

Position Description

PROJECT MANAGEMENT SPECIALIST

GS-0301-13

MAJOR DUTIES:

Plans, develops, coordinates, and implements processes and procedures related to management systems for Ordnance and Explosives projects managed within the Huntsville Center for the Coalition Munitions Clearance (CMC) Program.

1. Develops, reviews, implements, and obtains the necessary concurrences/approvals for the establishment of procedures, algorithms, and requirements for assigned projects managed within the Huntsville Center (CEHNC). This documentation contains data necessary to define processes, identify methodology, establish limitations, establish strategies, and defends against future litigation against the government. Within the context of a content outline established by regulation, identifies and develops the documentation requirements for specific projects. Recommends task assignments among various CEHNC personnel with respect to procuring, reviewing, indexing, and utilization of required documentation to satisfy legal and regulatory requirements related to projects. Estimates human resource requirements, monitors compliance, performs quality assurance checks, and troubleshoots problems as they may occur.
2. Collects project execution data from project managers. Confirms the relevancy, and instructs the proper placement of this data on a database (maintained by a program analyst) for use in estimating cost and production rates for future projects. Recommends cost effective means of collecting data from the field and means of categorizing this data to ensure proper application to future projects. Engineering support is provided by others for technical aspects of this effort. Incumbent's primary responsibility is in the organization, expansion, and utilization of this database to achieve programmatic goals.
3. Serves as the project manager for the solicitation, selection, and award of basic contracts in support of specific programs. Engineer project managers are responsible for the scopes of work and management of specific activities awarded under the contracts. Employee incorporates lessons learned from the management of the specific activities into contract documents for future contract solicitations. Plans, schedules, tasks, and monitors the progress of others in the procurement of basic contracts, thus serving as a single POC for status of contract acquisitions. Monitors dollar amount utilization of these contracts and advises when replacement contracts are anticipated to be required.

4. Plans, coordinates, evaluates and reviews all phases of project control including the interpretation of and compliance with criteria, regulations, policies, and procedures, design and construction authorization and directives, availability and proper application of funds, and coordination of changes and additions on assigned projects. Makes a continuing review and studies of incoming project planning, execution and related material and program activities and keeps currently informed on all phases of planning and execution. Justifies plans, actions and recommendations, and furnishes and obtains information regarding planning, funding progress reports, direction and execution of projects. Prepares correspondence to higher authority, other government agencies and field offices, public officials, civic organizations, and contractors concerning planning, direction, and execution of work. Reviews correspondence and special periodic reports prepared by others.
5. Attends and participates in conferences with Corps of Engineers' Division and Districts, Army Installations, and other federal and state agencies in connection with assigned programs. Furnishes information regarding plans, funds, and progress and provides staff assistance. Consults with and coordinates activities with representatives of industry, state and federal agencies on plans and requirements, new developments, and methods to accomplish identified program requirements.

Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

1. Duty Station: Iraq.
2. Incumbent must be able to successfully pass a physical examination prior to deploying to duty station.
3. Flexible hours may be required.
4. Valid drivers license required.
5. Employee must have a Secret Security Clearance.

Complexity

Assignments require analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major agency programs. Projects and studies are often complicated by the need to consider and evaluate the impact of changes in legislative and regulatory requirements; long-range program goals and objectives; political, economic, and social consequences of the projects.

Personal Contacts/Purpose of Contacts

Persons outside Huntsville Division and the Corps of Engineers, including contractors, industry representatives, technical and administrative employees representing the customers to include personnel from other Federal, state and local government agencies.

To influence project managers, project support personnel, customer representatives, or contractors to accept findings recommendations and decisions.

Physical Demands

Work conditions will be demanding involving extreme temperatures; physical demands include walking, standing, bending, and carrying of small items.

Work Environment

The work environment includes the potential for hostile encounters with known and unknown terrorists and is considered extremely dangerous. Position may require the use of Personal Equipment to include gas masks and chemical protective suits. Living conditions could be extreme with access only to Meals Ready to Eat (MRE), tents, and limited personal hygiene facilities. Medical facilities for normal care will be available through the Military; however, treatment for other than normal care will not be readily available.