recommendations with staff personnel and management in developing changes or improvements deemed necessary;
5. Reviews, edits, and formalizes audit reports;
6. Advises management at all levels, upon request, concerning problem areas subject to audit, internal controls, and other matters where managerial and audit expertise can be used;
7. Performs normal departmental administrative duties involving budget, personnel, materials, equipment, property control, and required reporting;
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 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;

Internal Audit Manager

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 various management levels within and outside the Company and with the Director, Information Management Division, DOE for coordination of audit matters and various other agencies as required.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires eight years of professional auditing experience (financial, functional, and operational), preferably relating to government contracting operations. Two years should have been in a supervisory capacity.

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 or Certified Public Accountant is desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: JIT Contract Specialist

JOB CODE: 002540

DATE PREPARED: December 3, 1990

Revised: April 15, 1994

SUMMARY STATEMENT

The JIT Contract Specialist plans, coordinates, and executes activities necessary for the acquisition and administration of large-dollar, longer-term systems contracts for commodity requirements in accordance with DOE and Company procurement policies and regulations.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of approximately \$6 million annually in Supply & Procurement and primary impact in the management of the JIT Contract System of \$20 to \$25 million in material requirements. The incumbent may have indirect supervisory responsibility for exempt employees. This position reports to the Purchasing Agent or Chief Purchasing Agent.

NATURE AND SCOPE

1. Prepares and issues JIT Requests for Information (RFI) to interested vendors for JIT commodity groups;
2. Analyzes the JIT RFI responses received and compares them to the JIT stock list to ensure that the JIT Request for Proposal (RFP) is accurate and complete;
3. Trains members of the JIT Evaluation Committee, which consists of a variety of non-Procurement REECo personnel, in the development of the technical criteria for the RFP, application of the appropriate weighting to the technical criteria, and determination of the scoring methodology; compiles this information into the source selection plan which ensures that evaluation criteria are consistent with the requirements of the JIT RFP;
4. Prepares and issues a comprehensive JIT RFP taking into consideration the different aspects of the various JIT commodity groups; for example, environment, safety, health, quality assurance, security, material safety data sheets, emergency response information, required certifications, etc.;
5. Schedules, conducts, and documents the JIT preproposal conference;
6. Acts as chairperson of the JIT Proposal Evaluation Committee; manages the technical/business and price evaluations;
7. Serves as one-point contact with proposers during the evaluation and negotiation process and prepares written recommendation for award to the source selection authority;
8. Measures JIT sellers' performance through analysis and interpretation of numerous automated reports;
9. Generates the seller's performance report indicating the seller's level of performance by developing and maintaining necessary records and files for efficient operations and adequate monitoring of the seller's performance based, in part, on input from JIT Customer Services;
10. Meets with the JIT Customer Service staff to resolve system problems; receives input on seller performance; coordinates contract modifications; consults the General Counsel's office to secure legal determinations in the event of a contractual conflict or to resolve a dispute;

JIT Contract Specialist

11. Schedules, conducts, and documents the post-award orientation conference of all JIT contract requirements and schedules; conducts and documents service level evaluation meetings with the seller;
12. Considers and negotiates JIT stock price increases/decreases and JIT nonstock discount revisions;
13. Serves as the Company's point of contact during the term of each JIT contract and closes out completed JIT contracts;
14. Possesses knowledge and stays abreast of market and product developments and locates and promotes possible new JIT sources of supply, particularly small, small-disadvantaged, and women-owned businesses and businesses located in labor surplus areas;
15. Participates in the JIT project implementation team to analyze advantages, create and revise system requirements and Company procedures, analyze actual cost savings, and identify possible quality improvements;
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;

JIT Contract Specialist

5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent has continuous contact with all requestors, Material Control Agents, control departments, customer service manager and representatives, Supply & Property Management Department, Environment, Safety, Health & Quality Division, Legal Counsel, Accounting, Engineering, Quality Assurance, and Programs, Plans and Budgets, as well as with distributors and manufacturers.

WORKING CONDITIONS

General office and warehousing conditions exist most of the time; however, frequent travel to sellers' facilities and REECo field locations is required to effectively monitor sellers' performance.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable experience which has provided a thorough working knowledge of procurement procedures and practices particularly relating to large government supply contracts. Work experience must have provided knowledge of functions supporting procurement, contract administration, audit, legal, material management, and accounting. The incumbent must have the ability to negotiate changes and claims. Experience with an automated procurement and/or materials management system is desirable. Working knowledge of the JIT concept is desirable.

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: Labor Relations Advisor

JOB CODE : 002922

DATE PREPARED : October 1, 1989

Revised: June 22, 1994

SUMMARY STATEMENT

The Labor Relations Advisor administers hourly employee labor contracts and personnel policies to ensure minimal disruption of work flow caused by labor problems.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for three nonexempt employees. This position reports to the Senior Labor Relations Advisor.

NATURE AND SCOPE

1. Processes both informal complaints and formal grievances regarding labor contract interpretation;
2. Prepares documentation to follow through with arbitration if necessary;
3. Investigates infractions of Company policy and participates in decisions concerning disciplinary action when required;
4. Interprets labor agreements through research into past practices in negotiations and through discussion with individuals knowledgeable in the specific points involved;
5. Investigates and processes jurisdiction of disputes and assists the EEO Officer in investigation of discrimination complaints;
6. Conducts informal orientation and training sessions with various management personnel regarding labor agreements and the practice of labor relations according to Company policy;
7. Participates in labor contract negotiations;
8. Interfaces with all levels of union representatives and Company management to resolve standing problems and remove causes of problems;
9. Ensures adherence to provisions of labor agreements and personnel policies;
10. Adheres to jurisdictional lines and ensures the maintenance of records concerning labor relation's activities;
11. Maintains specialized knowledge of federal and state labor laws, jurisdictional lines between labor organizations, work assignment histories at NTS, labor agreements at NTS, and federal and Company policies regarding EEO and other personnel matters;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

Labor Relations Advisor

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 all levels of Company management and union representatives to resolve labor relation complaints, grievances, jurisdictional disputes, and discrimination charges; determine appropriate action; and to ensure compliance with labor agreements.

WORKING CONDITIONS

General office conditions exist most of the time.

Labor Relations Advisor

REQUIRED WORK EXPERIENCE

This position requires six years of experience in construction, labor relations on either the union or management side, or a combination of both.

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: Labor Relations Manager

JOB CODE : 003515

DATE PREPARED : October 1, 1991

Revised: June 22, 1994

SUMMARY STATEMENT

The Labor Relations Manager manages labor contract administration and related employee relations activities including negotiation, interpretation, and arbitration functions and may conduct or direct investigations of discrimination complaints.

DIMENSIONS

The incumbent has primary impact upon the operating budget of approximately \$0.5 million. The incumbent has supervisory responsibility for four exempt and two nonexempt employees. This position reports to the General Manager.

NATURE AND SCOPE

1. Manages the administration of labor agreements involving numerous labor organizations and diverse bargaining unit work which includes the investigation and resolution of labor relations complaints, jurisdictional disputes, and labor contract interpretations and negotiations;
2. Consults with the General Counsel concerning labor contract negotiations, interpretation and administration, the handling of labor arbitrations, equal employment opportunity discrimination cases, and other legal matters;
3. At the request of the EEO Director, makes or directs initial investigations of discrimination complaints, prepares the internal reports of these investigations, and consults with the Director on the findings in these cases;
4. Transmits formal responses to union grievances;
5. Makes appropriate recommendations to Company management regarding matters investigated;
6. Serves as Company representative at various levels of labor agreement grievance procedures;
7. Prepares preliminary data for labor arbitration cases and labor agreement negotiations;
8. May serve as lead member of the Company's negotiating committee in labor contract negotiations;
9. Interfaces with union representatives and Company supervisors in efforts to resolve outstanding problems and to remove sources of problems;
10. Investigates and responds to National Labor Relations Board charges and other National Labor Relations Act violations;
11. Provides Company supervisors with information regarding the provisions of applicable labor agreements and established jurisdictional assignments of actions taken or contemplated;
12. Conducts orientation meetings with supervisors regarding negotiated changes to labor agreements;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Labor Relations Manager

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 contact with all levels of Company management, high-level DOE managers, chief officials of labor unions and other union representatives, and other Company employees in efforts to resolve labor relations complaints, grievances, jurisdictional disputes and discrimination complaints, and to determine appropriate personnel actions and ensure compliance with labor contracts.

WORKING CONDITIONS

General office conditions exist most of the time.

Labor Relations Manager

REQUIRED WORK EXPERIENCE

This position requires ten years of industrial relations experience, including six years of labor relations responsibility, preferably in the construction industry.

REQUIRED TRAINING

This position requires a bachelor's degree in industrial relations or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Law Clerk

JOB CODE : 002755

DATE PREPARED : November 1, 1991

Revised: June 22, 1994

SUMMARY STATEMENT

The Law Clerk performs research and analysis and drafts pleadings and legal opinions at the direction of the General Counsel and other in-house attorneys.

DIMENSIONS

The incumbent has remote impact upon the operating budget. This position reports to the General Counsel or designated supervisor.

NATURE AND SCOPE

1. Performs legal research;
2. Drafts pleadings;
3. Drafts legal opinions outlining and analyzing facts and legal issues involved, explaining the application of legal principles and precedents, and justifying recommendations or conclusions;
4. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
5. 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 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.

Law Clerk

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 regular contact with the legal staff.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

Clerkships while attending law school.

REQUIRED TRAINING

Must have an undergraduate degree and have completed one year of law school.

OTHER SPECIAL QUALIFICATIONS

Must possess good writing, research, and analytical skills.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Lead Property Analyst

JOB CODE : 002437

DATE PREPARED : February 22, 1991

Revised: April 15, 1994

SUMMARY STATEMENT

The Lead Property Analyst coordinates personal and real property functions, reviewing and documenting activities and provides technical guidance and resolution of property-related problems in acquisition utilization and disposal.

DIMENSIONS

The incumbent has contributory impact upon the operating budget and may have direct supervisory responsibility for one or more exempt employees and seven or more nonexempt employees. This position reports to the Property Section Chief.

NATURE AND SCOPE

1. Provides effective management of government-owned property in custody or possession of DOE organizations and contractors; provides uniform policies and procedures for economical and efficient management of government-owned personal and real property;
2. Ensures implementation and administration of policies, programs, and procedures for effective and economical acquisition, receipt, storage, issuance, use, control, physical protection, care and maintenance, and disposal of government-owned personal and real property;
3. Reviews acceptable excessed property for sale from nonreportable exchange items and from reportable items which have been screened nationally; ensures that all reportable property on the sale has been assigned and a sales release obtained;
4. Monitors the Reportable Excess Automated Property System (REAPS) to ensure proper amendments of excess property are reported for screening purposes throughout DOE, associated contractors, and other agencies; initiates the removal of items from REAPS following a sale;
5. Monitors the Real Property Inventory System to ensure maximum utilization of work space, proper usage of buildings, and to provide DOE Headquarters with up-to-date information on real property and value of real property acquired;
6. Ensures the timely processing and accuracy of all source documents and/or other specific data relating to accountable real and personal property;
7. Assures adherence of established procedures required for the preparation of numerous ADP property management reports;
8. Coordinates, collects, edits, and submits all Property Control Forms (RE-0852) to update the Plant and Equipment Master List on a daily basis;
9. Establishes controls over the acquisition, storage, issuance, use, and return of sensitive items including loans of government-owned property;

Lead Property Analyst

10. Ensures that the proper documents are completed when government-owned property is worn out, lost, stolen, destroyed, abandoned, or damaged beyond economical repair;
11. Ensures appropriate inventory records and reports are maintained and properly prepared;
12. Conducts an appraisal of the property management operations of REECo departments at least every two to three years and enlists employee participation and cooperation in carrying out an effective and economical program of property management;
13. May supervise craftsmen and others in compiling inventory data and ensures the results are communicated properly and accurately;
14. Directs the compilation and maintenance of records and special and period reports;
15. Adheres to all Company EEO, affirmative action, environmental, health, safety, 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 time</i>

Physical

1. Occasional standing/walking throughout office areas;
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. Occasional walking, climbing, and bending during trips to the field to inspect or locate property;
9. 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;

Lead Property Analyst

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 all levels of personnel within REECo, DOE, and all affiliated contractors, subcontractors, and agencies, as well as the general public.

WORKING CONDITIONS

General office conditions exist most of the time. The incumbent also makes trips throughout the NTS, Las Vegas, and occasionally out-of-state trips.

REQUIRED WORK EXPERIENCE

This position requires six years of property management experience which have provided a working knowledge of property management activities.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Legal Counsel

JOB CODE : 003138

DATE PREPARED : November 1, 1991

Revised: June 22, 1994

SUMMARY STATEMENT

The Legal Counsel provides legal advice for the Company; prosecutes and defends lawsuits; exercises independence and originality in solving routine legal problems; works to prevent litigation.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. This position reports to the General Counsel or designated supervisor.

NATURE AND SCOPE

1. Provides legal counsel and guidance to Company officials;
2. Performs legal research and analysis;
3. Prepares legal memoranda, correspondence, pleadings, discovery documents, motions, and briefs relating to litigation and appellate matters;
4. Prepares for and participates in trials and hearings in various courts and administrative agencies in the state of Nevada;
5. Confers and negotiates with opposing counsel and management officials of other companies;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related duties 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.

Legal Counsel

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 opposing counsel, outside counsel, the judiciary, witnesses, and all organizational levels within the Company.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires at five years of experience in relevant areas of law.

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.

OTHER SPECIAL QUALIFICATIONS

The incumbent must have excellent writing, research, negotiation, and analytical skills. Must be or become familiar with the Nevada Rules of Civil Procedure and the Federal Rules of Civil Procedure. Must have passed a state bar examination and be a member in good standing of that bar. Must be or become a member of the Nevada State Bar.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Line Superintendent

JOB CODE : 002924

DATE PREPARED : October 1, 1989

Revised: June 22, 1994

SUMMARY STATEMENT

The Line Superintendent plans, directs, and coordinates the functions of the Power Line Branch to ensure the safe and dependable transmission and distribution of power.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$1 million. The incumbent has direct supervisory responsibility for approximately 20 nonexempt employees. This position reports to the Power Systems Section Chief.

NATURE AND SCOPE

1. Directs the preventive and corrective maintenance on approximately 150 miles of transmission and subtransmission lines, 250 miles of overhead and underground distribution lines, 950 aerial mounted transformers, 80 high-voltage low-grade switches, and 187 medium high-voltage substations;
2. Provides 24-hour response to emergency trouble calls;
3. Supervises the pole testing and retreatment program of approximately 7,600 power lines and the high-voltage dielectric testing program of 269 runs of high-voltage cable;
4. Supervises the testing, repair, and assessment of all transformers brought in from the field by all user organizations;
5. Develops and maintains effective safety programs for high-hazard work;
6. Coordinates the acquisition of appropriate types and amounts of material, equipment, and manpower to complete required maintenance programs as scheduled;
7. Develops and assists the on-the-job training programs for apprentices;
8. Maintains records for all maintenance work completed;
9. Develops and maintains effective quality assurance programs;
10. Conducts inspections of completed work and work in progress to ensure compliance to established specifications;
11. Supervises the rubber protective goods testing program;
12. Makes design decisions of special work not covered in the overhead lines standards and gives working estimates for such work;
13. Submits redline drawing updates on system design changes for correction of original prints;
14. Assists in the design and reviews engineering drawings and estimates;
15. Assists in developing the budget and operates within the limits of the authorized budget;

Line Superintendent

16. Ensures that unscheduled power outages are kept to a minimum;
17. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
18. 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;
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.

Line Superintendent

PRINCIPAL CONTACTS

The incumbent maintains regular contact with electrical supervisors concerning Area 3, Site Maintenance Supervisors for support work, and user agency personnel concerning operation requirements.

WORKING CONDITIONS

Field conditions exist most of the time where the incumbent may be exposed to power maintenance work hazards, such as high-voltage power lines and substations.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in electrical transmission and distribution systems with heavy concentration in maintenance and construction of power lines and substations, 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 in electrical systems.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Litigation Support Coordinator I

JOB CODE: 002143

DATE PREPARED: October 1, 1989

Revised: February 7, 1994

SUMMARY STATEMENT

The Litigation Support Coordinator I assembles documentation and performs activities required to provide guidance and logistical assistance to the Litigation Support Section (LSS) clientele. The incumbent performs these tasks under the direction of a senior LSS staff member.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have indirect supervisory responsibility for nonexempt employees. This position reports to the Litigation Support Section Chief, a Litigation Support Coordinator III, or a Litigation Support Coordinator II.

NATURE AND SCOPE

1. Collects and organizes information under the direction of senior LSS staff;
2. Collects, encodes, and collates documents that are relevant to specific LSS projects;
3. Confers with appropriate personnel to ascertain the needs and requirements necessary for problem-resolution;
4. Implements procedures for various LSS activities and provides appropriate input for development/ revision of procedures;
5. Screens, encodes, and retrieves more routine documents associated with the LSS Database and other databases;
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. Frequent sitting at computer or a viewing device while accessing databases and microfilms;
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 or retrieving documents 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;

Litigation Support Coordinator 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 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;
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 personnel in the Company, DOE, user organizations, scientific, and legal as the need arises.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

None.

REQUIRED TRAINING

This position requires a bachelor's degree in health physics, chemistry, mathematics, biology, or engineering, or applicable equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Litigation Support Coordinator II

JOB CODE: 002660

DATE PREPARED: October 1, 1989

Revised: February 7, 1994

SUMMARY STATEMENT

The Litigation Support Coordinator II coordinates and controls complex activities to provide guidance and logistical assistance to the Litigation Support Section (LSS) clientele. The incumbent performs these tasks under appropriate guidance.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent may have supervisory responsibility for exempt and nonexempt employees. This position reports to the Litigation Support Section Chief or a Litigation Support Coordinator III.

NATURE AND SCOPE

1. Collects, prepares, encodes, and collates documents that are relevant to specific LSS projects;
2. Directs and coordinates activities of LSS personnel involved with specific LSS projects assigned to the incumbent;
3. Reviews, drafts changes, and implements procedures for various LSS activities and may be involved in their preparation;
4. May work directly with attorneys in the preparation of material required for legal presentations;
5. Maintains screens, encodes, and retrieves complex documents associated with the LSS Database and other databases;
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 a viewing device while accessing databases and microfilms;
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 or retrieving documents 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>

Litigation Support Coordinator 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 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;
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 LSS Chief, attorneys, other LSS personnel, middle management personnel in the Company, DOE, user organizations, scientific, legal, and other personnel inside and outside the Company relating to health physics and other scientific/technical matters.

WORKING CONDITIONS

General office conditions exist most of the time; however, during a trial, the incumbent may be away from the office for the duration of the trial.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable experience.

REQUIRED TRAINING

This position requires a bachelor's degree in health physics, chemistry, mathematics, biology, or engineering, or applicable equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Litigation Support Coordinator III

JOB CODE: 002841

DATE PREPARED: October 1, 1989

Revised: February 7, 1994

SUMMARY STATEMENT

The Litigation Support Coordinator III develops, coordinates, and controls activities to provide scientific/technical guidance and logistical assistance to the Litigation Support Team (LST) clientele.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget and may oversee the work of exempt and nonexempt personnel assigned to specific projects.. The incumbent may provide support to projects assigned to other LST personnel. This position reports to the Litigation Support Team Leader, or the Administrative Services Department Manager.

NATURE AND SCOPE

1. In conjunction with LST clientele, collects, prepares, and organizes information;
2. Prepares, directs, and coordinates work related to scientific assessment and advisement in matters conducted by the LST;
3. Provides technical instruction to various nonscientific personnel (attorneys, subcontractor personnel, etc.);
4. Collects, prepares, and collates data that is relevant to specific LST projects;
5. Directs and coordinates activities of LST and subcontractor personnel involved with specific LST projects assigned to the incumbent;
6. Serves as general liaison between technical staff and nontechnical personnel involved with specific LST projects;
7. Reviews and evaluates the scientific/technical validity of conclusions (i.e., depositions, reports, and testimony) and studies of experts;
8. Summarizes and critiques scientific and technical reports, articles, books, etc., including "popular" literature;
9. Acts as a consultant to attorneys;
10. Prepares and reviews procedures for various LST activities as they arise;
11. Maintains intimate knowledge of screening, encoding, and retrieval procedures associated with the LST Database and other databases;
12. Prepares professional papers and lectures on various subjects of interest to the LST;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

Litigation Support Coordinator 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 a viewing device while accessing databases and microfilms;
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 has continuous contact with the LST Leader and other middle management levels in the Company, DOE, and user organizations. The incumbent maintains continual contact with scientific, legal, and other personnel inside and outside the Company relating to health physics and other scientific/technical matters.

Litigation Support Coordinator III

WORKING CONDITIONS

General office conditions exist approximately 75% of the time. The incumbent is required to travel to the offices of clients, subcontractors, scientific consultants, and other locations as needed. During trial, the incumbent may be away from the office for the duration of the trial. At times, away-from-office activity may involve 50% or more of the incumbent's time.

REQUIRED WORK EXPERIENCE

This position requires six years of applicable experience.

REQUIRED TRAINING

This position requires a master's degree in health physics, chemistry, mathematics, biology, or engineering, or applicable equivalent experience.

OTHER SPECIAL QUALIFICATIONS

The incumbent should have experience in project management and/or in a supervisory capacity.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Litigation Support Section Chief

JOB CODE: 003142

DATE PREPARED: October 1, 1989

Revised: June 23, 1994

SUMMARY STATEMENT

The Litigation Support Section Chief manages the professional and technical aspects of the Litigation Support Section, including preparing proposals, criteria, procedures, and technical reports.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$1 million. The incumbent has supervisor responsibility for approximately six exempt and four nonexempt employees. This position reports to the Technical Information Department Manager.

NATURE AND SCOPE

1. Manages and coordinates project activities with Company associates, DOE, and other governmental agencies and contractors;
2. Ensures timely response to requests for information;
3. Coordinates the efforts of consultants and subcontractors;
4. Evaluates requests and identifies experts in various fields to aid in responding to the requests;
5. Acts as a liaison between the technical/scientific community and the various legal offices;
6. Provides technical reports, activity reports, trip reports, and progress reports, as required;
7. Initiates and oversees subcontracts and consultant agreements that are needed to accomplish the section's mission;
8. Directs the activities of personnel assigned to the project;
9. Establishes and implements new procedures;
10. Ensures that classified/confidential information is handled according to appropriate security measures;
11. Assists Labor Relations personnel as required in settling labor disputes or agreements where perceived exposure to ionizing radiation is at issue;
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. Frequent sitting at computer or a viewing device while accessing databases and microfilms;

<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>

Litigation Support Section 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 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 maintains continuous contact with various management levels within the Company, DOE/NV, and other government agencies and contractors. Periodic contact is maintained with institutional organizations, various legal departments, public agencies, and other federal agencies concerned with radiation litigation.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of professional experience in health physics or equivalent experience in applied radiation protection, two years of which should have been in a supervisory capacity.

Litigation Support Section Chief

REQUIRED TRAINING

This position requires a master's degree in health physics, chemistry, mathematics, biology, or engineering, or equivalent experience.

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: Mail & Records Branch Chief

JOB CODE: 002542

DATE PREPARED: October 1, 1989

Revised: June 23, 1994

SUMMARY STATEMENT

The Mail & Records Branch Chief plans, develops, implements, and maintains a comprehensive cost effective records management program and mail and central files operation to ensure timely and efficient services to user organizations.

DIMENSIONS

The incumbent has primary impact upon an operating budget of approximately \$500,000. The incumbent has direct supervisory responsibility for 2 exempt employees and indirect supervisory responsibility for 17 nonexempt employees. This position reports to the Administrative Services Section Chief.

NATURE AND SCOPE

1. Reviews changes to U.S. Postal regulations to ensure postal rates are used consistently in conjunction with the most expedient means for dispatch;
2. Establishes and implements procedures for the handling of classified documents relative to pickup, receiving, safeguarding enroute, delivery, packaging and preparation, inspection of pouches, and locking devices, and emergency and reporting procedures;
3. Establishes effective maintenance procedures for Central Files to provide accurate classification and coding of correspondence for fast retrieval;
4. Ensures the timely publication of the Mail Stop Directory and Locator Listing for exempt personnel;
5. Monitors postal deposit accounts to ensure sufficient funds are available for daily operation of mail rooms;
6. Develops, implements, and maintains methods and procedures to provide a basis for a cost-effective records management program, which will effectively use resources, space, equipment, material, and labor;
7. Designs, implements, and maintains systems for file planning collection and indexing and the Records Inventory and Disposition Schedule, which includes records consigned to Archives and transactions from consignment to final disposition;
8. Provides a status report to management and DOE of the records management program in terms of progress and evaluation;
9. Participates in DOE contractor seminars, presentations, or meetings to discuss records management current activities and future plans or technology which will meet projected requirements;
10. Provides a temporary holding area (Archives) for inactive records with continuing retention values pending later disposition or transfer to a Federal Records Center;
11. Conducts training sessions for all department Records Coordinators to acquaint them with current program requirements;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Mail & Records Branch 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</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 department Records Coordinators, upper-level management, and DOE personnel for clarification, coordination, and assistance in records matters. The incumbent's outside contacts include the Federal Records Center, DOE contractors, and the National Records Management Association, relative to presentations to workshops and seminars.

Mail & Records Branch Chief

WORKING CONDITIONS

General office conditions exist most of the time; however, travel to the Archives and the Mercury Mail Room is required.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in administrative services functions, which included correspondence, forms and reports procedures, filing systems, records management systems, and mail and messenger service.

REQUIRED TRAINING

This position requires an associate's degree in business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Maintenance Control Section Chief

JOB CODE: 003030

DATE PREPARED: October 1, 1989

Revised: June 23, 1994

SUMMARY STATEMENT

The Maintenance Control Section Chief plans, directs, and coordinates activities of the Maintenance Control Section of the Site Maintenance Department. This position is responsible for the proper assignment of available resources such as manpower, material, and budget for all major commitments of the department to ensure that these projects are completed on schedule and within the allocated budget.

DIMENSIONS

The incumbent has primary impact upon the operating budget. The incumbent provides directions and supervision to the exempt and nonexempt employees of three work groups: Engineering, Work Control, and Material Control. This position reports to the Site Maintenance Department Manager and provides single point contact for the Site Maintenance Department.

NATURE AND SCOPE

1. Prepares and revises department policies for the approval of the Site Maintenance Department Manager;
2. Develops budgets and supporting documentation for budget requests in the areas of maintenance, capital equipment, general plant projects, and permanent construction;
3. Acts as liaison between the Site Maintenance Department and DOE's NTS Operating Office to inform DOE of all major current and scheduled activities;
4. Develops preventive maintenance programs for facilities to extend their useful lives and to reduce the frequency and magnitude of breakdown repairs; directs the inspection of new, existing, and modified facilities to determine maintenance requirements;
5. Coordinates department activities with supporting departments to assure compliance with overall plans and programs;
6. Informs other Site Maintenance Section Chiefs of the status of the budget (monthly); proposes and implements new procedures to avoid overspending;
7. Reviews and comments on all designs by Senior Engineers prior to work being accomplished;
8. Evaluates and assigns priorities to scheduled maintenance work assuring that project cost estimates and manpower requirements are estimated using the best available historical data;
9. Reschedules programmed maintenance work, changes priorities, and reassigns and reallocates resources to meet new requirements mandated by emergencies and ES&H issues;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Maintenance Control 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 interfaces with DOE and Contract Administration for preparation of subcontracts. The incumbent meets with subcontractors, service contractors, vendors, and suppliers of material and equipment for discussion of work proposals or evaluation of work in progress. This position also assists the Procurement Department in making technical evaluations of capital equipment purchasing awards. Engineering consulting firms are often contacted to request proposals or provide consultation for complex engineering problems where in-house support is not available.

Maintenance Control Section Chief

WORKING CONDITIONS

General office conditions exist most of the time; however, work on some projects may require that the incumbent be exposed to adverse weather or potentially hazardous conditions.

REQUIRED WORK EXPERIENCE

The Maintenance Control Section Chief position requires eight years of experience in budget controls and expenditure analysis, four of which should have been in a supervisory capacity. Experience should include preparation of technical specifications and subcontracts, conduct of technical inspections and evaluations, and participation in the process for awarding large contracts. Detailed knowledge of mechanical and electrical components of large complex facilities is also required, including heating, ventilation, air conditioning, utilities, and structures.

REQUIRED TRAINING

This position requires a bachelor's degree in an engineering discipline, or registration as a Professional Engineer.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Maintenance Control Specialist

JOB CODE: 002344

DATE PREPARED: October 1, 1989

Revised: June 23, 1994

SUMMARY STATEMENT

The Maintenance Control Specialist develops plans reflecting maintenance requirements, prepares maintenance budgets accommodating these plans, and analyzes expenditures in relation to budgeted funds.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for one nonexempt employee. This position reports to the Maintenance Control Supervisor.

NATURE AND SCOPE

1. Conducts field studies to determine the condition of and maintenance requirements for buildings, equipment, and facilities at NTS;
2. Performs research to determine proper descriptions and dimensions for maintenance criteria; analyzes criteria to determine cost of material, manpower, and other requirements;
3. Recommends maintenance levels to efficiently meet operational requirements;
4. Prepares maintenance budgets which include projected annual requirements; maintains budget files reflecting present and future maintenance requirements;
5. Assists personnel engaged in property management functions in accomplishing capital asset accountability;
6. Prepares periodic cost analyses and reviews cost trends;
7. Ensures maintenance programs are within approved budget criteria;
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>

Maintenance Control Specialist

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 maintenance supervisory personnel regarding the maintenance requirements, budgets, and expenditures.

WORKING CONDITIONS

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

REQUIRED WORK EXPERIENCE

This position requires four years of plant maintenance experience which have provided a working knowledge of maintenance planning, budgeting, and cost control.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in maintenance budgeting and cost control.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Maintenance Control Supervisor

JOB CODE: 002663

DATE PREPARED: October 1, 1989

Revised: June 24, 1994

SUMMARY STATEMENT

The Maintenance Control Supervisor supervises the development of plans reflecting maintenance requirements, preventive maintenance programs, and maintenance budgets. The incumbent may be required to dispatch equipment and supervise equipment yard and trouble call center.

DIMENSIONS

The incumbent has a contributory impact upon the operating budget. The incumbent has supervisory responsibility for one exempt and one nonexempt employee. This position reports to the Maintenance Section Chief.

NATURE AND SCOPE

1. Determines the condition of property and the maintenance requirements for buildings, equipment, and facilities at NTS;
2. Plans and schedules maintenance activities including preventive maintenance programs within the department's jurisdiction;
3. Develops long-range plans for the proposal, justification, and implementation of plant maintenance programs designed to reduce costs and maximize the lives of buildings, equipment, and facilities;
4. Directs and participates in the analysis of preventive maintenance to determine service frequency, sequence of tasks, maintenance requirements, and manpower necessary for efficient and economic plant and equipment maintenance;
5. Provides necessary technical information and acts as a technical advisor regarding maintenance requirements;
6. Schedules maintenance of equipment through proper repair shops;
7. Conducts analyses of repair costs of equipment and installations to determine efficiency and economy of preventive maintenance action;
8. Recommends maintenance levels to efficiently meet operational requirements;
9. Prepares and revises projected budget estimates to reflect requirements for succeeding years;
10. Coordinates closely and maintains liaison within the department and other organizations to ensure compliance with overall plans and programs;
11. Monitors expenditures and costs against the maintenance budgets to reflect cost trends, ensure that costs do not exceed authorized funds, and develops information for subsequent budget preparation;
12. Recommends level of maintenance activity to be reduced to maintain within cost ceiling or increased to perform additional necessary maintenance when funds permit;

Maintenance Control Supervisor

13. May dispatch from equipment yard inventories, supervise equipment yard maintenance, and operate a maintenance trouble call center;
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.

Maintenance Control Supervisor

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with middle management personnel inside and outside the Company regarding maintenance plans, preventive maintenance programs, budgets, and expenditures. Occasional contact is maintained with top management personnel to propose maintenance plans and preventive maintenance programs and budgets;

WORKING CONDITIONS

Plant maintenance facility conditions exist most of the time which may expose the incumbent to adverse weather conditions and work hazards.

REQUIRED WORK EXPERIENCE

This position requires six years in plant or equipment maintenance, providing familiarity with maintenance requirements including preventive maintenance programs and preparation of maintenance budgets and surveillance of maintenance expenditures.

REQUIRED TRAINING

This position requires high school graduation or equivalent, plus advanced vocational training in building technology or engineering.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Maintenance Operations Section Chief

JOB CODE: 003035

DATE PREPARED: October 1, 1989

Revised: April 22, 1994

SUMMARY STATEMENT

The Maintenance Section Chief supervises and coordinates extensive and varied plant maintenance activities.

DIMENSIONS

The incumbent has contributory impact upon the department's operating budget. The incumbent may have direct supervisory responsibility for up to 15 employees including exempt, nonexempt, and craft workers. This position reports to the Site Maintenance Department Manager.

NATURE and SCOPE

1. Plans, directs, and coordinates scheduled plant maintenance activities including carpentry, painting, sheetmetal work, plumbing, refrigeration, heating, ventilation, air conditioning, electrical, and labor services;
2. Directs the supervision of steam and water operations and road/grounds maintenance throughout the NTS;
3. Maintains continuous liaison between DOE, user agencies, and Company representatives to assure proper oversight of all maintenance operation throughout the NTS;
4. Determines the impact of emergency maintenance on scheduled requirements and adjusts manpower priorities to accommodate changing criteria;
5. Implements the use of new methods and equipment to facilitate cost reductions and increase production;
6. Evaluates all maintenance operations to assure adherence to required standards and procedures;
7. Reviews maintenance work requests to determine responsibility, work order validity, location, and any special requirements including analysis by facility or equipment engineers;
8. Determines work package priorities; directs compilation of maintenance data and the conduct of special studies and preparation of periodic reports;
9. Maintains effective liaison with work requesting organizations and maintenance personnel to assure optimum work performance through the solution of scheduling problems and preventive maintenance planning;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

Maintenance Operations 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 frequent contact with upper management, technical, and administrative personnel inside and outside the Company concerning plant and maintenance procedures and to establish effective maintenance programs. The incumbent also maintains regular contact with subcontractors to set up or schedule maintenance services.

Maintenance Operations Section Chief

WORKING CONDITIONS

Maintenance shop conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires ten years of experience in plant maintenance including maintenance and repair of plant equipment, buildings, roads and grounds, steam and water plant management, and/or electric power dispatching; work history should include some construction experience, four years of which should have been in the supervision of craft workers.

REQUIRED TRAINING

High school graduation or equivalent work experience, plus completion of advanced vocational training.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Maintenance Superintendent

JOB CODE: 002935

DATE PREPARED: August 18, 1993

Revised: April 22, 1994

SUMMARY STATEMENT

The Maintenance Superintendent supervises the activities of a major operating function of the Maintenance Department.

DIMENSIONS

The incumbent has primary impact upon the department's operating budget. This position may involve supervisory responsibilities for up to 50 nonexempt employees. The Maintenance Superintendent position reports to one of the Maintenance Section Chief positions.

NATURE and SCOPE

1. Supervises and coordinates the activities of craftsmen through a subordinate foreman and general foreman to perform site maintenance functions including carpentry, painting, metal work, plumbing, refrigeration, electrical work, power distribution, and other labor intensive maintenance services;
2. May supervise the operation of steam and water plant equipment and related equipment at Mercury and the forward areas and may supervise the roads and grounds maintenance in all areas;
3. Directs emergency maintenance, routine maintenance, preventive maintenance, and projects involving minor construction, alterations, or modifications necessary for the maintenance, repair, and service of plant equipment, buildings, and facilities;
4. Assigns work to appropriate crafts and ensures timely and economic completion; makes technical decisions regarding all phases of the work; performs job layout and makes job estimates; plans for and assists in the acquisition of correct types and amounts of material, equipment, and manpower necessary for work completion;
5. May act as intermediary between facility landlords and the Company, DOE, or user agencies to modify existing facilities, provide emergency or planned maintenance, and to work out problems in lease agreements; may also work with subcontractors who provide custodial or other maintenance services in order to assure that quality of work performed is satisfactory;
6. Reviews work progress through personal inspections and cost reports; coordinates plans for efficient use of facilities and equipment; coordinates work and priorities within the department and with other organizations;
7. Adheres to maintenance standards and reviews operations to increase productivity and affect cost reductions; operates within limits of authorized budget and adheres to the terms of all labor agreements which affect subordinate personnel;
8. Assists in the formulation of procedures and the administration of policies and procedures necessary for efficient and economical plant maintenance; appoints personnel, evaluates work performance and recommends personnel action; maintains records and prepares periodical and special reports;
9. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Maintenance Superintendent

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 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.

Maintenance Superintendent

PRINCIPAL CONTACTS

The incumbent maintains frequent contact with middle management, technical, and administrative personnel inside and outside the Company on problems concerning facilities; occasionally meets and corresponds with middle management personnel inside the Company to formulate plant maintenance procedures and establish effective maintenance programs; and occasionally contacts subcontractors in order to set up or maintain maintenance services.

WORKING CONDITIONS

This position is constantly subject to field conditions and plant maintenance work hazards including exposure to adverse weather and potentially hazardous conditions.

REQUIRED WORK EXPERIENCE

This position requires eight years of experience in plant maintenance including maintenance and repair of plant equipment, buildings, roads and grounds, steam and water plant management, and/or electric power dispatching; work history should include some construction experience, four years of which should have been in the supervision of craft workers.

REQUIRED TRAINING

High school graduation or equivalent work experience, plus completion of advanced vocational training.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Material Control Supervisor

JOB CODE: 002544

DATE PREPARED: October 1, 1989

Revised: June 24, 1994

SUMMARY STATEMENT

The Material Control Supervisor ensures the availability of material in a timely and efficient manner.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for two exempt employees and one nonexempt employee. This position reports to the Field Operations Department Manager (DOD).

NATURE AND SCOPE

1. Supervises the handling of material take-offs and the preparation of requisitions for all division material;
2. Supervises employees engaged in receiving, recording, and reviewing requests for material and services from the Field Operations Department;
3. Promotes teamwork between employees and requesters in activities such as the use of research manuals and catalogs to specify nomenclature, requirement dates, prices, type of bid, material specifications, and related information;
4. Directs the preparation of bills for materials;
5. Studies bids, recommends awards, and coordinates warehouse supply and field operations personnel regarding material problems;
6. Recommends establishment of stock levels to the Supply Department;
7. Coordinates the onsite control and use of materials within specialty as assigned;
8. Authorizes release of certain material from supply or vendor warehouses;
9. Authorizes cancellation orders for material, gathers information, writes justification, and prepares reports;
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;

<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>

Material Control 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 Procurement Department personnel, department managers, project managers, warehouse superintendents, and quality control inspectors to ensure requirements are met.

WORKING CONDITIONS

Warehouse conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of mechanical construction experience.

REQUIRED TRAINING

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

Material Control Supervisor

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Medical Administrative Assistant

JOB CODE: 002503

DATE PREPARED: April 8, 1993

Revised: June 24, 1994

SUMMARY STATEMENT

The Medical Administrative Assistant (MAA) assists the Medical Administrator in directing and coordinating the execution of policies and procedures and administrative details. The MAA also assists in developing the Occupational Medicine Department (OMD) Emergency Management Plan.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has direct supervisory responsibility for one exempt and eight nonexempt employees. This position reports to the Medical Administrator.

NATURE AND SCOPE

1. Initiates, coordinates, and edits department procedures, bulletins, organization statements, check stuffers, and the OMD Emergency Management Plan, as required;
2. Reviews department office expenditures through ongoing analysis, approves all requisition requests for equipment and supplies, and ensures that costs are within limitation for early detection of problem areas requiring management action;
3. Prepares and/or coordinates capital equipment requests as required to ensure that department operating branches and sections can continue to meet functional responsibility;
4. Manages activities related to stocking, purchasing, storing, and auditing of controlled and legend drugs in accordance with federal and state laws and regulations;
5. Serves as the Department Quality Coordinator and is responsible for the management of activities related to System Deficiency Reports (SDRs) and Automated Deficiency Tracking System (ADTS); tracks, monitors, updates, and collects information to answer audit and appraisal information and close out discrepancies such as SDRs, ADTSs, Compliance Assessment Team, Tiger Team, DOE appraisals, etc.;
6. Interfaces with the REECo Emergency Management Office for coordinating, organizing, and planning emergency preparedness exercises and mass casualty exercises for the NTS;
7. Manages and supervises the OMD Medical Records System;
8. Schedules designated OMD clerical personnel; coordinates clerical work assignments and work functions to ensure equitable work distribution and timely completion of the workload;
9. Reviews, approves/disapproves all communication and work requests for the department;
10. Participates in special studies and tasks as required;
11. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
12. Performs related work as required.

Medical Administrative Assistant

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 all levels of employees throughout the Company and various levels of personnel within DOE and other contractor agencies.

WORKING CONDITIONS

General office conditions exist most of the time.

Medical Administrative Assistant

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 CO., INC.

POSITION TITLE: Medical Administrator

JOB CODE : 002925

DATE PREPARED : October 1, 1989

Revised: April 11, 1994

SUMMARY STATEMENT

The Medical Administrator coordinates, monitors, and performs a variety of administrative/ supervisory functions within the Occupational Medicine Department to ensure that assigned projects are completed in an accurate and timely manner.

DIMENSIONS

The incumbent has contributory impact upon the operating budget of the department and has supervision of approximately 15 nonexempt employees and 6 exempt employees. This position reports to the Medical Director.

NATURE AND SCOPE

1. Supervises, trains, and monitors the job performance of the clerical support staff;
2. Researches and develops a budgetary system that will track conformance/variance to the established operating budget;
3. Establishes costs of supplies and materials by using purchasing control logs; tracks expenditures, and develops performance indicator graphs to visually depict expenditures versus budget;
4. Researches and develops strategies and plans to accomplish and maintain the proceduralization of activities, methods, and projects for departmental responsibilities, in accordance with REECO Conduct of Operations Manual;
5. Coordinates and monitors the operations of the Laboratory, Radiology, and Wellness Programs to assure that the objectives of these functions are executed in adherence to Company, DOE, and state/federal procedures and regulations;
6. Coordinates support and accountability for the activities of the Environmental Health Branch, including accurate water sampling collections, response to Safety Discrepancy Reports, budgetary tracking, and develops performance indicators for same;
7. Ensures that all department equipment and vehicles are properly maintained and inventoried;
8. Assures that advance preparations have been made prior to audits, surveillances, and appraisals by various Company and DOE auditors;
9. Establishes, implements, and maintains systems necessary to ensure that subordinate personnel perform their job responsibilities in a competent and reliable manner; provides counseling and related actions where appropriate, with detailed support documentation; conducts weekly department meetings, and implements an identification system and matrix for problems, corrective actions, responsible individuals, and completion deadlines;
10. Coordinates new demands and ensures that job requirements are successfully accomplished for all ex-medical contractors;
11. Ensures successful completion of all Cost-Plus-Award Fee plans;

Medical Administrator

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 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.

Medical Administrator

PRINCIPAL CONTACTS

The incumbent maintains daily contact with DOE and other NTS companies and user agencies regarding medical coverage and emergency reporting of accidents and illnesses. The incumbent also has numerous contacts with the above in establishing medical procedures for their personnel.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in hospital administration, an understanding of the Company's administrative policies, procedures, budgeting/accounting systems, and the ability to plan, organize, and evaluate reports and special studies.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Medical Director

JOB CODE : 003620

DATE PREPARED : October 29, 1991

Revised: June 24, 1994

SUMMARY STATEMENT

The Medical Director formulates medical policy for the Company and manages the Occupational Medicine Department.

DIMENSIONS

The incumbent has primary impact upon an operating budget of \$5 million annually. The incumbent has responsibility for supervising 12 exempt employees and approximately 55 nonexempt employees. This position reports to the Environment, Safety, Health & Quality Division Manager and has direct access to the General Manager.

NATURE AND SCOPE

1. Functions as Medical Director under the provisions of the DOE orders for DOE/NV, the ex-medical users and contractors, and others;
2. Oversees the preparation of the organizational budget;
3. Plans, schedules, supervises, and coordinates Occupational Medicine Department (OMD) medical services at all locations in the most efficient and economic manner;
4. Formulates professional medical policies;
5. Plans and implements preventive occupational health and other preventive health programs;
6. Stays abreast of current information regarding medical, occupational medical, sanitation, and pharmaceutical procedures and operations;
7. Directs support work in the forward areas and other locations;
8. Plans and implements professional and ancillary OMD personnel training programs;
9. Maintains effective liaison with county, state, and national medical legislative bodies, hospital personnel, and professional medical consultants in surrounding communities;
10. Maintains effective liaison with all other departments;
11. Serves on appropriate committees throughout the DOE system, representing OMD and providing input on issues related to occupational health;
12. Makes periodic visits to work sites and facilities to become familiar with employee job tasks, work site environments, and related health hazards or other potential health hazards; makes recommendations for corrective action or preventive measures to maintain a healthful work place;
13. Coordinates organizational capabilities through long-range planning so the Company's present and future project demands are met;
14. Directs the coordination of field and hospital functions;

Medical Director

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 contact with top management personnel inside and outside the Company to determine medical operating criteria, policies, and procedures as well as to develop plans, outline objectives, and establish optimum medical services. The incumbent also maintains contact with medical practitioners to stay abreast of the latest advances in medical techniques and applications.

Medical Director

WORKING CONDITIONS

General office conditions exist most of the time; however, trips to review and inspect medical facilities are required.

REQUIRED WORK EXPERIENCE

Broad medical practice with emphasis on occupational medicine or aerospace medicine is required.

REQUIRED TRAINING

This position requires a Doctor of Medicine degree from an accredited medical school or a degree of Doctor of Osteopathy from an accredited school of osteopathic medicine.

OTHER SPECIAL QUALIFICATIONS

The incumbent must be licensed to practice in the state of Nevada and become a member in good standing of the local, county, state, and national medical societies.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Medical Training Supervisor

JOB CODE: 002342

DATE PREPARED: October 1, 1989

Revised: June 24, 1994

SUMMARY STATEMENT

The Medical Training Supervisor ensures effective coordination of professional functions with various medical and paramedic services concerned with examination, diagnosis, inpatient and outpatient care, physical therapy, x-ray, and laboratory.

DIMENSIONS

The incumbent has contributory impact upon the operating budget. The incumbent has indirect supervisory responsibility for approximately 25 exempt personnel. This position reports to the Medical Administrator.

NATURE AND SCOPE

1. Acts as liaison between Occupational Physicians, Paramedics, and Nurses;
2. Assists Paramedics or Nurses as needed until full skill is developed in the use of a particular piece of equipment or in carrying out a procedure ordered by an Occupational Physician;
3. Ensures patient reception and care by ancillary personnel and Paramedics are expedited in a pleasant, professional manner;
4. Ensures proper use and application of medical telemetry unit and maintains liaison with the University Medical Center concerning the use of this equipment;
5. Ensures the electrocardiogram unit is kept operable;
6. Prepares specifications and orders medical equipment and ambulances;
7. Performs technical inspection of ambulances and all medical equipment; ensures repairs are made and meet required safety standards;
8. Provides nonprescription safety glasses to all personnel as needed;
9. Acts as Deputy Coroner;
10. Coordinates the REECo/DOE Blood Donor Program;
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>

Medical Training 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

The incumbent maintains frequent contact with employees at all levels inside and outside the Company to facilitate optimum medical service. Frequent contact is also maintained with hospital officials to obtain information about equipment.

WORKING CONDITIONS

General office conditions exist most of the time; however, occasional travel to the forward areas is required.

REQUIRED WORK EXPERIENCE

This position requires six years of experience in a medical or emergency treatment facility.

Medical Training Supervisor

REQUIRED TRAINING

This position requires high school graduation or equivalent plus an associate's degree in medical training, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Methods & Procedures Analyst

JOB CODE: 002348

DATE PREPARED: October 1, 1989

Revised: June 24, 1994

SUMMARY STATEMENT

The Methods and Procedures Analyst recommends methods and procedures which are adequate and in compliance with general policies.

DIMENSIONS

The incumbent has remote impact upon the operating budget. The incumbent may have supervisory responsibility for nonexempt employees. This position reports to the Methods and Procedures Section Chief.

NATURE AND SCOPE

1. Analyzes existing and proposed procedures, methods, and forms to promote effective operations through standardization, improvement, simplification, and discontinuance;
2. Reviews functions to avoid overlapping or duplications;
3. Conducts procedure studies and surveys to recommend changes;
4. Recommends installation of office equipment and business machines for effective work performance;
5. Coordinates the implementation of proposed procedures, instructs personnel regarding them, and ensures their continuing applicability and effective uses;
6. Participates in the generation and update of administrative issuances, including Company procedures, directives, bulletins, policies, and specialized operational handbooks;
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

<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.

Methods & Procedures Analyst

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 employees, supervisors, and administrative personnel to gather facts, collect samples, furnish advice, make recommendations and proposals, and install approved procedures.

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

This position requires two years of experience involving the study of managerial policies, practices, methods, and procedures.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Nonradioactive Waste Disposal Section Chief

JOB CODE: 003144

DATE PREPARED: February 6, 1992

Revised: June 24, 1994

SUMMARY STATEMENT

The Nonradioactive Waste (NRW) Section Chief administers, directs, and supervises all operational tasks related to the collection and recycling of discarded materials, operation of sanitary landfills, collection and accumulation of hazardous waste, maintenance of portable sanitary facilities, and operation of sewage treatment facilities.

DIMENSIONS

The incumbent has primary impact upon the operating budget of the Waste Management Department (WMD). The incumbent has direct supervisory responsibility for 6 exempt employees and 1 nonexempt employee, and indirect supervisory responsibility for 14 craft employees. This position reports to the Waste Management Department Manager.

NATURE AND SCOPE

1. Directs the collection of refuse and roadkill and the operation of sanitary landfills;
2. Directs the maintenance of portable sewage collection devices and the operation of sewage treatment facilities;
3. Directs the collection and recycle of discarded materials;
4. Plans, administers, and coordinates daily activities and projects to ensure effective use of equipment and personnel;
5. Analyzes unique problems in material collection, recycle, hazardous waste accumulation, and sanitary waste disposal and recommends solutions;
6. Maintains knowledge of new designs and developments of equipment and instruments for use in material collection, recycle, and waste disposal;
7. Develops and formulates operating policies, methods, and procedures;
8. Initiates specifications for procurement of replacement and additional construction, recycling, and waste handling equipment;
9. Administers and coordinates the maintenance, repair, and certification of equipment;
10. Initiates orders for replacement repair parts, small tools, and supplies for daily operations;
11. Inspects operational, storage, and office areas for safety hazards and general housekeeping;
12. Coordinates, evaluates, and establishes quality assurance functions of the section;
13. Coordinates efforts with the WMD Technical Support Section Chief to ensure site operations are conducted in compliance with state and federal environmental regulations and DOE orders;

Nonradioactive Waste Disposal Section Chief

14. Coordinates efforts with the WMD Special Projects Section (SPS) Chief to ensure the environmental characterization and monitoring requirements are met and that SPS receives necessary support from the NRW section;
15. Coordinates with the Operations Section Chief in charge of the Area 3 and Area 5 radioactive waste management sites to ensure efficient use of personnel and equipment;
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 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;

Nonradioactive Waste Disposal 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 continuing contact with employees throughout the Company to discuss matters pertaining to personnel, equipment, supplies, and subcontracted construction operations. The incumbent has contact with manufacturers, equipment and supply vendors, DOE industrial hygiene and waste management personnel, and DOE waste generators at numerous locations.

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, sanitary, 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, construction projects, preparation of management documents, budgets, labor projection, and technical reports is desirable.

REQUIRED TRAINING

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

OTHER SPECIAL QUALIFICATIONS

Knowledge in construction to include excavation and placement of earthen materials. Knowledge of waste management regulations and techniques.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Occupational Physician

JOB CODE: 003472

DATE PREPARED: October 29, 1991

Revised: June 24, 1994

SUMMARY STATEMENT

The Occupational Physician administers, performs, and coordinates professional medical functions for the Company.

DIMENSIONS

The incumbent has primary impact upon the operating budget. The incumbent has direct supervisory responsibility for the professional activities of paramedics, nurses, and ancillary personnel when rendering medical services. This position reports to the Medical Director.

NATURE AND SCOPE

1. Assists in administering and performing the daily operational clinical requirements at NTS and the Las Vegas medical facility;
2. Renders professional medical care to patients using the most advanced medical techniques;
3. Participates in the formulation of professional medical policies;
4. Executes routine and emergency medical procedures;
5. Refers, when necessary, patients with occupational-incurred injuries or diseases to the appropriate panel of consultants, and nonoccupational patients to their private physicians;
6. Performs preemployment, periodic, and termination physical examinations and examines patients returning to duty following hospitalization or convalescence to ensure their recovery and capability to return to work;
7. Maintains contact with referred patient employees' private physicians;
8. Coordinates and participates in immunization and related preventive medicine programs;
9. Conducts periodic professional inspection tours of the Mercury dispensary, forward area first aid stations, and Las Vegas medical facility;
10. Plans and participates in Occupational Medicine Department medical forums and discussions relative to occupational medicine and employee medical management;
11. Makes periodic visits to work sites and facilities to become familiar with employee job tasks, work site environments, and related health hazards or potential health hazards;
12. Assumes responsibility for the supervision and advanced training of paramedics, nurses, and others;
13. Stays abreast of current information regarding occupational health hazards including radiation safety procedures, hazards, and operations;
14. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;

Occupational Physician

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.

PRINCIPAL CONTACTS

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

Occupational Physician

WORKING CONDITIONS

General office conditions exist most of the time.

REQUIRED WORK EXPERIENCE

Broad medical experience; experience in occupational medicine or aerospace medicine is preferred.

REQUIRED TRAINING

Doctor of Medicine or Osteopathy degree from an accredited school of medicine or osteopathy.

OTHER SPECIAL QUALIFICATIONS

The incumbent must be licensed to practice medicine in the state of Nevada and become an active member in good standing of the local, county, state, and national medical societies.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Occupational Safety & Fire Protection Department Manager

JOB CODE : 003473

DATE PREPARED : September 6, 1991

SUMMARY STATEMENT

The Occupational Safety & Fire Protection Department Manager is appointed by the Environment, Safety and Health Division Manager to plan, implement, coordinate, and promote the Company's occupational safety, safety and health training, and fire protection programs at the Nevada Test Site and at offsite locations.

DIMENSIONS

The incumbent has primary responsibility for an operating budget of approximately \$8 million. The incumbent has supervisory responsibility for approximately 35 exempt and 55 nonexempt employees. This position reports to the Environment, Safety and Health Division Manager.

NATURE AND SCOPE

1. Develops programs which provide for safe work environments, practices, and attitudes through the application of safety engineering, analysis, education, training, compliance, and oversight measures;
2. Ensures coordination between the Occupational Safety & Fire Protection Department and all other Company organizational unit managers and supervision to promote the principles and practices of consultation, analysis investigation, evaluation, planning, communications, administration, education, and training in the areas of accident and fire prevention;
3. Develops comprehensive long-range program to protect the work force from occupational accidents and illnesses and to ensure compliance with applicable codes, standards, and regulations;
4. Develops and maintains a fire fighting organization and fire detection and suppressions systems to minimize fire losses and to ameliorate emergency situations;
5. Ensures adequate administrative support of all Occupational Safety & Fire Protection Department units.

Occupational Safety & Fire Protection Department Manager

PRINCIPAL CONTACTS

The incumbent maintains continuous contact with all levels of management within the Company and with mid-management and professional counterparts within DOE and user organizations to assist in the formulation of policies and procedures relative to Occupational Safety & Fire Protection operations and to coordinate Occupational Safety & Fire Protection support services and oversight.

WORKING CONDITIONS

General office conditions exist most of the time; however, approximately 20% of efforts may involve construction site conditions or other field conditions which include underground operations and outdoor conditions in a wide variety of environmental conditions. Occasional exposure to high hazard or emergency situations may occur.

DESIRED WORK EXPERIENCE

This position requires 10 years of technical experience, in a safety and/or fire protection related field, six years of which should have been in a supervisory capacity.

DESIRED TRAINING

This position requires a master's degree in a management, engineering, physical science, environment, safety, or health related discipline, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Certification as a Safety Professional is desired.