

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST
GS-1103-05

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). As this is an entrance or training level position, the incumbent receives orientation, formal training, and on-the-job training to acquaint him/her with the range of duties involved in control of Government property in possession of contractors.

II. MAJOR DUTIES AND RESPONSIBILITIES

Assignments normally involve standardized and repetitive portions of industrial property functions, performed under specific, detailed instructions. The incumbent typically assists a specialist of higher grade by performing routine but increasingly difficult tasks required in the control of Government property: ascertaining property availability within accessible resources; coordinating/scheduling transportation of property by making arrangements for shipping with commercial lines or State surplus property agencies; researching regulations to secure or summarize information for higher level staff; completing and compiling a number of logs, forms and reports; and reviewing and/or processing a variety of contractor forms and submissions.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-5	750 pts.
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Knowledge of basic theories, principles, and practices of industrial property management.

Ability to read, interpret, and apply relatively detailed regulations and instructions.

Ability to communicate orally and in writing.

Factor 2 - Supervisory Controls	FL 2-1	25 pts.
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Work is performed under close technical guidance of a higher-grade specialist, or under specific instructions or directly applicable regulations and procedures. Work is reviewed in progress or upon completion of a specific phase for accuracy, completeness, and compliance with instructions, regulations, and procedures and to assess the incumbent's potential for more difficult and responsible work at higher grade levels. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines	FL 3-1	25 pts.
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The incumbent follows: established procedures; laws; DOL, ETA, GSA and Federal Property

regulations; policies; and practices. Procedural instructions for doing the work have been established and are readily available to the incumbent. A higher-level employee is readily available to answer questions.

Factor 4 - Complexity FL 4-2 75 pts.

The work involves the performance of duties which consist of related steps, methods, and procedures in industrial property management. Reviews contractor property inventory and accountability systems. Searches for and obtains information needed to check accuracy of data. For each step, the incumbent must make decisions concerning the appropriate course of action to choose.

Factor 5 - Scope and Effect FL 5-1 25 pts.

The purpose of the work is to provide familiarity with and practice in applying the concepts, principles, practices, and procedures of industrial property management. Completed work supports the timely achievement of the goals of the immediate office and protects the Government's investment in contractor maintained and utilized property.

Factor 6 - Personal Contacts FL 6-2 25 pts.

Contacts are with co-workers within the immediate office and representatives from program, and support areas who can provide information in structured settings. Other contacts may include officials of other agencies, contractors, and private organizations who conduct activities related to the work of the office.

Factor 7 - Purpose of Contacts FL 7-1 20 pts.

Personal contacts are primarily to obtain or give factual information needed for routine examination or verification of records.

Factor 8 - Physical Demands FL 8-1 5 pts.

The work is sedentary.

Factor 9 - Work Environment FL 9-1 5 pts.

The work is normally performed in an office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 955 pts.

IV. UNIQUE POSITION REQUIREMENTS