

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST  
GS-1103-12

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). The incumbent performs a specified portion or portions of the full range of industrial property management assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Assumes full responsibility for surveillance and control of contractors'/grantees' management of a very large amount and most types of Government property in a number of contractor plants or specific areas under a more complex property control system. Independently makes decisions to approve or disapprove the initial and continuing adequacy of more complex property control systems. Conducts staff assistance and inspection visits to field, contractor and grantee installations. Provides advice and guidance to field and national office staff, contractors, and grantees.

Typically: varied and diverse types of property are controlled, with each type subject to different control methods and procedures; the property and property records are maintained in various divisions and organizations dispersed throughout the plant and must be coordinated; problems associated with identification, use, maintenance, and disposition are encountered.

May act as a working leader with responsibility for training, assigning and reviewing the work of a few lower grade specialists on either a full-time basis, assigned at periodic intervals to perform designated portions of a systems survey or other related property work for which the incumbent is responsible.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-7	1250 pts.
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Comprehensive knowledge of ETA, DOL, GSA and Federal property and procurement processes, policies, procedures, and regulations to assure that contractor/grantee industrial property management practices, systems, and submissions conform to requirements, guidelines, and ETA program objectives.

Detailed knowledge of complex property control systems to analyze and evaluate the effectiveness of contractor/grantee accountability for Government property they maintain and/or utilize.

Skill in the identification, analysis, and resolution of a range of industrial property management problems to develop alternative solutions involving the resolution of conflicting goals and objectives.

Knowledge and understanding of different kinds of diverse and complex industrial and business operations, including a variety of different automated or manual control techniques, procedures and

forms to meet the specific needs of the plants under surveillance.

Factor 2 - Supervisory Controls

FL 2-4

450 pts.

The incumbent receives broad administrative direction from the supervisor. Work assignments and objectives are prescribed, but methods of accomplishment are seldom reviewed or controlled while work is in progress. The incumbent has full authority and responsibility for developing plans and accomplishing the total property control program for the assigned contractors/grantees. Completed work is reviewed for effectiveness in meeting property management and program objectives and deadlines and consistency of actions and recommendations. The incumbent uses judgment in interpreting unique or special contract provisions relating to control of Government property. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-4

450 pts.

Guidelines regularly used include broad guidance such as ETA, DOL, GSA, and Federal property and procurement directives, regulations, legislation, broad program goals and objectives. Contracts include unique or special property provisions requiring the use of experienced judgment in applying established guidelines. There is a continuing need to resolve difficult property administration problems relating to unique or special property provisions for which there are no established guidelines or precedents. The incumbent recommends changes to agency industrial property management policies.

Factor 4 - Complexity

FL 4-4

225 pts.

The work involves larger amounts and greater varieties of Government property which must be controlled. A diversity of methods and procedures for controlling dissimilar materials, equipment, and facilities is encountered in the plants under surveillance. The greater variety and dissimilarity of the materials, equipment, and facilities involved result in an increase in the difficulty of the problems associated with identification, use, maintenance, and disposition of the property. Contractors'/grantees' control of Government property is diffused among different organizational components. The diversity and complexity of the contractors'/grantees' operations require a variety of different automated or manual control techniques, procedures, and forms to meet the specific needs of numerous divisions, plant subdivisions, and plant facilities serviced. Assignments are of more than average difficulty and involve the consideration of legal and regulatory constraints, and alternative means of accomplishing property management and program objectives. Work often involves making decisions and recommendations concerning systems for controlling Government property.

Factor 5 - Scope and Effect

FL 5-4

225 pts.

The primary purpose of the work is to review, analyze, and monitor all aspects of contractor/ grantee systems relating to the control of Government property. The incumbent exercises surveillance and control of contractors'/grantees' management of Government property. The incumbent typically has

some responsibility for the work of lower grade industrial property management specialists. Advice and recommendations support the conduct of the organization's industrial property management program and/or administration operations. Work contributes to the accomplishment of program goals and objectives and protects the Government's investment in contractor/grantee maintained and utilized property.

Factor 6 - Personal Contacts

FL 6-3

60 pts.

Contacts are with top contractor/grantee personnel (corporate management). Other personal contacts include contractors'/grantees' personnel in financial and property accounting, production, transportation, supply, data processing, and other organizational elements concerned with the control of Government property; and other Government representatives (*e.g.*, production specialists, quality control representatives, contracting officers, audit personnel).

Factor 7 - Purpose of Contacts

FL 7-3

120 pts.

Contacts are of extreme importance in achieving acceptance of new property management programs or changes to programs of large scope with substantial impact on the contractors'/grantees' operations. Contacts are made: to assure understanding of industrial property management programs, regulations, and contractual requirements; to approve or negotiate changes in the contractor's complex property control system; to resolve significant problems of noncompliance with the approved property control procedures; to gather information needed to ascertain adequacy of the contractor's property control system and procedures, to exchange factual information, to assist the contractor in maintaining an adequate property control system, to advise contractor personnel regarding unsatisfactory conditions, to secure corrective action; and to coordinate property administration matters, or to clarify or secure information needed to make sound property management determinations. Contacts involve significant difficulties due to the broader scope and diversity of the contractors'/grantees' operations, the complexity of property administration problems, and the greater amount and variety of Government property involved.

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 = 2790 pts.

#### IV. UNIQUE POSITION REQUIREMENTS