

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

☐ Redescription
☐ Reestablishment☐ New
☒ Other

3. Service

☐ Hdqtrs☒ FieldExplanation *(Show any positions replaced)*NPS Standard Position Description
Resources Careers

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
Financial Disclosure☐ Employment and
Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive☐ Excepted *(Specify in Remarks)*☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory☐ Managerial☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive☐ 3--Critical☐ 2--Noncritical
Sensitive☐ 4--Special
Sensitive

13. Competitive Level Code

14. Agency Use

*R27

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Per-
sonnel
Managementb. Department,
Agency or
Establishmentc. Second Level
Review

Architect

GS

0808

11

d. First Level
Reviewe. Recommended by
Supervisor or
Initiating Office16. Organizational Title of Position *(if different from official title)*

Historic Architect

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

Department of the Interior

c. Third Subdivision

a. First Subdivision

National Park Service

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

Signature of Employee *(optional)*

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J. LYNN SMITH
HUMAN RESOURCES PROGRAM MANAGER

Signature

Date

JUN 30 1999

22. Position Classification Standards Used in Classifying/Grading Position

See Classification Evaluation Statement for Standards Used to Grade this Position.

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee *(optional)*

b. Supervisor

c. Classifier

24. Remarks *Agency Use Code should be entered in FPPS as last three spaces of position allocation number.

25. Description of Major Duties and Responsibilities *(See Attached)*

**NATIONAL PARK SERVICE
BENCHMARK POSITION DESCRIPTION**

**Architect
GS-808-11**

Introduction

The incumbent serves as a specialist for one or more parks in the science and art of architecture with advanced training in the principles, theories, concepts, methods, and techniques of preserving historic and prehistoric structures with the focus to preserve a structure's physical attributes and materials. Research, planning, and stewardship are the framework for the duties of a historical architect. Research defines the features, values, and associations that make a structure historically significant; planning identifies the issues and alternatives for long-term preservation; and stewardship involves activities such as condition assessment, maintenance, and training. Professional fields of study must be pertinent to the park's resources and themes.

Major Duties (80-100%)

Responsible for the identification, research, planning, treatment, and preservation maintenance of historic and prehistoric structures. Performs architectural duties associated with review, design, treatment, and monitoring of historic and prehistoric structures. The structures are diverse in design, materials, and composition and may exist in diverse climatic, geographic, and environmental conditions.

Represents the superintendent when working with others on historical architecture matters. Develops and maintains liaisons and effective working relations with related groups and individuals, agencies, and the public in order to encourage and facilitate cooperative regional management strategies. Attends management and professional conferences and other events for the purposes of exchanging information, presenting technical and policy information, and advancing advocacy for park stewardship.

Identifies research needs and suitable research designs and conducts or oversees various levels of documentary research and field investigation.

Conducts on-site investigations of project sites to determine the feasibility of proposed projects, including the development of design alternatives and subsequent analysis to ensure the project is consistent with NPS policies, guidelines, and standards and environmental and cultural compliance laws and regulations.

Conducts and coordinates historic and prehistoric structure research projects related to the identification, documentation, analysis and evaluation, and treatment; conducts research involving historical documents, photographs, plans, drawings, and related items to develop knowledge of and data about specific historic and prehistoric structures, such as period designs.

Prepares and maintains list of classified structures documenting the location, historical development, condition, and management of historic and prehistoric structures in the park.

Prepares historic structure reports documenting existing conditions and defining treatment actions based on examination of the structure, documentary research, and professional evaluation of all data; and prepares other written reports, graphic illustrations, and plans associated with managing historic and prehistoric structures.

Works in a multi-disciplinary context to develop the appropriate guidelines and actions with architectural conservators, historical landscape architects, historians, archeologists, curators, architects, and other cultural and natural resources professionals and park managers in the understanding of historic and prehistoric structures integrity and significance.

Negotiates cooperative and interagency agreements and other cooperative instruments needed to effectively carry out resource stewardship goals.

Prepares or oversees preparation of scopes of work that clearly define the objectives and requirements of the project for A/E design or documentation services. Examples of such projects include list of classified structures, historic structure reports, existing condition drawings, and design services for treatment work. Participates in negotiations with A/E firms, including development of detailed cost estimates of major work items. Designated as Contracting Officer's Authorized Representative during the course of design contacts. Ensures contractual requirements, including technical adequacy, design excellence, and project schedules are met.

Reviews contractor shop drawings, samples, and material certification for contract and performance compliance and recommends them for approval or rejection.

Incorporates appropriate GIS technology into job to provide comprehensive and scientifically sound answers to inquiries from managers and others. Uses automatic methods of data collection, analysis or illustration. Inputs data into digital form and uses computer applications for data analysis, manipulation, and presentation.

Performs professional review and assessment of plans, comprehensive designs, preliminary designs, special studies, and layouts prepared by other agency offices for accuracy, adequacy, and compliance with historic preservation policies, guidelines, laws, and regulations as they relate to historic and prehistoric structures.

Serves as a park cultural resources compliance coordinator. Prepares historic preservation documentation and background materials for clearances, permits, licenses, etc., as required by Section 106 and Section 110 of the National Historic Preservation Act, Native American Graves Protection and Repatriation Act,

Archeological Resources Protection Act, NPS Management Policies, and cultural resources management guideline for planning and construction projects that involve cultural resources. Reviews projects initiated by park staff and makes recommendations for approval to managers.

May carry out program management duties by developing work plans and schedules, scopes of work, cost estimates, and proposals and/or grants to justify funding requests and accomplish goals. May administer and track project funds and prepare accomplishment reports, as needed. Maintains awareness of applicable funding sources within NPS and outside.

May represent park on NPS regional task groups or similar organizations. Makes presentations in parks, public gatherings, and professional meetings.

May supervise seasonal, temporary, permanent, VIP, and other personnel, but less than 25% of the time.

Factor 1. Knowledge Required by the Position Level 1-7; 1250 points

Knowledge of NPS planning and management requirements and guidelines so that plans result in programs that provide adequate long-term protection for resources.

Professional knowledge of the theories, principles, practices, and techniques of architecture and historic preservation, particularly as they apply to the preservation of historic and prehistoric structures.

Knowledge of architectural history and construction practices in North America, Pacific Islands, and Caribbean.

Basic knowledge of program management and administration of budgets, contracts, and personnel.

Ability to apply knowledge about common building materials (wood, masonry, metals, mortar, adobe, stone, plasters, and paints) to date structures/features, develop treatments, and solve complex material problems.

Ability to make treatment recommendations and designs using state-of-the-art technology for structural, weatherproofing, mechanical, heating, cooling, plumbing, ventilating, and electrical systems which maximizes the preservation of historic material and character.

Knowledge of federal cultural resources preservation legislation, policies, guidelines, and standards, particularly the National Historic Preservation Act and the Secretary's Standards and Guidelines for Archeology and Historic Preservation, and NPS Management Policies, guidelines, and standards.

Ability to interpret and apply current laws, policies, guidelines, standards, and technical information to formulate agency positions, conduct project reviews, and provide technical assistance and information regarding historic and prehistoric structures management.

Ability to conduct and supervise Section 106 and Section 110 and Section 4F compliance procedures and participate in conflict resolution.

Ability to perform historical research, conduct field investigations, analyze data, and prepare reports, plans, specifications, and cost estimates to support planning for historic and prehistoric structures preservation.

Knowledge of related resources management disciplines, such as history, architecture, archeology, ethnography, horticulture, and natural sciences to ensure their proper consideration in research, planning, and treatment.

Ability to organize and coordinate complex projects involving professionals from several disciplines, including both NPS staff and consultants from outside the agency.

Ability to work effectively with park operations responsible for historic and prehistoric structure management in developing treatment and maintenance solutions.

Ability to communicate the role of historic and prehistoric structure preservation in the NPS mission and a full range of landscape management issues verbally, graphically, and in writing.

Knowledge of computer hardware, software, and application so that information, primarily field data, can be processed, summarized, and reports generated.

Factor 2. Supervisory Controls Level 2-4; 450 points

The supervisor sets the overall goals and resources available. Guidance is provided only to determine priorities, approve work plans, and assist in working through unprecedented situations that have a bearing on the overall program.

The incumbent is expected to plan, design, implement, and manage the program with a minimum of direct supervision. For personally conducted research, the incumbent is responsible for developing work plans and blocking out the major areas of research for accomplishing the assignment, for determining approaches and techniques to be employed, and for modifying working plans and approaches as necessary in the course of the study. The incumbent resolves most problems that arise and coordinates the work both within the work unit and with other park divisions. Independent judgement is required on a regular basis in developing, testing, and refining procedures and methods, and in the application of these methods in the field. The incumbent is expected to independently design and carry out specific projects and assignments to

their completion. Historical architects with a higher level of expertise may or may not be available for consultation as work progresses, though arrangements for such consultation are possible if significant problems are encountered. The incumbent keeps the supervisor informed of progress, potentially controversial problems, concerns, issues, or other matters having far-reaching implications. The supervisor evaluates the completed work based on general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

Factor 3. Guidelines Level 3-3; 275 points

Guidelines include laws, regulations, policies, plans, procedures, architectural and related professional standards, ethics, practices, and any additional directions given and defined by the supervisor. Although available, they are not completely applicable to the work or have gaps in specificity. The employee uses judgement in interpreting and adapting guidelines for specific cases or problems, then analyzes results to recommend changes.

Sound judgement must be exercised in the performance of duties where gaps in specificity or conflicts among guidelines occur. The incumbent uses judgement in determining which appropriate alternatives should be used, and in interpreting and adapting guidelines for application to specific situations or problems. The incumbent is expected to know when work is precedent setting, affects policy, and requires supervisory review, or needs review at a higher level of expertise within the relevant discipline.

Factor 4. Complexity Level 4-4; 225 points

National park units are complex landscapes containing a diversity of natural communities and cultural resources. The incumbent must be able to exercise professional skills in historic and prehistoric structure research, planning, documentation, and treatment. The work includes varied duties that require many different and unrelated process and methods. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data. Many decisions are made concerning such things as interpretation of considerable data, planning the work or refinement of the methods and techniques to use.

Assignments range from technical assistance for preservation maintenance to complex restoration projects. Consideration must be given to both cultural and natural processes and features in preserving the historical integrity of historic and prehistoric structures. Construction, materials, and use vary between historic and prehistoric structures, and the varying conditions sometime require departures from standard approaches to meet project objectives.

Problem resolution requires the incumbent to employ a working knowledge of NPS policy, standards, and guidelines; a solid understanding of historic and prehistoric structure research, inventory, documentation, and treatment practices and techniques; sound critical judgment in the evaluation of research findings and

proposed treatment; and substantial skill in communicating historic and prehistoric structure management issues verbally, graphically, and in writing.

Factor 5. Scope and Effect Level 5-3; 150 points

The core long-term mission of the agency in all NPS units is the preservation and effective management of the natural and cultural resources for which the park was established. The successful accomplishment of the duties of this position is critical for preservation of historic and prehistoric structures. The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The product or service affects the design or operation of programs, and the adequacy of activities such as field projects or research conclusions.

The work includes planning and carrying out a series of architectural projects related to determining the extent and location of resources; research, planning, and treatment; and ongoing preservation maintenance. The information gained through research provides the scholarly and professionally credible basis for management decisions, thereby directly affects the adequacy of preservation, protection, management, and use of nationally significant historic and prehistoric structures.

Factor 6. Personal Contacts Level 6-3; 60 Points

Contacts are made with park managers and staff, staff in regional and support offices and centers, and subject matter experts both within and outside the agency including individuals in such related professional fields such as history, landscape architecture, archeology, ethnography, horticulture, and natural sciences. Contacts are also made with representatives of A/E firms, concessionaires, local and state governments, manufacturers, material suppliers, construction contractors, members of technical and professional societies, academic institutions, the interested public, and the media.

Contacts typically are not established on a routine basis, and the role and authority are identified and developed during the course of the contact.

Factor 7. Purpose of Contacts Level 7-2; 50 points

The purposes of contacts are to provide professional advice to managers and other staff; to exchange technical information; to maintain continuing consultative or collaborative relationships; to comply with historic preservation legislation; to provide instructions, services, and equipment; to train; to coordinate and advise on mutual work efforts and research; to procure supplies and materials; and to secure cooperation for park programs from other agencies, individuals or interest groups.

Factor 8. Physical Demands Level 8-2; 20 points

The position may require strenuous physical activity including periods of standing, walking, climbing, and lifting and carrying heavy objects. Some activities will occur in physically dangerous areas or settings. Documentary research and report writing work is sedentary, which entails the ability to concentrate and write for long periods of

time.

Factor 9. Work Environment Level 9-1; 5 points

The work is performed in both an office setting and occasionally in the field as required to perform on-site investigations and inspections.

Total Points 2485



Resources Careers