

INDUSTRIAL PROPERTY MANAGEMENT SPECIALIST
GS-1103-07

I. INTRODUCTION

This position is located in the U.S. Department of Labor (DOL), Employment and Training Administration (ETA). As an advanced trainee, the incumbent assists higher-level specialists in the performance of their assignments in any aspect of the full range of industrial property management work.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs portions of a broader assignment which is the responsibility of an industrial property management specialist of higher grade. Receives on-the-job and formal training to develop a thorough understanding of business management, statistical sampling, and automatic data processing techniques related to management of property control systems.

Duties typically performed include the following: surveying assigned portions of a contractor's property control system, or performing other related work, which is limited in terms of the variety of types of property involved or in the complexity of the property control system; gathering information and selecting units to be examined in a survey sample; performing detailed examinations to determine whether contractor records pertaining to Government property are being maintained properly according to the approved property control system; conducting selective examinations to get information regarding Government property (*e.g.*, the reasonableness of consumption, authorized usage, proper storage and identification, proper control of scrap, physical maintenance of equipment, and proper disposition of excess property); and/or gathering factual information about the circumstances surrounding the loss, damage, or destruction of Government property resulting from contractor operations.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position	FL 1-6	950 pts.
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Knowledge of ETA, DOL, GSA, and Federal Property Management (FPMR) regulations; industrial property management methods, practices, and procedures; and other guides in order to perform routine continuing assignments.

Ability to read, interpret, administer, and enforce contract provisions relating to industrial property.

Ability to communicate orally and in writing.

Factor 2 - Supervisory Controls	FL 2-2	125 pts.
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An industrial property management specialist of higher grade makes specific assignments and

gives instructions concerning the work to be performed, such as the data to be gathered and the general approach to be used in surveying assigned portions of a contractor's property control system. The supervisor makes spot checks of the work of the incumbent and is available to discuss problems which arise during assignments. The supervisor or a higher grade specialist reviews completed work products for conformance with instructions, analytical development, technical accuracy, and validity of recommendations. The supervisor also assesses the incumbent's ability to take on more complex and responsible work. The supervisor may develop a performance management plan identifying office specific duties for the incumbent to perform.

Factor 3 - Guidelines

FL 3-2

125 pts.

The employee follows specific guides and precedents, established laws, portions of the procurement regulations, contracts and related documents, procedures, policies, and office instructions and practices. Procedural instructions for doing the work have been established and are readily available to the incumbent. The incumbent uses judgment in locating and selecting the proper procedural and technical instructions for application to specific situations.

Factor 4 - Complexity

FL 4-2

75 pts.

The work involves the performance of duties which consist of related steps, methods, and procedures in the areas of industrial property management. Reviews and analyzes contractors' property management practices, procedures, and related filings and submissions. 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 5-2

75 pts.

The purpose of the work is to apply the principles, practices, regulations, and procedures of industrial property management. Work performed constitutes a segment of the broader and more complex assignments of higher-level co-workers. 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, contractors, and representatives from program, and support areas who can provide information in structured settings. Other contacts may include officials of other agencies and private sector organizations who conduct activities related to the work of the office.

Factor 7 - Purpose of Contacts

FL 7-1

20 pts.

The incumbent confers with contractor personnel to obtain factual information; to explain and urge

correction of clear-cut deficiencies found during system surveys; and to explain regulations and procedures regarding industrial property administration. Contacts with production, quality assurance, engineering, and other personnel within the agency are to ascertain that the Government property is being maintained and used as authorized.

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 = 1405 pts.

IV. UNIQUE POSITION REQUIREMENTS