



CLASS TITLE: GEOSCIENCE MANAGER

BASIC FUNCTION:

Under the supervision of the Nuclear Waste Repository Project Office (NWRPO) On-Site Geotechnical Representative (OSGR), the employee in this position performs scientific and engineering field and office tasks similar to those specified for the Geoscientist II. In addition, the Geoscience Manager position requires the performance of a number of important senior-level geoscientist and project management related activities. Some of these major activities as well as the qualifications required are listed in the following. The Geoscience Manager position is second only to the OSGR position in responsibility and authority regarding the implementation and management of the NWRPO technical program.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

In addition to the technical duties required for the Geoscientist II position, the Geoscience Manager position requires the employee to carry out the following senior level geoscientist and project management related duties:

1. Analyzing and interpreting hydrogeologic and other technical data.
2. Writing technical reports that include these data, analyses, and interpretations.
3. Reviewing and editing technical documents written by other NWRPO employees and contractors.
4. Developing and making oral technical presentations to the technical community, local government, and other interested parties.
5. Supervising selected NWRPO technical employees and support contractors.
6. Developing plans, budgets, schedules for the NWRPO technical program.
7. Tracking budgets, schedules, and deliverables.
8. Authoring quality assurance technical plans and procedures.
9. Creating and editing quality assurance metadata (data limitations) for NWRPO data packages.
10. Attending and participating in technical meetings with NWRPO contractors, Department of Energy (DOE) and its contractors, and other government and organizations.
11. Communicating and interacting with DOE management and its contractors to plan, schedule, support, and conduct cooperative data collection activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

In addition to the knowledge, skills, and abilities required for the Geoscientist II position, the

Geoscience Manager position requires the following capabilities:

In-depth knowledge of methods of hydrogeologic characterization and data analysis; Written and oral communication skill and ability necessary to incorporate technical methods, data, and analyses into concise, clear, and technically defensible written reports and oral presentations; Skill in supervising both technical and support personnel; Project management knowledge, skill, and ability required to develop and track NWRPO budgets, schedules, and deliverables; Skill in working cooperatively with professional peers to successfully plan and implement co-operative NWRPO/DOE data collection activities; Knowledge of quality assurance as applied to hydrogeologic characterization programs; Ability to comply with stringent quality assurance requirements related to data collection and processing.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Four-year college degree in engineering, earth science or a related field is required. A postgraduate degree in one of these areas is preferred. In addition, a minimum of five (5) years of post college professional experience in hydrogeology is also required in which the applicant has demonstrated possession of the above-specified level of knowledge, skills, and abilities

LICENSES:

Valid Nevada Driver's License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Will supervise NWRPO and contractor support and technical personnel. Will assume management responsibilities for the NWRPO technical program in the absence of the OSGR.

CONTACTS:

Supervisor, co-workers, NWRPO contractors, NWRPO and DOE management personnel, and scientists and staff from DOE prime contractor, Los Alamos National Laboratory, Nuclear Regulatory Commission, Nuclear Waste Technical Review Board, State of Nevada, United States Geological Survey, University of Nevada Las Vegas and Reno, and other government and private organizations.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Position routinely requires physical effort associated with an office environment. On occasion, may be asked to supervise and/or participate in field data collection activities that require some physical effort.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Primarily will work in an office environment. Occasionally may work in a field environment where conditions may be hot, cold, windy, and dusty.