

**DEPARTMENT OF ENERGY
ASSISTANT MANAGER, OFFICE OF THE WASTE ISOLATION PILOT PLANT, EJ-0340-IV
OFFICE OF ENVIRONMENTAL MANAGEMENT
CARLSBAD FIELD OFFICE
CARLSBAD, NEW MEXICO**

POSITION DESCRIPTION

I. INTRODUCTION:

The Department of Energy (DOE), Carlsbad Field Office (CBFO) is responsible for managing, planning, integrating, and implementing National Transuranic (TRU) Waste Program (NTWP) activities at DOE facilities throughout the United States. The CBFO directs all activities related to the characterization, treatment, measurement, packaging, and transport of TRU and TRU-mixed wastes at the waste generator and interim storage sites, as well as disposal of TRU and TRU-mixed wastes at the Waste Isolation Pilot Plant (WIPP), at a first-of-a-kind TRU and TRU-mixed waste disposal facility. The WIPP is a government-owned and contractor-operated facility that is constructed on DOE property near Carlsbad, New Mexico; the disposal facility has been mined in a deep underground salt formation. This plant is the Nation's only mined geologic repository for the permanent disposal of defense-generated transuranic waste.

WIPP has been certified for radioactive waste disposal operations by the U.S. Environmental Protection Agency (EPA) and permitted for the disposal of radioactive hazardous waste by the New Mexico Environment Department in accordance with the requirements of the Resource Conservation and Recovery Act (RCRA). The program is highly visible throughout the DOE and Federal government. The success of the WIPP is critical to the accomplishment of DOE's National TRU management mission and objectives. The WIPP is a vital asset within DOE that enables the cleanup of TRU waste around the DOE complex.

The primary purpose of this position is to serve as the Assistant Manager of the Office of the WIPP (OOW) and as the senior CBFO management official responsible for the development, implementation, and management of policies and procedures for the assigned functional and administrative areas, and for the operations and oversight of the WIPP facility.

The incumbent is to manage WIPP specific program elements related to operations and safety for project activities, facilities and operations. Specifically, the incumbent is responsible for Federal oversight of the contractor assurance system relative to safety and operations. The major WIPP risk from a failure of the contractor assurance system is in the area of worker protection.

In this assignment, the incumbent reports to the Deputy Manager for CBFO. The Assistant Manager of the WIPP is responsible for assuring that the operational aspects of the CBFO and WIPP mission are executed in a safe, compliant, and effective manner. OOW provides, manages, and integrates the operational management systems needed to facilitate achievement of the accelerated EM Cleanup Mission. Functional areas include Documented Safety Analysis and processes, Integrated Safety Management, maintenance and work control, waste management, industrial safety, conduct of operations, engineering, emergency services, ES&H, and performance metrics.

These duties are conducted in highly complex, unique facilities whose hazards to workers, the public, and the environment are non-routine and where potentially harmful consequences are significant, in an accelerated, high visibility, first-of-a-kind government initiative, with strict reporting and compliance requirements.

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II. MAJOR DUTIES AND RESPONSIBILITIES:

Plans, directs and manages the Office of the WIPP (OOW). Draws on the knowledge of organizational management and development to align ongoing activities with short- and long-term organizational goals and objectives. Directs a broad program which includes the leadership of an interdisciplinary group of scientists, engineers and other professionals and support staff. The incumbent uses a variety of oversight techniques in accomplishing the assigned duties. The principal technique will be to oversee the contractor assurance system through the selective review, surveillance and operational awareness of contractor assurance systems and self-assessment functions to address all organizations, facilities and program elements associated with safety and operations. This oversight will include: the sufficiency of emphasis; the frequency, breadth and depth of self-assessment; the degree of rigor applied; the involvement of line management; the sufficiency of technical expertise applied; the number and nature of findings; and, the adequacy and effectiveness of causal analysis and corrective actions. Performance metrics and benchmarks, including contractor reporting and trending information, will also be used to determine the effectiveness of the assurance system in identifying performance issues, causal factors and trends. Selective assessments may be conducted to determine the system conformity and implementation of specific contractor assurance systems. Particular emphasis will be placed upon the effectiveness assurance systems relative to the safe maintenance and operations of facilities, conduct of operations effectiveness, conformance with work controls, nuclear safety and radiation safety. Assessments may be conducted by CBFO staff, or in conjunction with subject matter experts and functional area managers. Independent assessments may also be used. For cause reviews may be performed when it is determined that contractor performance assurance is ineffective in identifying and resolving problems or when performance trends and events are unfavorable. Operations awareness will be maintained to verify that the contractor is effectively controlling operations and conducting credible self-assessments. This is accomplished by daily review, appraisal, and inspection of contractor plans and operations and results in revised and improved systems, procedures, and increased safety and efficiency of WIPP site operations and discussions with both contractor and Federal personnel.

Directs, manages, and supervises a staff within the OOW. Interviews and recommends appointments, promotions and reassignments involving candidates for subordinate supervisory and nonsupervisory position located within the OOW. Establishes performance standards and makes evaluation for directly supervised subordinate positions. Gives administrative advice, counsel, or instructions to subordinates. Hears group grievances and employee complaints not resolved at a lower level. Identifies developmental training needs for the branch. Approves leave requests. Certifies position need and job description accuracy. For positions directly supervised, effects minor disciplinary measures such as warnings, reprimands, and suspensions of 14 days or less, proposes more severe disciplinary measures such as suspensions of more than 14 calendar days, changes to lower grade, and removals. Through the use of subordinate supervisors, responsible for the technical quality, quantity, and timeliness of work produced by staff; accepting or rejecting material presented by staff employees and contractors; provides guidance and ensures critical review of all DOE staff and site contractor deliverables assuring that the correspondence is supported by fact and

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is in consonance with related data. Sets priorities and assigns work to be accomplished to meet these priorities. Gives advice, counsel and instruction to individual employees on administrative matters. The incumbent assures professional and other staff capabilities through recruiting, continuing short and long-term training, and staff participation in technical meetings and seminars. Within the duties noted above, the incumbent is responsible for furthering the goals of equal employment opportunity (EEO) by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, sexual orientation, or handicap. Specifically, as supervisor, incumbent initiates nondiscriminatory practices and affirmative action for the area under his/her supervision in the following: 1) merit promotion of employees and recruitment and hiring of applicants; 2) fair treatment of all employees; 3) encouragement and recognition of employee achievements; 4) career development of employees; and 5) full utilization of their skills. Provides a safe and healthy work environment for employees and ensures that all equipment, supplies and tools are procured in order for the employees work space to be as conducive to productive work as possible.

Serves as a CBFO nuclear facility operations expert. Speaks authoritatively and provides technical advice to federal and contractor personnel on facility and operational issues. Furnishes technical expertise in appraising project performance and provides guidance to management for effective problem resolution. Develops interfaces with other CBFO organizations and contractors to enhance communications. Plans and conducts appraisals and surveillances of contractor performance to determine adequacy and to provide recommendations for process improvements. Attend meetings, seminars, and workshops to ensure understanding of Project performance issues. Institutes or recommends technical and cost-saving improvements and actions as appropriate to ensure a timely and high quality product. Plans and initiates action to obtain effective use of resources and to ensure completion of programs and projects as contracted, scheduled, scoped, and funded. Routinely monitors contractor performance at plan-of-the-day meetings, pre-evolution briefings, evolutions in progress, and post evolution reviews. Plans and conducts appraisals and surveillances of contractor performance on the Project to determine adequacy and to provide recommendations for improvement including assurance of line management implementation of ESH&Q policies. Provide review, analysis, and evaluation of project proposals, conceptual designs, project management plans, for design and construction phases of projects. Monitors Project production schedules and determines need for CBFO intervention to ensure timely completion. Reviews, evaluates, and otherwise keeps updated on contractor activities with regard to safe and efficient operation through personal contact with responsible contractor personnel. Coordinate the timely review, resolution, and dissemination of significant issues and accomplishments. Coordinates actions with other affected or interested parties, defends and justifies recommendations and settles issues of a significant nature with a wide range of diverse groups. Participates in the development of facility program and project documents such as nuclear safety implementation plans, technical safety requirements, conduct of operations matrices, participating in the scoping and work planning process; overseeing contractor management; and supporting state and federal coordination.

Participates with the other Assistant Managers in establishing, implementing, and refining necessary planning and control mechanisms to assure effective and efficient use of federal and contractor personnel, facilities, and other resources from an operations perspective. Reviews contractor-

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performed work related to operation, maintenance, construction, and repair of the assigned Project facilities, buildings, grounds, utilities, and equipment. Participates in the development of specific goals to which the contractor must perform. Takes required action through meetings, written communications, or other appropriate means to assure that sound plant engineering principles are applied.

Conducts tours and briefings of facilities for purposes of orienting local, state, and federal officials on facility issues as requested by the CBFO Manager and Deputy Manager.

Performs other duties as assigned

III. KNOWLEDGE REQUIREMENTS:

Expert knowledge of program/project management principles, systems, methods and techniques as applicable to the design, construction, startup and operation of nuclear-industrial facilities and supporting systems.

Knowledge of the environmental safety health and quality programs, principles, concepts, and methodologies sufficient to plan, manage, guide, and advise on nuclear safety implementation plans, technical safety requirements, and associated conduct of operations matrices.

In-depth knowledge of existing and proposed environmental Federal legislation, policies, and guidelines including NEPA, RCRA, DOE regulations, and other DOE orders and site requirements as they apply to environmental safety health and quality management sufficient to ensure safe site operations and regulatory requirements are met.

Knowledge of environmental management and nuclear industry activities in the commercial sector sufficient to provide comprehensive expert advice and guidance.

Ability to manage resource requirements, develop schedules and milestones, apply fiscal and administrative policies, procedures, and practices sufficient to manage technical programs.

Comprehensive knowledge of the principles and techniques for scheduling, planning, and budgeting a complex technical program over a multi-year time frame.

Ability to communicate orally and in writing sufficient to make clear and convincing presentations sufficient to advocate, defend, clarify, negotiate and justify recommendations and provide expert advice.

IV. SCOPE AND EFFECT OF WORK:

Incumbent directs work the primary purpose of which is to resolve critical problems and develop, implement or maintain new approaches or methods for use in the disposal and storage of hazardous radioactive waste in a cost effective and efficient manner. Often serving as a consultant or coordinator, the employee provides expert advice and guidance to officials, and managers within

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and outside of CBFO and DOE, covering a broad range of complex and critical activities. Results of the efforts affect the work of other nuclear waste management experts both within and outside the agency and the development of major aspects of agency environmental management programs related to the disposal, transportation and storage of transuranic and transuranic-mixed nuclear waste.

The work performed by the incumbent impacts the National Transuranic Waste Program, which has implications for DOE, EPA, NNSA and DoD. The incumbent encounters an extremely high degree of uncertainty in on-going programs and is required to develop new management systems and operational assumptions to meet current or evolving missions. The issues involved may have adverse regional and national political and environmental impact if not resolved expeditiously and in a manner that protects the interests of CBFO specifically and the DOE in general. The incumbent's responsibilities require an unusually high degree of originality and resourcefulness in successfully orchestrating the accomplishment of the goals and objectives of the CBFO and DOE. Successful work performance ensures that the assigned project(s) meet DOE goals. The success of the WIPP is critical to the accomplishment of DOE's National TRU management mission and objectives. The WIPP is a vital asset within DOE that enables the cleanup of TRU waste around the DOE complex.

Personal contacts include a variety of officials, managers, professionals or executives within DOE, contractors, other agencies (e.g., DoD, EPA), the Defense Nuclear Facilities Safety Board, New Mexico Environmental Department, other state agencies, Congressional offices, outside organizations (e.g., National Academy of Science, tribal organizations) and private industry. Contacts are often unstructured or undefined in advance. A high degree of diplomacy and tact are required for satisfactory resolution of controversial matters.

Purpose of contacts are to present, defend, justify, and negotiate diverse, often controversial, issues in order to achieve a common understanding of the problem, develop suitable alternatives, and arrive at a solution representing the interests of DOE and CBFO. A high degree of expertise and judgment is required to convince professional, technical, and other experts of the need for action. Active participation, as a representative of the CBFO, is required in conferences, negotiations and meetings, which will require obtaining acceptance of the CBFO programs, new approaches, changes, or new developments. Active participation is also required on departmental or interagency committees or task forces.

V. RESPONSIBILITY FOR THE WORK OF OTHERS:

The incumbent serves as the Assistant Manager of OOW, providing managerial and administrative direction and guidance to a staff responsible for oversight and management, transportation and disposal of TRU waste at the WIPP facility. The incumbent is responsible for developing employee performance plans, appraising employees, approving leave and certifying time and attendance if authorized, developing employee individual development plans and identifying training and development needs, and resolves grievances and other workplace problems. Plans overall objectives, general program responsibilities (denote work to be accomplished by subordinates), sets and adjusts long-term and short-term priorities, and prepares general schedules for completion of work. Assigns work to subordinates based on established priorities while considering the difficulty

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and requirements of the assignment and the employees' capabilities. Evaluates work and appraises employees' performance.

Incumbent has full authority to plan, direct, and execute the assigned programs. Develops, assigns, evaluates, and revises long-range programmatic objectives and goals for assigned program responsibilities. Manages and oversees the revision of long-range goals, and objectives to be achieved for assigned programs. Manages policy developments and organizational changes to improve efficiency and content of programs and plans. Exercises discretionary authority to approve the allocation and distribution of assigned program funds.

Incumbent exercises substantial supervisory authority as related to assignments, projects, and programs carried out. Incumbent is delegated responsibility and authority to exercise management control of the work and is expected to design, plan, and carry out major projects, programs, and assignments. Work is reviewed for effectiveness of program management, services rendered to the organization, and soundness of judgment exercised in accomplishing duties. The employee works to secure approval of organizational and policy changes to bring about the highest level of benefit to Carlsbad Field Office. The incumbent must exercise creativity and initiative in applying broad general guidelines to a dynamic situation and to exercise professional judgment in addressing problems, which are not addressed by guidelines. Specifically exercises delegated supervisory authority and responsibility, to include: direct, coordinate and oversee work; exercising significant responsibility in advising upper level management; assuring reasonable equity of performance standards and rating techniques; making decisions on work problems; making and approving selections for non-supervisory positions; hearing and resolving group grievances or serious employee complaints; reviewing and approving serious disciplinary actions involving non-supervisory subordinates; approving expenses comparable to within-grade increases, extensive overtime and employee travel; recommending awards for non-supervisory personnel and changes in position classification; and finding and implementing ways to eliminate barriers or reduce barriers to production, promote team building, or improve business practices.

The incumbent directly supervises five subordinate GS-15 supervisors each with significant supervisory responsibilities characterized at the GS-13 level or above. The position performs independently as a senior level DOE spokesperson and decision-maker, with the authority to make DOE commitments in functional activity areas that fall under the purview of the OOW.

These supervisory responsibilities comprise at least 25% of the incumbent's time and exceeds the GSSG standards for FL 3-2.

VI. SUPERVISION AND GUIDANCE RECEIVED:

Incumbent is under the administrative supervision of the Deputy Manager for CBFO (an SES position), who makes assignments in terms of broad policy, program objectives, and resource limitations. Incumbent works independently. Recommendations and decisions are accepted as authoritative. Completed work is reviewed primarily in terms of attainment of broad objectives, impact on EM programs, and conformance with overall Departmental policy.