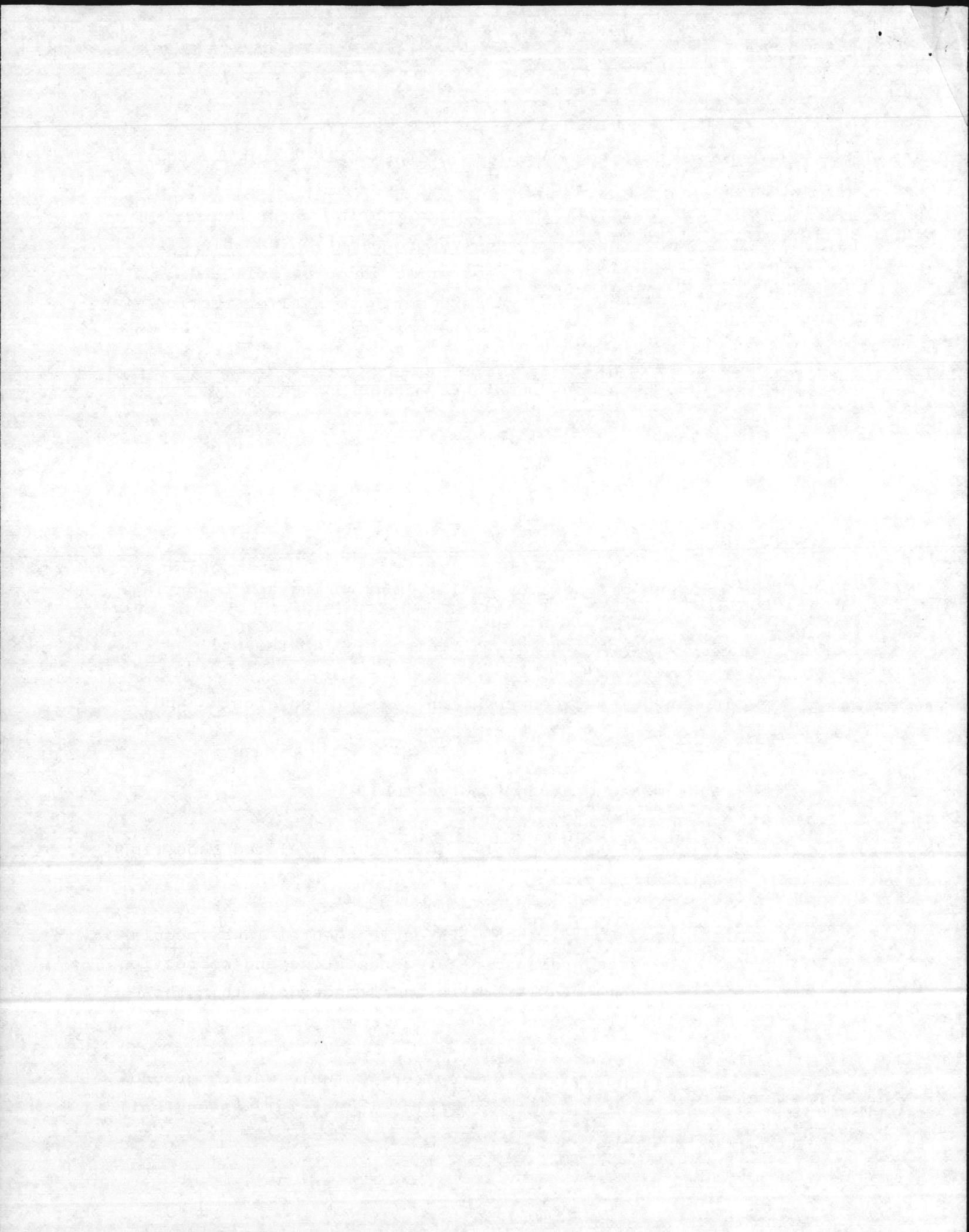


I. INTRODUCTION

The incumbent directs the operation of the Soil, Water and Environmental Branch (SWEB), Natural Resources and Environmental Affairs Division (NREAD), Facilities Department, Marine Corps Base, Camp Lejeune. The SWEB is a comprehensive organization capable of development and implementation of a broad range of soil and water management programs and related environmental protection programs involving the following:

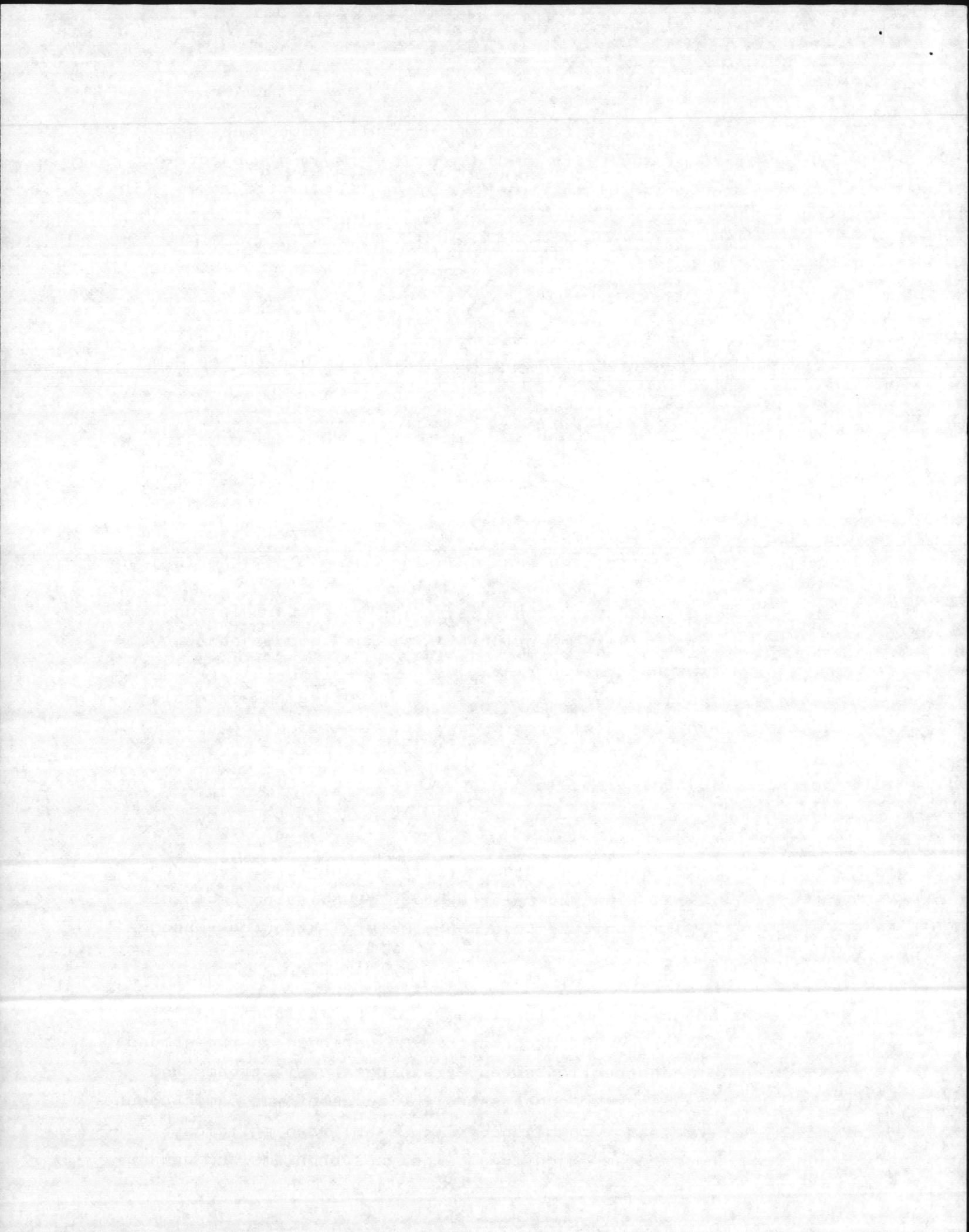
- a. Toxic and hazardous substance management.
- b. Oil and other hazardous substance spill prevention, response and reporting.
- c. Solid and hazardous waste disposal.
- d. Surface and groundwater quality monitoring and reporting.
- e. Water pollution prevention control and abatement.
- f. Soils management, conservation and related erosion and sedimentation control.
- g. Wetlands management and protection.
- h. Monitoring of potable water quality and related reporting to public health officials.
- i. Monitoring of compliance with environmental laws, regulations, permits and standards and related reporting and correction of violations of regulations, permits and standards within those areas listed in 1a - 1h above.
- j. Laboratory analysis of wastewater, potable water, groundwater, hazardous wastes, toxic chemicals, industrial wastes, soil and other substances.



k. Review and evaluation of environmental impact assessments relative to compliance with environmental management objectives, goals and standards related to areas of concern listed in 1a - 1h above.

II. DUTIES

- Serves as staff expert and POC for base and outside agencies on environmental action proposed or carried out aboard the Camp Lejeune Complex.
- Drafts standards, methods guides and management procedures for control of and protection from air pollution, water pollution, sediment pollution radiation pollution and other environmental issues resulting from construction, maintenance facilities, and ongoing military activities aboard Marine Corps Base, Camp Lejeune.
- Prepares long-range functional plans including formulation of policies, objectives and priorities at the Camp Lejeune Soil and Water Conservation Plan for incorporation into the Camp Lejeune Long Range Natural Resources Management Plan addressing (1) soils management, (2) erosion and sedimentation control, (3) surface water quality monitoring and protection, (4) wetlands protection, (5) unimproved grounds maintenance, (6) pollution abatement.
- Prepares and implements a Headquarters Marine Corps required Annual Operational Plan and related budget submission necessary to support the Camp Lejeune Long Range Natural Resources Management Plan.
- Evaluates adequacy and effectiveness of the environmental protection and management program through periodic on-the-ground inspections of construction sites, training areas, streams and ponds, wetlands, and the ocean shoreline acres of the Camp Lejeune Complex. Inspects for compliance with established policies, standards, and program objectives. Analyzes problems and unusual



situations and initiates appropriate corrective action.

-Oversees preparation of plans and programs for the implementation of drinking water and related groundwater quality monitoring, reporting and protection programs required by Base, Federal and State regulations promulgated under the Safe Drinking Water Act.

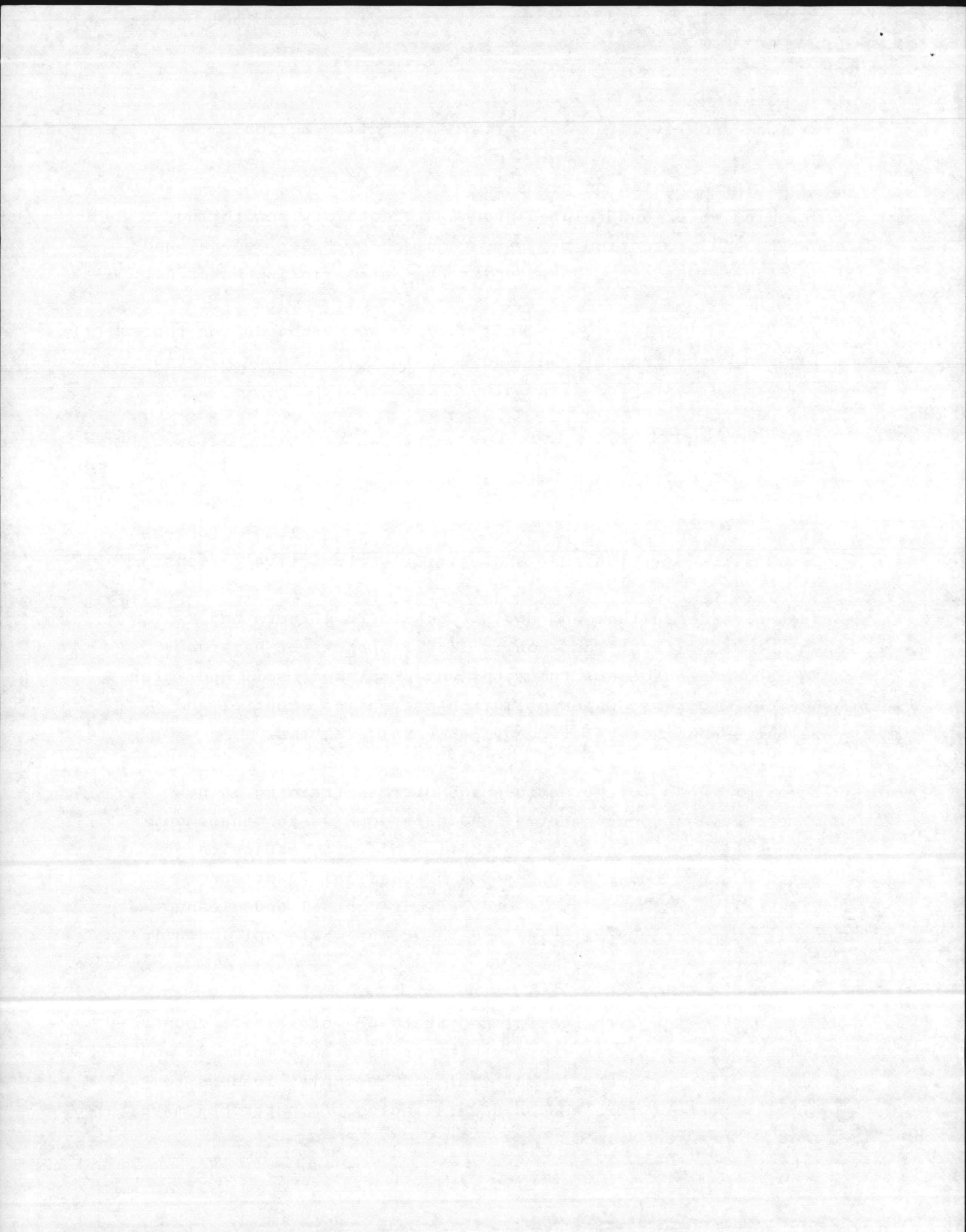
-Develops local policy, technical guides and standards for the collection, handling, storage and turn-in of hazardous material and hazardous waste for disposal or recycling.

-Evaluates adequacy and effectiveness of the hazardous material and hazardous waste disposal program through periodic on-the-ground inspections. Inspects for compliance with established policies, standards, and program objectives. Analyzes problems and unusual local situations and initiates corrective actions.

-Serves as a consultant and advisor to staff officers and tenant commands/first level units in all aspects of hazardous waste program management functions and practices, soil and water management programs; water pollution prevention, control and abatement, and other related environmental programs.

-Recognizes needs for, organizes and directs training in new and improved hazardous material and hazardous waste management practices such as recognizing potential of fire, explosion or release of toxic fumes or gases due to chemical reactions, during spills or leaks; spill prevention, control and cleanup, and related hazardous material and hazardous waste spill contingency plans.

-Maintains liaison with Federal and State EPA officials, county and city representatives responsible for hazardous material and hazardous waste programs, industrial and community leaders to (1) obtain support for, and an understanding of, hazardous material

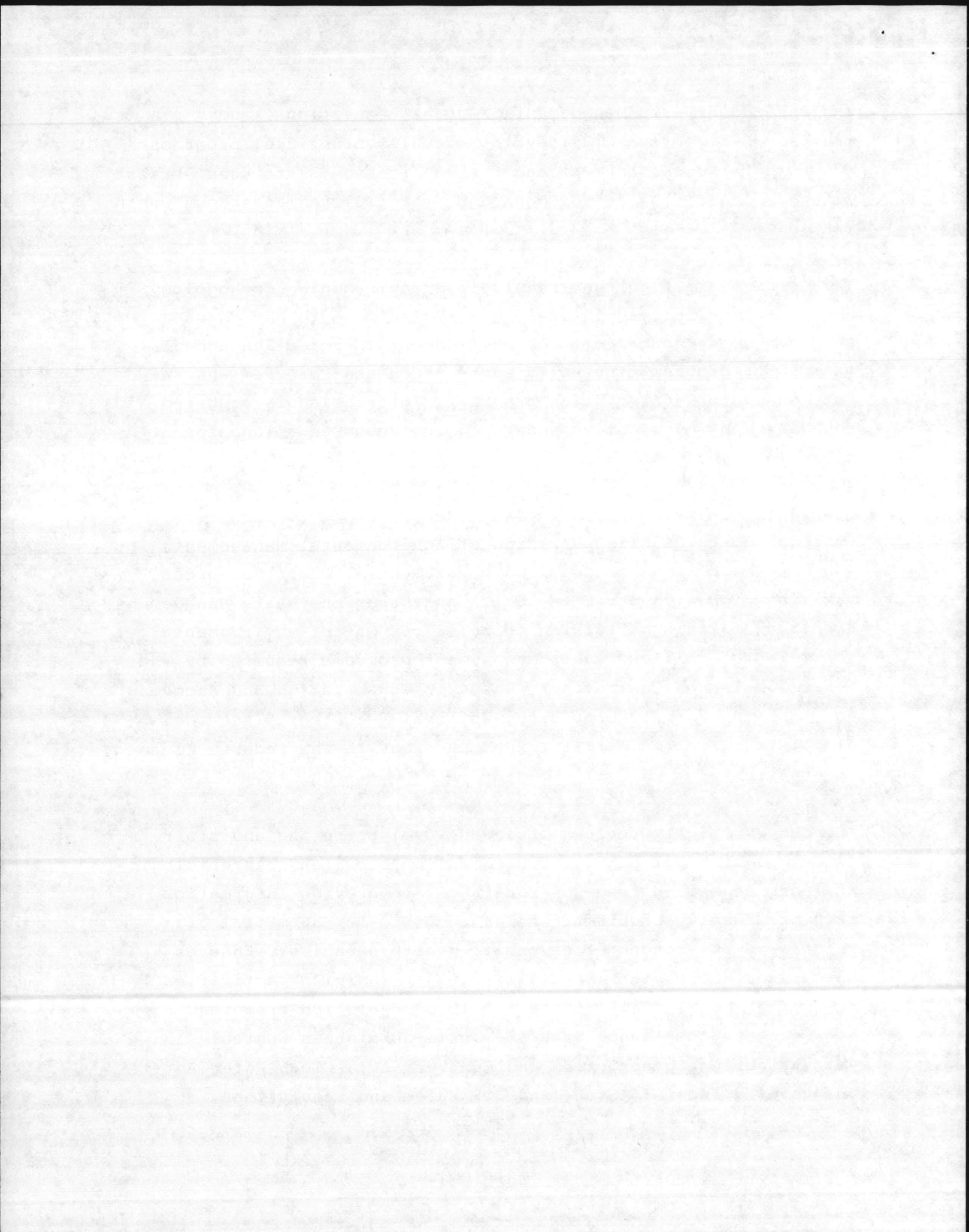


and hazardous waste management programs, operations and management direction, (2) develop mutually beneficial programs to protect the environment and the public and (3) to keep abreast of the state of the art of hazardous material and hazardous waste management.

-Keeps abreast of current regulatory requirements, methodology manual and scientific literature as it relates to hazardous waste program management, the environmental protection and management program, the solid waste management program and the soil and water conservation program. Information is required in management of programs and in making recommendations to supervisor and clients.

-Serves as point of contact with Federal, EPA officials, the State of North Carolina Division of Environmental Management, and the State of North Carolina Department of Human Resources, Division of Health Services, Solid and Hazardous Waste Management Branch on matters pertaining to hazardous waste, environmental, solid waste, soil and water management programs required by the Toxic Substances Control Act, Resource Conservation and Recovery Act, and the Marine Corps Base, National Pollutant Discharge Elimination Systems permit issued pursuant to the Federal Clean Water Act.

✓ -Conducts activity reviews of lower level operating and staff units covering all phases of chemical physical and bacteriological analysis of a wide range of substances to provide information requested, solve problems, and/or required for submittal of reports to environmental or public health agencies. Ensures that subordinate staff specialists and technicians activities are carried out in efficient, timely manner which promotes satisfactory compliance with the Toxic Substances Control Act, Resources Conservation and Recovery Act, Clean Water Act and related Federal, State and DOD rules and regulations.



-Provides direct supervision to an environmental control specialist, GS-11; supervisory chemist, GS-11; three biological technicians, GS-9; soil conservation technician, GS-6.

-Plans and organizes work and manages positions to ensure maximum productivity for monies spent; promotes all special programs such as the elimination of fraud, waste and abuse in government; selects, assigns, appraises, trains and develops employees fairly and equitably, adhering to the principles and concepts of the EEO program, always considering actions necessary to achieve Affirmative Action Program and other special program objectives; maintains employee-management communications and recognizes, addresses, and makes every effort to reconcile employee grievances, discrimination complaints; encourages and recognizes employee achievements; administers constructive discipline; keeps employees informed on all matters which affect their employment and is knowledgeable of all local directives and negotiated agreement(s) which apply to the supervision of civilian workforce; encourages attendance at training sessions and the use of correspondence training courses; provides each employee copies of position description (PD) and performance standards and discusses such with employees; prepares appraisals as required in a timely manner; ensures PD of record accurately describes duties of both self and employees.

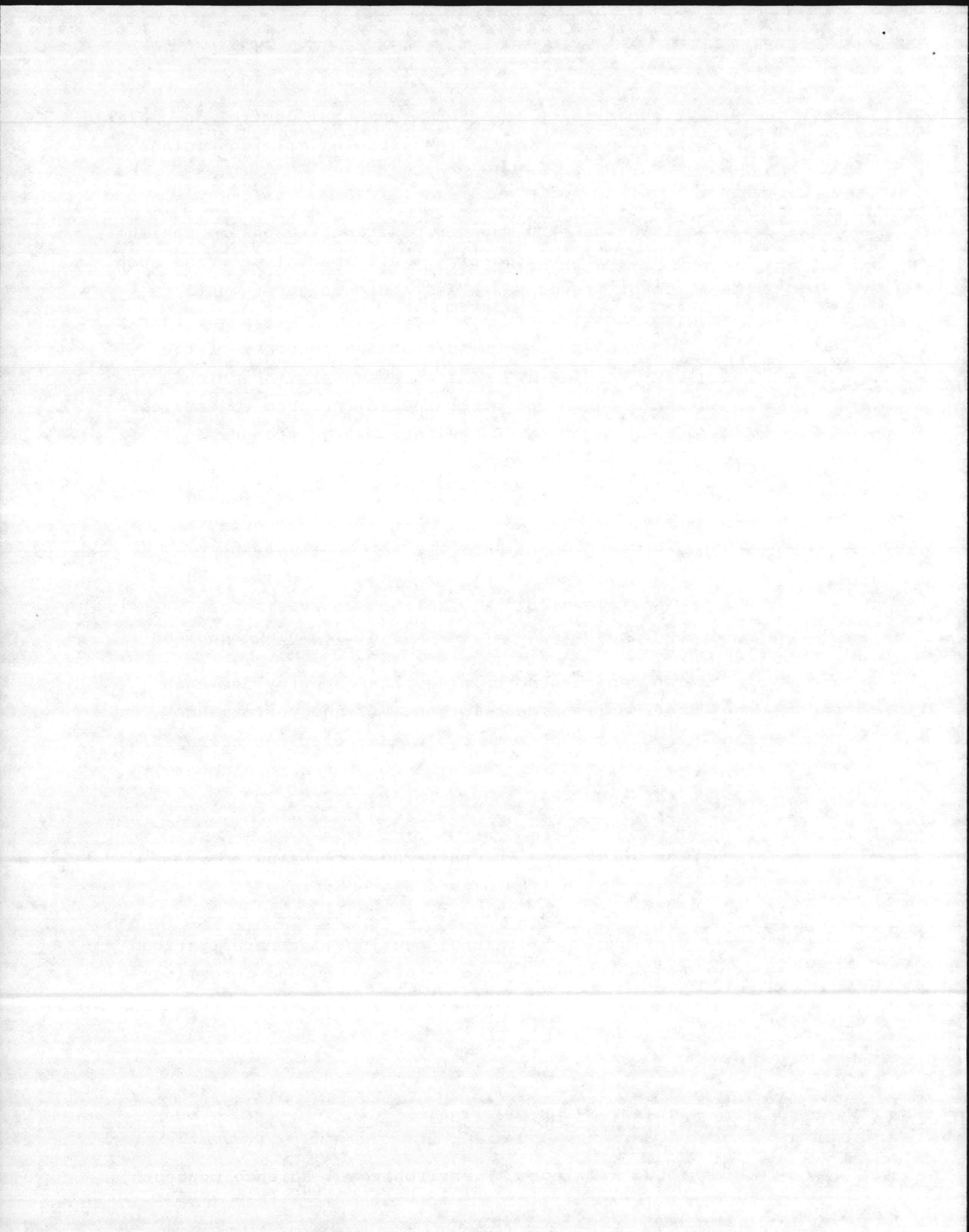
-Represents Marine Corps Base in conferences relating to environmental matters with Federal and State officials.

-Attends staff meetings, professional meetings, prepares various soil and water conservation related reports, command chronology reports, Natural Resources Conservation Reports, etc.

III. FACTORS

1. Knowledge Required by Position:

- Professional knowledge of environmental science concepts, principles and practices sufficient to perform the full range



of duties connected with soil, water and environmental program management.

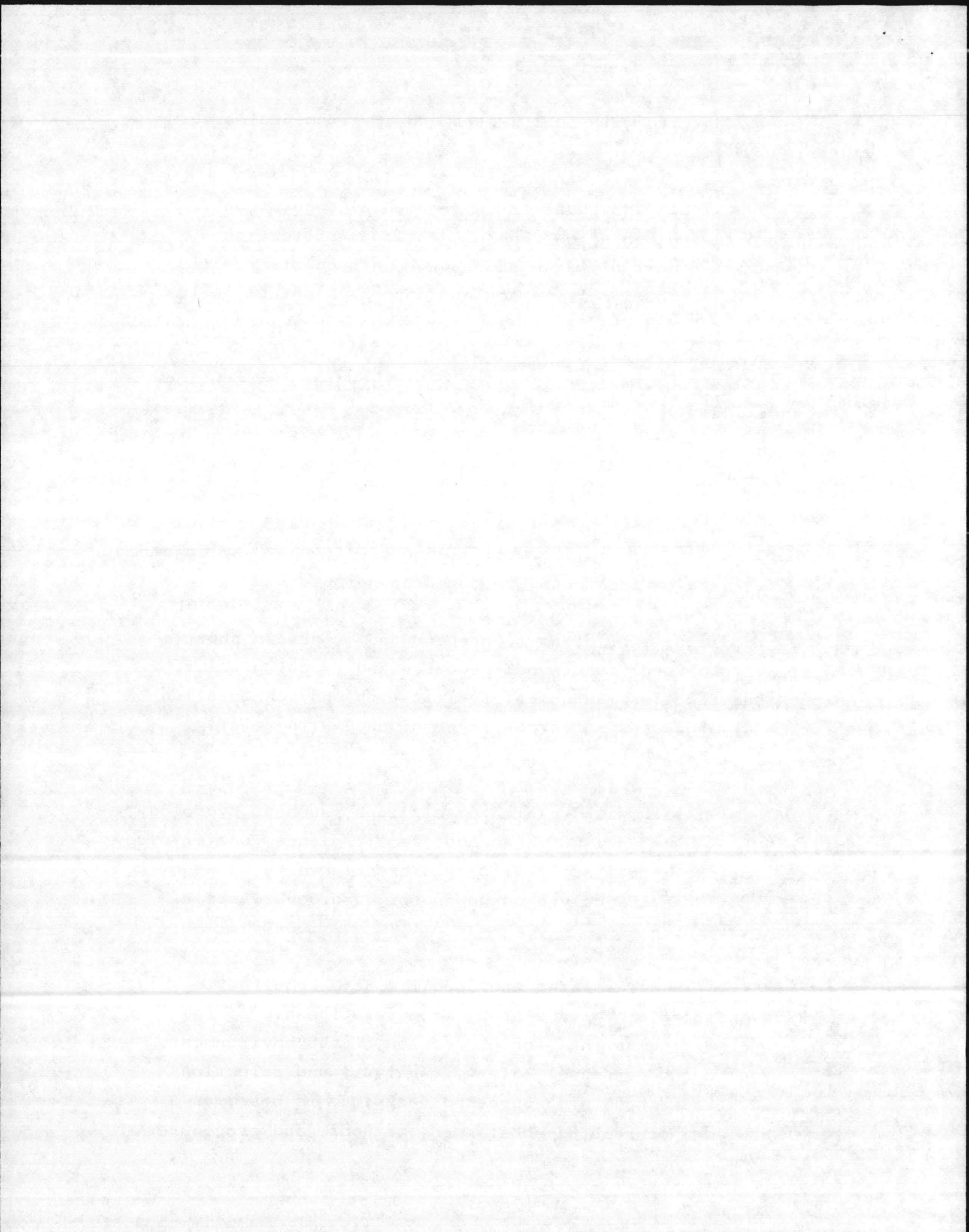
- Practical knowledge of environmental regulations applicable to sedimentation control, wetlands protection, operation of industrial waste and sewage, groundwater control, hazardous waste handling, storage and disposal, potable water quality control and reporting, and soils management, conservation and control, sufficient to develop, review and manage the soil, water and environmental program for a wide range of situations and conditions.

- Professional knowledge and familiarity of Federal, State and local natural resources and environmental programs and regulations and their interpretation, and operating level application necessary to incorporate and use in the Camp Lejeune soil, water and environmental program management.

- Knowledge sufficient to prepare and/or assess short-range and long-range functional resource and fiscal plans to ensure the effective management, utilization and conservation of the soil and water resources in accordance with relative priorities, available funds and long-range needs.

- Familiarity with related disciplines, such as hydrology, watershed management, land management, soil science, bacteriology and statistics. Familiarity with, and experience in, conducting appropriate tests to analyze unknowns for hazardous waste characteristics.

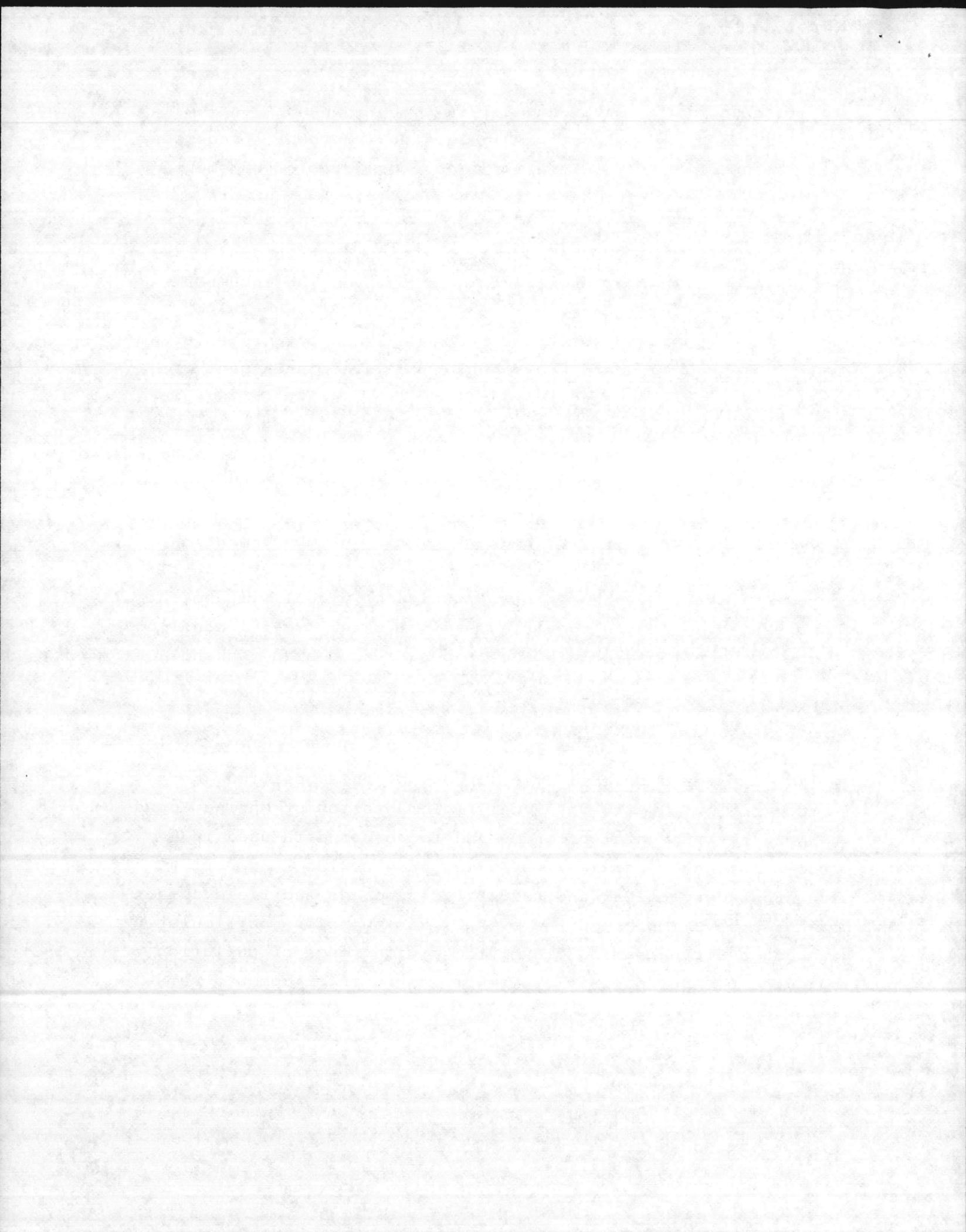
- Skill in determining the specific data required to answer a question or solve a problem in relationship to the broad program requirements for protection of the environment, public health and personnel safety. Analysis and selection of appropriate method, procedure and technique is based on a broad knowledge of related substances, methods, and procedures



and state and local environmental laws and ordinances, as well as professional standards, will guide the incumbent. Incumbent uses resourcefulness, initiative, and considerable judgement in gathering information required to complete assignments.

4. Complexity. Workload requires incumbent to deal with a large number of problems concurrently. The incumbent independently assigns work to subordinate staff and reviews output as appropriate to ensure SWEB goals and objectives are met in a timely and accurate and safe manner. The assessment of natural resources and environmental conditions may include interpreting field inspection data, natural science and engineering reports and documents and conducting field evaluation of special problem areas as required. Work assignments are complicated by the lack of capability of other base and tenant organizations to deal with technically complex matters. Incumbent must coordinate visits and compliance inspection by EPA and state representatives. Assignments will frequently deal with potentially controversial matters, requiring sensitive and tactful handling by the incumbent and obtain the cooperation of high ranking military officers and officials over which the incumbent has little or no direct control.

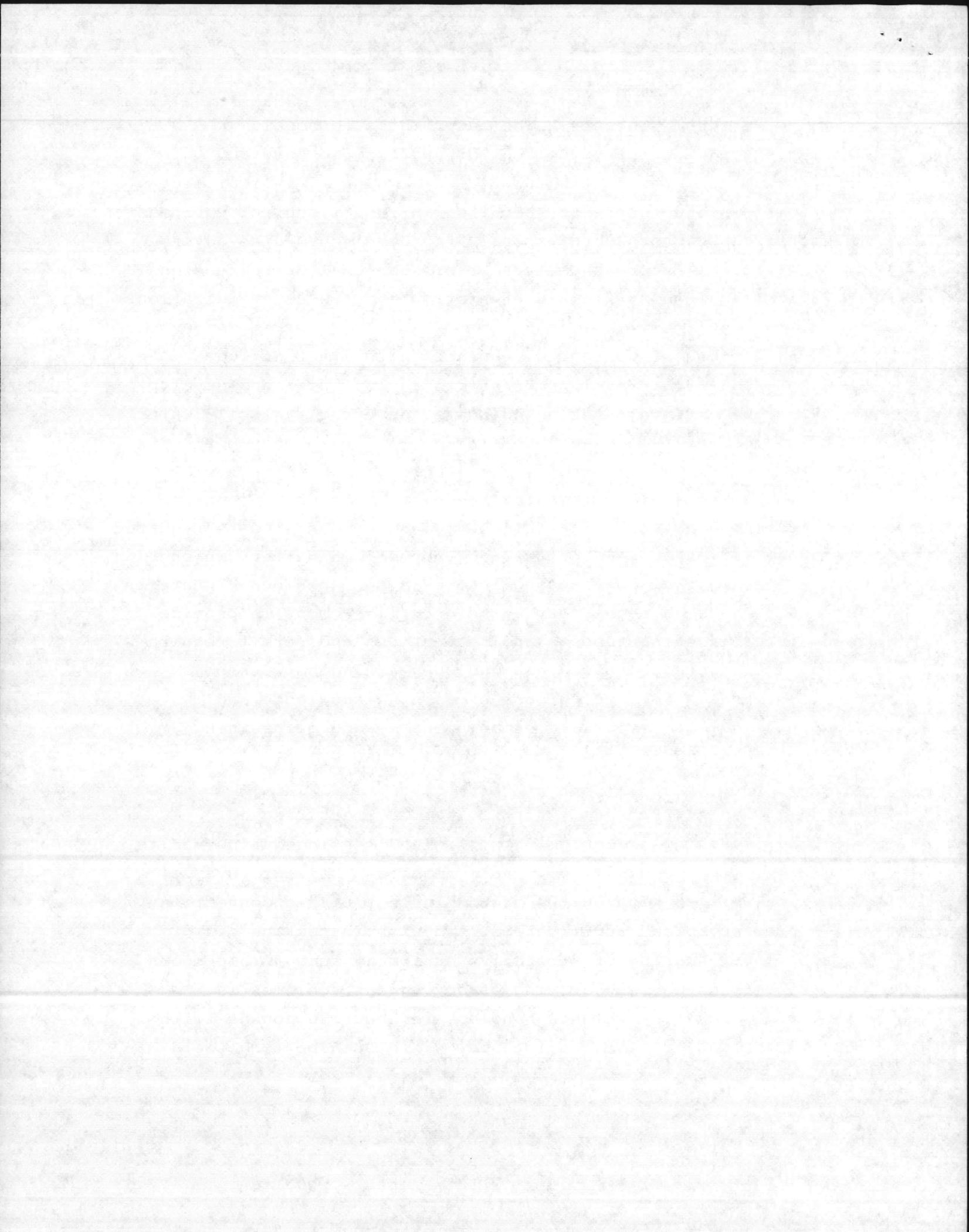
5. Scope and Effect. The purpose of this position is to carry out day-to-day local implementation of Marine Corps and Navy environmental programs and to assess data used in problem solving. Data will be drawn from a wide range of standard technological and scientific findings and field data. Work will have impact on the overall Base mission, particularly planning and programming, involving a wide range of pollution abatement project activities as well as on inter-command relationships.



6. Personal Contacts. The incumbent's personal contacts are with individuals or groups from on base and outside the base on an unstructured regular basis. Typical contacts include: manufacturers of pollution abatement/control equipment, disposal contractors, professors, attorneys, chemists, government officials, representatives of professional or recreational organizations, and officials of station and tenant organizations.

7. Purpose of Contacts. Contacts with staff officers and commands/first level units are to advise, plan and develop cooperative endeavors for an adequate and effective soil, water and environmental program. Contacts with interagency officials are to report violations and deficiencies, coordinate formal compliance inspections, provide technical information, carry out routine monitoring and follow-up, and to gather data required for decision-making and program development on matters which frequently involve conflicting interests and opinions. Contacts with officials of regulatory agencies will be made to provide and discuss routine reports and regulations and permit requirements. Contacts are also required when attending workshops and conferences for the purpose of gaining knowledge and acquiring skills essential to implementing and maintaining effective environmental management programs.

8. Physical Demands. Work is active, requiring walking, standing, climbing, stooping and bending during visits to facilities and utilities. Work requires frequent physical exertion while making on-the-ground inspections in connection with proposed plans and programs, and with inspection of operations. Wearing of protective equipment such as hip boots and rubber gloves, and driving of government vehicles is involved. Heaviest weights handled are about 50 pounds (without mechanical or other assistance) while transporting field



equipment to and from locations. Average carries are 100-200 feet. Sedentary work is common to accomplish paperwork tasks. Good visual acuity and color perception are required. Work requires the willingness and ability to travel occasionally.

9. Work Environment. Some of the work is performed in an office; however, there may be frequent field visits to industrial work sites, spill or dump sites where risk of exposure to toxic chemicals, biological, physical and safety hazards are moderate to high. Precautions are routine for nearly all situations. Incumbent may be exposed to adverse weather also.

