

PART 502 - RESPONSIBILITIES

SUBPART A – AREA ENGINEERING STAFF

WA 502.02(b)(1)

WA502.00 General

General responsibilities for Area Office staff is located in GM-330 Part 403. The following provides additional guidance for the engineering roles and responsibilities of the Area Engineering staff within Washington State.

WA502.01 Scope

- (a) Area Engineering staff are the leaders in the Area for the engineering discipline and are responsible for:
 - (1) Maintaining engineering practice quality of all engineering practices designed and installed within each Area.
 - (2) Informing the Area Conservationist (AC) about all significant engineering activities and deficiencies.
- (b) Area Engineering staff shall work toward gaining skills and abilities in all engineering technical areas in order to develop diversified expertise to support all engineering activities within the Area.

WA502.02 Area Engineer Responsibilities

- (a) Professional Engineering Services
 - (1) Provide engineering assistance to the Teams and Field Offices on the planning, design, and construction of engineering practices.
 - (2) Assist Field Office staff with engineering surveys and site investigations.
 - (3) Provide design assistance on complex projects.
 - (4) Review and approve engineering design work performed by Field Office staff.
 - (5) Assist Field Office staff with the certification of installed engineering practices.
- (b) Workload Management
 - (1) Ensures efficiency for Area activities in engineering practice data collection, design and application by;

WA 502.02(e)1

- i Maintaining an engineering job list as directed by the AC.
 - ii Establishing a priority for engineering practice assistance activities through coordination with the DC's and AC.
 - iii Actively promoting engineering practice streamlining activities and regularly evaluating individual field staff work and discussing streamlining opportunities.
 - (2) Works with Area Engineering staff to balance the engineering workload throughout the area.
 - (3) Provides prompt engineering practice design reviews and strives to meet timetables for practice application objectives.
 - (4) Regularly communicates with field staff on the status of design completion and design reviews.
- (c) Engineering Technology Leadership
- (1) Is regarded as the leader in the Area for engineering discipline leadership
 - (2) Stays in the forefront of meeting engineering technical needs for the Area.
 - (3) Regularly communicates with State Engineering specialists in order to promote technology transfer to and from the field.
 - (4) Evaluates and determines the needs for data collection tools, design tools and application tools for field office staff.
 - (5) Works with other Area Engineering staff and State Engineering Specialists to develop technical tools for field staff use.
- (d) Quality Assurance
- (1) Conducts QAR's for the Area as assigned by the AC.
 - (2) Regularly visits Field Offices in delegated area of responsibility in order to promote technically sound engineering practice data collection, design and application methods.
 - (3) Reviews engineering work completed in Field Office to determine training needs for field staff.
- (e) Training
- (1) Determine the engineering training needs for all field staff that provide engineering technical assistance and assists the AC in developing an effective IDP for the employee.
 - (2) Promotes OJT opportunities for Field Office staff.

WA 502.02(i)2

- (3) Develops workshops for Field Office staff to ensure that engineering data collection, design and application methods are clearly understood.
- (4) Provides training in the use and application of revised and new engineering practice standards.
- (5) Utilizes training opportunities to meet engineering job approval authority objectives for field staff.
- (6) Reviews quality review report for the Area to assess engineering training needs for Field Office staff.

(f) Reporting

- (1) Ensures that all reportable engineering practice accomplishments are accurately reported into the official NRCS reporting tool.
- (2) Assists the AC in determining Field Office productivity with engineering practice technical assistance.

(g) Engineering Job Approval Authority

- (1) Ensures that all Field Office staff that provides engineer technical assistance has up-to-date engineering job approval delegations of authority.
- (2) Actively assists field staff in achieving Engineering Job Approval Authority goals.
- (3) Delegates engineering job approval authority to Field Office staff in accordance with NEM WA501.

(h) Coordination with State and Federal Agencies

Strives to maintain strong working relationships with local (State and Federal) officials that have a vested interest in NRCS engineering practice application.

(i) Skills and Abilities

- (1) Develops and maintains technical skills necessary to effectively provide assistance on engineering practice data collection, design and application with in the Area.
- (2) Seeks opportunities to gain technical expertise in evaluation methods in order to determine the applicability of engineering tool utilization.

WA 502.02(k)2

(j) Operation and Maintenance

- (1) Effectively communicates O&M requirements for all NRCS engineering practices.

(2) As requested, assists the DC in conducting formal and informal inspections.

(k) References

(1) Maintains a complete engineering library as outlined in NEM WA545, Subpart A.

(2) Ensures that all Field Offices maintain current Engineering Manuals and Handbooks.