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REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Administrative Records Coordinator

JOB CODE : 051205

DATE PREPARED : February 1, 1990 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent performs administrative duties to maintain specialized scientific and technical department records, documents, and files directly related to management policies, general business operations, and support of assigned department.

DIMENSIONS

The incumbent reports to a Staff Assistant, Group Leader, or higher-level supervisor and may have supervisory responsibility for subordinate clerical personnel.

NATURE AND SCOPE

1. Coordinates and maintains status of specialized departmental documents, records, and files in compliance with department, Company, and DOE regulations; makes changes and updates as necessary; reviews departmental operating techniques and recommends changes to procedures as required;

2. Performs routine-to-complex administrative tasks such as analyzing incoming correspondence, logging correspondence in computer, and determining whether the document requires further action;

3. Supervises assigned personnel (as applicable); assigns and reviews work; may conduct performance appraisals and make recommendations on personnel actions;

4. Logs all incoming actions into automated system to ensure completeness and accuracy of daily activities; updates and archives action records when items are completed;

5. Performs administrative tasks of a specialized nature to research, analyze, and develop projects and assignments;

6. Ensures that computer transactions and documentation are accurate and updated as required;

7. Assists in assembling data for preparation and analysis for reports and budgets; maintains documentation for technical library;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking short distances in office areas;

2. Constant sitting at desk or computer while inputting data or completing paperwork;

3. Occasional lifting/carrying paperwork or supplies up to 20 pounds; sometimes up to 50-pound large boxes of paper/records;

4. Occasional-to-frequent pushing/pulling exerting force up to 15 pounds in opening doors or file drawers or pushing files to make room;

5. May occasionally climb stairs or use step stool, depending on area assigned;

6. Occasional bending/twisting at waist/neck to and from seated position;

7. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer, completing paperwork, filing, etc.;

8. Constant use of sight abilities in operating computer, reviewing documents, filing, and maintaining a safe work environment;

9. Constant use of speech/hearing abilities in communicating with other employees and management; supervising; answering telephones, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that all documents and records are handled in accordance with departmental, Company, and DOE regulations and procedures;

2. Must possess planning/organizational skills and initiative; exercise independent judgement; and apply knowledge and experience in ensuring that all projects are completed in an efficient and timely manner;

3. Must possess supervisory and interpersonal communication skills in dealing with subordinates, various levels of management in other departments, and other contacts in an effective, positive, and professional manner;

4. Must be able to read/write/speak English and possess basic mathematical skills and ability to understand complex technical data, terminology, procedures, and regulations;

5. Must be able to deal with pressure of deadlines, frequent interruptions, and multiple tasks.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed under general office conditions.

Tools & Equipment Used: Personal computer, printer, 10-key, calculator, typewriter, copier, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent. Four years of specialized experience and/or training to provide a working knowledge of administrative policies and procedures and computer technology.

OTHER SPECIAL QUALIFICATIONS

Ability to type 44 words per minute net. Ability to obtain "Q" clearance. Some supervisory experience preferred. Driver's license required. Must be skilled in personal computer software programs including WordPerfect 5.1, dBase, FoxPro, and Lotus 1-2-3.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Associate Telecommunications Specialist

JOB CODE : 051105

DATE PREPARED : January 10, 1984 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent, under the guidance of a Telecommunications Specialist, plans, procures, and implements telecommunications services for offices and facilities of the DOE/NV and associated agencies and contractors.

DIMENSIONS

The incumbent reports to a Telecommunications Specialist or the Telecommunications Specialist Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Makes recommendations for rearrangements, additions, and improvements of telecommunications services and follows through to assure user requirements are satisfied;

2. Places or prepares orders for telephone service as required to provide control and accountability of the DOE/NV telecommunications system;

3. Assists the DOE and contractors with planning and designing special communications systems;

4. Maintains records of telephone systems in service and supports the development of assignment records on all telephone numbers within the PBX system to account for total service used and to allocate service available;

5. Assists the Telecommunications Specialist with plans, orders, and maintenance of leased line services to verify adequate ancillary facilities are provided to support required services;

6. Evaluates when additional lines are required and/or when a reduction in lines will provide adequate service and best utilization of available telephone lines for maximum cost effectiveness;

7. Maintains awareness of new services and equipment available in telecommunications through study, seminars, and trade shows;

8. Assists with cost changes and charges for accounting on all telephone services for verification and control;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking for short distances in telecommunications center or office areas;

2. Constant sitting at desk or telecommunications equipment console while completing paperwork, sending or receiving transmissions, etc.;

3. Occasional lifting/carrying paperwork or supplies up to 20 pounds; sometimes up to 40-pound boxes of paper;

4. Occasional pushing/pulling exerting force up to ten pounds in opening doors or file drawers;

5. Occasional bending/twisting at waist/knees/neck while seated and to and from seated position;

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating telephones, fax machines, telegraphic equipment, computer, completing paperwork, etc.;

7. Constant use of sight abilities in operating computer or telecommunications equipment and reading documents/screen, completing paperwork, etc.;

8. Constant use of speech/hearing abilities in operating telecommunications equipment and communicating with customers, coworkers, and supervisors.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in determining telecommunications needs, sending, and receiving transmissions in the most efficient method and ensuring that all security procedures are followed;

2. Must be able to work independently, exercise judgement, and make decisions within supervisory approval;

3. Must be able to handle sensitive classified material in accordance with all Company and DOE security regulations;

4. Must possess excellent oral communication skills and ability to deal with all levels of personnel in a clear, professional, and effective manner;

5. Must possess good mathematical skills and ability to read/write/speak English;

6. Must be able to deal with pressure of deadlines, frequent interruptions, multiple tasks, and dealing with sensitive material.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled telecommunications center with some travel to other office locations.

Tools & Equipment Used: Secure telephone unit, fax machine, personal computer, printers, copiers, other general office equipment, and motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of telephone company experience or related telephone experience in private industry, as well as an understanding of key telephone systems, telecommunications common carrier tariffs, and billing practices. Knowledge in the application of telecommunications services, PBX systems, features, and functions available, as well as data telecommunications experience with interface compatibility is preferred.

OTHER SPECIAL QUALIFICATIONS

Ability to obtain "Q" clearance. Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Buyer

JOB CODE : 051305

DATE PREPARED : April 22, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent procures materials, supplies, equipment, and services in an accurate, timely, and cost-efficient manner.

DIMENSIONS

The incumbent reports to a Purchasing Agent or Chief Purchasing Agent and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for soliciting, analyzing, negotiating, documenting, and awarding bids and proposals on a formal and informal basis from distributors, manufacturers, prospective sellers and service contractors in accordance with Company and DOE policies and regulations;

2. Procures materials and services at a fair and reasonable price; develops purchasing specifications and assures compliance with contract terms and conditions; documents each procurement action as required; determines suitability, adaptability, and utility of items; and evaluates merits of competitive commodities and prices;

3. Performs data entry functions using Procurement Requisition Tracking System, and Just-In-Time support systems;

4. Proficient in federal government regulations including FAR, DEAR, and DOE;

5. Monitors orders to assure contract requirements, quality, and technical specifications are met; secures adjustments where necessary and possible;

7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking throughout office areas for short distance;

2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc;

3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;

4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;

5. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;

7. Constant use of sight abilities in reading paperwork, computer screen, etc.;

8. Constant use of speech/hearing abilities in communicating with sales representatives, vendors, coworkers, and supervisors, both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts and purchase orders are completed in accordance with Company policies and procedures and are negotiated in an efficient and cost-effective manner;

2. Must possess independent judgement, initiative, and ability to work with minimal supervision;

3. Must possess excellent oral/written communication skills, negotiating, and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;

4. Must be able to work under pressure with frequent interruptions, multiple priorities, and meeting strict deadlines;

5. Must be able to plan, prioritize, and organize work to ensure procurement of materials and services in a timely and cost-effective manner;

6. Must be able to read/write/speak English and possess basic mathematical skills;

7. Must possess ability to learn technical specifications and terminology, complex procurement regulations, and keep up with changing departmental policies and procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office with minimal climate control.

Tools & Equipment Used: Mainframe computer, telephone, copier, fax, calculator, and other office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent. Minimum of two years of previous purchasing experience preferably in a government environment or any combination of related experience and education meeting minimum requirements.

OTHER SPECIAL QUALIFICATIONS

Knowledge of federal and DOE procurement regulations desirable. Driver's license required. General knowledge of personal and mainframe computer use.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Cataloger

JOB CODE : 051110

DATE PREPARED : April 29, 1993 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for maintaining supply catalog of items currently stocked in the Purchasing & Materials Management Department warehouses for use by all Nevada Test Site (NTS) users.

DIMENSIONS

The incumbent reports to the Stock Control Superintendent and has no supervisory responsibility.

NATURE AND SCOPE

1. Maintains catalog and catalog descriptions; prepares written item descriptions that are comprehensive and accurate; and files and distributes supply catalogs;

2. Reviews and screens all ordering actions; reviews special order requisitions against stocked items for completeness and authorization before passing on to the Purchasing & Materials Management Department;

3. Classifies and codes items in preparation of submittal to the Information Systems Department; compiles and coordinates relevant data for supply catalog;

4. Updates catalog databases and other files, prepares reports, and completes necessary paperwork as required;

5. Contacts various NTS field users and warehouse supervisors to obtain cataloging data and furnish technical information;

6. Performs general office duties such as filing, posting data to records, answering telephones, and taking messages;

7. Operates general office equipment such as copiers, calculators, and computers;

8. Adheres to all Company EEO, affirmative action, environmental, safety, health, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking short distances in office areas;

2. Frequent-to-constant sitting at desk or computer while entering data, typing, completing paperwork, etc.;

3. Frequent lifting/carrying paperwork, files, or office supplies up to ten pounds;

4. Occasional push/pull exerting up to ten pounds of force in opening doors or file drawers;

5. Occasional bending/twisting at waist/knees to and from seated position or to reach lower file drawers;

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering telephones, etc.;

7. Constant use of sight abilities in reading paperwork/computer screen, classifying catalog items, and maintaining a safe work environment;

8. Frequent use of speech/hearing in communicating with users, coworkers, supervisors, and answering telephones.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in writing and maintaining complete and accurate catalog entries;

2. Must be able to work independently, use judgement, make decisions, and apply knowledge and experience to complete all assignments efficiently and within required time frames;

3. Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines;

4. Must be able to read/write/speak English and possess basic mathematical skills and good memory;

5. Must possess good oral/written communication skills in order to write complete and accurate catalog descriptions and communicate in an effective and professional manner with all levels of users, management, and coworkers;

6. Must be able to learn, understand, and furnish to others technical specifications and properties of catalog items.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in an office setting with occasional exposure to warehouse conditions.

Tools & Equipment Used: Personal computer, typewriter, copier, telephone, fax, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and four years of related work experience required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Proficiency in 10-key/calculator operation. Must have personal computer experience with knowledge of Lotus 1-2-3 and dBase preferred.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Chief Net Coordinator

JOB CODE : 051115

DATE PREPARED : December 1, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent operates the Central Control (Station 900) Console to monitor and respond to emergency conditions and electronically relay messages to responding agencies, as well as prepares reports and writes operating procedures; may train assigned personnel.

DIMENSIONS

The incumbent reports to an Electronic Technician Supervisor or higher level supervisor and may provide guidance or training to the Net Coordinator.

NATURE AND SCOPE

1. Monitors radio nets, telephones, and 911 lines to receive information on emergencies;
2. Notifies emergency services including Fire Department, Occupational Medicine Department, and Sheriff's office, as well as other relevant agencies such as Occupational Safety & Fire Protection Department, Operations Coordination Center, and Power Dispatcher;
3. Documents all emergencies, incidents, and calls in accordance with established procedures;
4. Makes net announcements regarding weather conditions, road conditions, or other messages as requested;
5. Maintains logs and records of all call numbers assigned by users; interfaces with user agencies to satisfy changes on support requirements;
6. May write procedures which provide instructions to other operators of Station 900; assists in training as required;
7. Prepares reports detailing net user activities and radio net usage;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Constant sitting at work station in small room with minimal breaks;
2. Occasional lifting paperwork up to five pounds;
3. Occasional bending/twisting at waist/knees to and from seated position or while turning in chair;
4. Frequent use of both hands/arms in reaching/handling/grasping/fingering while operating radios, typing, writing procedures/reports, completing paperwork, etc.;

5. Constant use of sight/hearing abilities in monitoring telephones and radio nets on multi-light consoles, completing paperwork, keyboarding, etc.; must possess good hearing; visual requirements include color vision, peripheral vision, and visual acuity in near-, mid-, and far-range vision;

6. Constant use of speech/hearing abilities in dispatching and communicating with emergency agencies, duty officers, and departments.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in monitoring multiple radio nets, telephone lines, and personnel;

2. Must be able to work independently, make decisions, and react quickly and effectively in emergency situations;

3. Must possess excellent oral/written communication skills in order to communicate and write procedures and reports clearly and accurately; and ability to deal with all types of personnel in a clear, effective, professional manner;

4. Must possess excellent planning/organization/prioritizing skills in order to notify proper agencies in the most effective manner;

5. Must be able to handle pressure of emergencies, heavy work load, constant interruptions, monitoring multiple incoming communications, cramped, noisy work area, and infrequent breaks;

6. Must be flexible and able to work rotating shifts;

7. Must be able to follow and maintain written procedures and checklists and work with minimal supervision;

8. Must possess good interpersonal skills; ability to deal with all levels of people; and ability to extract information from and maintain contact with victims who may be hurt, disoriented, or frightened;

9. Ability to apply knowledge and experience to situations where written procedures are not specific;

10. Must be able to train others in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office surrounded with communications equipment.

Tools & Equipment Used: Switchboard, radio nets, typewriter, telephone, and tape recorders.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and one year of college or advanced training in a related field. Three years of experience in radio communications with dispatch operations or air traffic control required, preferably with an emergency connected network.

OTHER SPECIAL QUALIFICATIONS

Must be certified by Associated Public Safety Communication Officers Incorporated. Basic computer skills required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Construction Inspector

JOB CODE : 051405

DATE PREPARED : April 22, 1993 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent inspects Company and subcontractor construction projects to verify that work is performed in conformance with design requirements, specifications, and standards.

DIMENSIONS

The incumbent reports to the Engineering Support Section Chief and has no supervisory responsibility.

NATURE AND SCOPE

1. Investigates and determines cause and effect of any discrepancies in construction workmanship and materials relevant to approved engineering plans, utilizing knowledge of practical engineering principles to understand construction project requirements;

2. Acts as a technical advisor on matters concerning construction; must be familiar with the Nevada Test Site Standard Construction Specifications, Uniform Building Code, Plumbing Code, Fire Code, Electrical Code, Mechanical Code, DOE Code of Federal Regulations and Safety Codes, industrial hygiene, and regulations of all local, state, and federal regulatory bodies;

3. Advises supervision of construction work stoppage conditions;

4. Assists in discovering and eliminating safety hazards;

5. Examines and interprets engineering plans and drawings and recommends revisions if necessary;

6. Analyzes and assists the process for requesting construction modifications;

7. Operates motor vehicle under all types of road and weather conditions to reach inspection sites;

8. Prepares daily reports of construction progress and activities; signs off on Advanced Drawing Change Notices, Revised Work Order Modifications, and Completion Certificates;

9. May be required to sample and test materials for field testing such as concrete, steel rebar, and asphalt and perform other specialized testing as required;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces, roofs, scaffolding, gravel, uneven surfaces, etc., up to one to two miles per day;

2. Frequent sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 20 pounds of clipboard, paperwork, tape measure, or tools; occasionally up to 50-pound concrete samples;

4. Occasional pushing/pulling exerting force up to 20 pounds in moving materials out of the way;

5. Occasional-to-frequent climbing stairs, ladders, or scaffolding to reach area to be inspected;

6. Frequent bending/twisting at waist/knees/neck while inspecting work, sometimes from scaffolding or tops of ladders, and while operating motor vehicle under normal driving activities;

7. Occasional kneeling/crouching/crawling to inspect work in lower areas, crawl spaces, and on floors;

8. Frequent use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, taking notes, completing paperwork, collecting samples, etc.;

9. Constant use of sight/hearing abilities in inspecting construction progress and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;

10. Frequent-to-constant use of speech abilities in communication with construction workers and supervisors while inspecting, making recommendations, and giving instructions, both in person and over the telephone;

11. Occasional use of sense of smell in detecting and maintaining awareness of burning, gas/chemical spills or leaks, etc.;

12. Frequent use of sense of touch while inspecting materials.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in inspecting and monitoring construction work and ensuring that all building codes, engineering specifications, and safety regulations are followed;

2. Must be able to use judgement, make decisions, and apply knowledge and experience to determine compliance with all construction specifications and regulations, make recommendations, and evaluate overall quality of construction practices;

3. Must possess good memory and thorough knowledge of construction practices, crafts, building codes, and safety regulations and be able to keep up with changes in same;

4. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

5. Must possess good basic mathematical skills in order to read and understand engineering specifications and ensure that construction progress is in accordance with plans;

6. Must be able to deal with pressure of multiple tasks and making/enforcing decisions that may produce unfavorable reactions from others; good negotiation skills are necessary.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors and outdoors, exposed to all types of weather conditions, and while driving motor vehicle on all types of road conditions.

Construction Inspector

Tools & Equipment Used: Motor vehicle, computer, telephone, tape measure, blueprints, and safety equipment including safety shoes, safety glasses, hearing protection, safety shoes, back support belt, and hard hat.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Five years of experience in construction providing a working knowledge of all phases of construction required. Two years of experience as a construction inspector preferred.

OTHER SPECIAL QUALIFICATIONS

Trade certifications required. Valid driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Customer Service Representative I

JOB CODE : 051210

DATE PREPARED : April 22, 1993 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent maintains applicable functions of the Just-In-Time (JIT) Support System and assigned JIT contracts.

DIMENSIONS

The incumbent reports to the Assistant Supply/JIT Superintendent and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares and updates the JIT Stock Lists; enters commodity number; and edits descriptions for spelling, nomenclature, and special indicators;

2. Maintains the JIT Support System; processes assigned user authorization; maintains authorized user file; and assists users with problem-solving and training on JIT systems;

3. Processes manual material releases; verifies requestor's authority; verifies part numbers; and processes orders;

4. Processes adjustments to redlined or discrepant material releases; maintains discrepancy log for assigned vendor; and coordinates material returns to vendor;

5. Maintains JIT reports files; researches, reviews, and makes recommendations to supervisor; files all reports; maintains contract and material certification files by contract;

6. Maintains Material Safety Data Sheet (MSDS) file for assigned contract; receives MSDSs for assigned contract, reviews, copies for distribution to users; submits MSDSs to department hazardous material coordinator; distributes MSDSs to all department managers and DOE-Nevada Operations Office agency managers under cover of standard memorandum or letter;

7. Processes non-stock orders; maintains non-stock price lists; catalogs non-stock items;

8. Maintains JIT catalogs, distributes catalogs by each contract assigned, and receives updates or changes to catalogs;

9. Supports the JIT receiving process; assists receiving personnel with problems; and assists shuttle drivers with problems incurred in material delivery;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Customer Service Representative I

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking throughout office areas for short distance;
2. Constant sitting at desk while operating computer, using telephone, completing paperwork, etc.;
3. Frequent lifting/carrying catalogs, manuals, binders or files 1 to 20 pounds; occasionally boxes up to 20 to 35 pounds;
4. Occasional push/pull in opening doors or file drawers exerting up to ten pounds of force;
5. Occasional bending/twisting at waist/knees to and from seated position or while reaching lower drawers;
6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;
7. Constant use of sight abilities in reading paperwork, computer screen, etc.;
8. Constant use of speech/hearing abilities in communicating with vendors, coworkers, supervisors both in person and over the telephone;

Mental

1. Constant mental alertness, attention to detail, and accuracy required in maintaining functions of JIT system and ensuring details are in accordance with Company policies and procedures;
2. Must possess independent judgement, initiative, and ability to work independently;
3. Must possess good oral/written communication skills and interpersonal skills in dealing with vendors, manufacturers, users, coworkers, and supervisors in a professional and effective manner;
4. Must be service-oriented and be able to respond quickly to users' and vendors' needs;
5. Must be able to work under pressure of frequent interruptions, multiple priorities, and deadlines;
6. Must be able to read/write/speak English and possess basic mathematical skills in order to read and understand procedures, technical information (MSDSs), and complete all paperwork accurately.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office within a warehouse.

Tools & Equipment Used: Personal and mainframe computers, printer, telephone, copier, fax, calculator, and other office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Five years of supply and/or purchasing experience providing a broad knowledge of warehousing and procurement functions and a working knowledge of accounting required.

OTHER SPECIAL QUALIFICATIONS

Familiarity with computerized on-line procurement system. Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Design Drafter

JOB CODE : 051215

DATE PREPARED : August 1, 1983 **Revised: October 27, 1993**

SUMMARY STATEMENT

The incumbent designs clear, complete drawings for working plans from schematics or other criteria as requested by design engineers.

DIMENSIONS

The incumbent reports to the Drafting Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares clear, complete work plans, detail drawings, and sectional views applying drafting techniques and knowledge in developing layouts; assures that drawings are in accordance with accepted drafting standards;
2. Collaborates with engineers on the design of more technical assignments; designs drawings for the purpose of work clarifications; often works independently;
3. Utilizes engineering notes, sketches, and dimensions to design and adjust drawings according to engineers' requests;
4. Prepares preliminary and final artwork; prepares various diagrams, drafts, and other detailed graphic presentations as required; completes as-built drawings of completed structures;
5. May design minor features on assigned projects which are reviewed by design originators to verify consistency with prior engineering specifications;
6. Makes any adjustments or changes to layouts that are necessary or desired;
7. Knowledgeable in a variety of technical data; knows where to consult catalogs and make field investigations to develop data for preparation of drawings;
8. Provides numbering system for in-house drawings, maintains logs, and retrieves files as requested;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as assigned.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking in office areas or while performing field work in shop or outdoor work areas;
2. Frequent-to-constant sitting on stool at drafting table while preparing drawings;
3. Occasional lift/carry papers, tools, or supplies up to ten pounds;

4. Occasional push/pull in opening doors/drawers requiring force up to five to ten pounds;

5. Occasional climbing stairs/ladders up to ten feet high while out in field;

6. Occasional bending/twisting at waist/knees to reach lower areas;

7. Constant use of both hands/arms in reaching/handling/grasping/fingering while drawing and using drafting tools. Frequent-to-constant use of fine motor skills;

8. Constant use of sight abilities in preparing work; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;

9. Frequent use of speech/hearing abilities in communicating with engineers, supervisors, and coworkers to determine work specifications.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed drawings and diagrams to exacting specifications;

2. Must be able to work independently, prioritize work load, and follow through on all projects;

3. Must possess creativity, independent judgement, and spatial reasoning ability;

4. Must possess excellent mathematical skills including geometry in order to make necessary calculations and understand engineering specifications;

5. Must be able to read/write/speak English and communicate clearly and effectively with engineers and supervisors in order to determine and clarify work requirements;

6. Must be able to learn and understand technical engineering, drafting, and building terminology and principles.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office environment. May occasionally travel to shop areas or construction sites with exposure to weather conditions.

Tools & Equipment Used: Personal computer, mainframe computer, drafting table, drafting tools and supplies, general office equipment; motor vehicle, eye and hearing protection, safety shoes, and hard hat when in the field.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with coursework in general drafting required. Five years of drafting experience with emphasis on design drawing in a specialized engineering field providing thorough knowledge of drafting principles and standards.

OTHER SPECIAL QUALIFICATIONS

Proficiency in AutoCAD, AutoSOLID, and computer drawing experience required. Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Electronic Technician I

JOB CODE : 051220

DATE PREPARED : August 1, 1983 **Revised: October 27, 1993**

SUMMARY STATEMENT

The incumbent performs corrective repair and preventive maintenance on a wide variety of electronics equipment under close supervision.

DIMENSIONS

The incumbent reports to the Electronics Technician Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Diagnoses and determines nature and extent of damage to electronic equipment;
2. Performs routine maintenance, repairs, and complete overhauls according to established procedures usually under general supervision with occasional technical assistance in maintaining continuity of equipment service and safe operation;
3. Maintains adherence to orders, regulations, schedules, procedures, and policies;
4. Utilizes manufacturer catalogs, service bulletins, parts lists, and illustrations for guidance in servicing, repairing, and ordering replacement parts for equipment;
5. Maintains contact with equipment operators for purposes of instructing in proper and improved equipment operation, scheduling, and coordinating repair services;
6. Completes repair status records, logs routine maintenance activities, and maintains current and accurate inventory of equipment locations;
8. Operates motor vehicle between repair locations;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;
2. Occasional-to-frequent sitting at workbench/desk while making repairs/completing paperwork or in vehicle while driving between repair locations;
3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;

4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;

5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;

6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;

7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;

9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made; and communicating with customers, coworkers, and supervisors;

11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;

2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;

3. Must possess mechanical aptitude, logic, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;

4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;

5. Must possess interpersonal skills in order to communicate with equipment operators, customers, coworkers, and supervisors in an effective and professional manner;

6. Must be able to read/write/speak English and complete paperwork and logs properly;

7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), or on towers, poles, or other tall structures.

Tools & Equipment Used: Assorted hand and power tools, variety of electronic testing equipment and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with one year of specialized training in electronic equipment repair and one year of experience in repair and maintenance of a variety of electronic equipment or TV/video-related experience.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Electronic Technician II

JOB CODE : 051410

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent provides repair and preventive maintenance service for a variety of complex electronic equipment and related products in various locations as assigned, with minimal supervision.

DIMENSIONS

The incumbent reports to the Electronic Technician Supervisor and may provide guidance, direction, instruction, and training to Electronic Technician Is.

NATURE AND SCOPE

1. Diagnoses and performs more complex repairs on a wide array of electronic equipment in minimum time without technical assistance, making repairs on location and in shop;
2. Provides instruction and guidance and reviews work performed by Electronic Technician Is; assists in training and technical development of same;
3. Analyzes equipment performance and recommends solutions to upgrade unsatisfactory equipment; may redesign and develop replacement parts when new parts are not readily accessible or obtainable;
4. Provides technical direction and instruction to equipment users in the correct methods of operations;
5. Maintains up-to-date knowledge of applications, techniques, and supplies necessary to accomplish prescribed objectives;
6. Assists in planning, scheduling, and coordinating preventive maintenance activities to assure effective and efficient repairs;
7. Prepares accurate and timely records describing comprehensive services performed; answers telephones; operates vehicle between repair sites; transports equipment to shop; and maintains inventory;
8. Recommends system changes and solutions to operational problems;
9. Works directly with customers to explain problems, solutions, and options and to instruct in use of equipment;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;

2. Occasional-to-frequent sitting at workbench/desk while making repairs/completing paperwork or in vehicle while driving between repair locations;

3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;

4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;

5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;

6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;

7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;

9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made; and communicating with customers, coworkers, and supervisors;

11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;

2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;

3. Must possess mechanical aptitude, logic, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;

4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;

5. Must possess interpersonal skills in order to communicate with equipment operators, customers, coworkers, and supervisors in an effective and professional manner;

6. Must be able to read/write/speak English and complete paperwork and logs properly;

7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines;

8. Must possess ability to train and provide guidance to other technicians in an effective and positive manner.

Electronic Technician II

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), or on towers, poles, or other tall structures.

Tools & Equipment Used: Hand/power tools, electronic testing equipment, and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with one year of specialized training in electronic equipment repair and two years of experience in repair and maintenance of a variety of electronic equipment or an Associate's degree and one year of related electronics work experience.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Electronic Technician III

JOB CODE : 051505

DATE PREPARED : March 1, 1984 Revised: October 27, 1993

SUMMARY STATEMENT

With little or no supervision, the incumbent is responsible for performing repairs and inspecting/installing new equipment and systems at any communication and electronics repair shop.

DIMENSIONS

The incumbent reports to the Electronic Technician Supervisor and acts in a lead capacity providing guidance, direction, instruction, and training to Electronic Technician Is and IIs if required.

NATURE AND SCOPE

1. Diagnoses and performs more complex repairs on entire array of electronics equipment in minimum time without technical assistance, making repairs on location and in shop;

2. May provide schedules, instruction, and guidance and review work performed by lower-level Electronic Technicians if assigned;

3. Performs technical inspections and installations of new equipment and provides technical instruction on use of new equipment;

4. Analyzes equipment performance and recommends solutions to upgrade unsatisfactory equipment; may redesign and develop replacement parts when new parts are not readily accessible or obtainable;

5. Assists in planning, scheduling, and coordinating preventive maintenance activities to assure effective and efficient repairs;

6. Provides technical direction and instruction to equipment users in the correct methods of operations; recommends system changes and solutions to operational problems;

7. Maintains up-to-date knowledge of applications, techniques, and supplies necessary to accomplish prescribed objectives;

8. Prepares accurate and timely records describing comprehensive services performed; prepares time sheets; completes reports as required; answers telephones; operates vehicle between repair sites; transports equipment to shop; and maintains inventory;

9. Works directly with customers to explain problems, solutions, and options and to instruct in use of equipment;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Electronic Technician III

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;

2. Occasional-to-frequent sitting at workbench while making repairs, at desk while completing paperwork, or in vehicle while driving between repair locations;

3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;

4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;

5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;

6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;

7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;

9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made; and communicating with customers, coworkers, and supervisors;

11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;

2. Must possess good interpersonal/leadership skills in order to guide, train, and review work of assigned crew in an effective, positive, and professional manner if assigned;

3. Must possess planning/organizational skills and ability to make decisions and use judgement in order to determine proper course of action and schedule activities to effect best repair with minimum amount of downtime;

4. Must possess mechanical aptitude and ability to apply knowledge and experience in approaching repairs on unfamiliar equipment; excellent problem-solving skills required;

5. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;

6. Must possess excellent interpersonal skills and discretion in order to communicate with all types equipment users, customers, coworkers, and supervisors in an effective and professional manner;

7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), on towers, poles, or other tall structures.

Tools & Equipment Used: Assorted hand and power tools, variety of electronic testing equipment, and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with two years of specialized training in electronics at an accredited institution. Five years of experience in repair and maintenance of radio communication and/or a wide variety of electronics equipment required.

OTHER SPECIAL QUALIFICATIONS

Must possess one of the following: A valid FCC General Radio-Telephone License of certification by the National Institution for Certification in Engineering Technologies; certified as a Journeyman by the International Society of Certified Electronic Technicians; certified by the National Association of Business & Educational Radio; or certified by the Society of Broadcast Engineers. Valid driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Electronic Technician IV

JOB CODE : 051605

DATE PREPARED : December 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

With little or no supervision, the incumbent performs the most complex assignments related to installation, repair, and maintenance of electronic equipment including fabrication, modification, installation, removal, and maintenance of communications and electronic systems/equipment at onsite or offsite locations.

DIMENSIONS

The incumbent reports to the Electronic Technician Supervisor or higher level supervisor, provides technical guidance to subordinate Electronic Technicians, and has contributory impact on the department's operating budget.

NATURE AND SCOPE

1. Troubleshoots to component level specialized, unique, and complex electronic equipment;
2. Tracks and eliminates electromagnetic and radio frequency interference;
3. Works with engineers on the development and implementation of new or unique electronic systems;
4. Analyzes machine performance and recommends solutions to upgrade unsatisfactory equipment; may redesign and develop replacement parts when new parts are not readily accessible or obtainable;
5. May write specialized communications software for control of equipment at sites and monitoring of alarms;
6. Contacts manufacturers, dealers, and service companies regarding equipment, problems, and repairs;
7. Maintains up-to-date knowledge of applications, techniques, and supplies necessary to accomplish prescribed objectives;
8. Works directly with customers to explain problems, solutions, and options and to instruct in use of equipment;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking for short distances in office or shop areas while performing repairs on equipment;
2. Occasional/frequent sitting at workbench while making repairs, at desk while completing paperwork, or in vehicle while driving between repair locations;

3. Frequent lifting/carrying 1 to 50 pounds of parts, supplies, materials, or small office equipment; occasional lifting up to 35 pounds of larger equipment for distances 20 to 50 feet;

4. Occasional pushing/pulling using one or both arms/hands requiring force of 10 to 30 pounds in repairing equipment or moving carts/equipment to obtain access to area to be repaired;

5. Occasional climbing stairs or ladders to reach some work areas or higher shelves; may sometimes climb 100-foot towers;

6. Frequent bending/twisting at waist/knees/neck while making repairs or installing equipment;

7. Occasional kneeling/crouching to reach lower work areas; may work in awkward positions while installing radios in vehicle dashboards, etc.;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while installing equipment, performing maintenance, making repairs, completing paperwork, keyboarding, and operating vehicle; overhead reaching and fine motor skills required;

9. Constant use of sight/hearing abilities in identifying, diagnosing, installing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, hand/eye/foot coordination, and visual acuity in near-, mid-, far-range vision;

10. Frequent use of speech abilities in communicating with equipment operators to determine type of problem and instruct them in repairs/operations made and communicating with customers, coworkers, and supervisors;

11. Occasional use of sense of smell to diagnose problems and detect hot equipment.

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy required in identifying, diagnosing, installing, and repairing electronic equipment according to specifications and procedures and maintaining a safe work environment;

2. Must possess excellent interpersonal/leadership skills in order to guide, train, and review work of assigned crew in an effective, positive, and professional manner;

3. Must possess planning/organizational skills and ability to make decisions and use judgement in order to determine proper course of action and schedule activities to effect best repair with minimum amount of downtime;

4. Must possess mechanical aptitude and ability to apply knowledge and experience in approaching repairs on unfamiliar equipment; excellent problem-solving skills required;

5. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, blueprints, schematics, and other information necessary to complete maintenance and repairs;

6. Must possess excellent interpersonal skills and discretion in order to communicate with all types equipment users, subordinates, coworkers, and supervisors in an effective and professional manner;

7. Must be flexible and able to deal with multiple tasks, frequent interruptions, and deadlines.

Electronic Technician IV

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office, shop, or field conditions with some exposure to outdoor conditions while operating vehicle between repair sites. May work in construction areas such as downhole or underground, at high elevations (up to 10,000 feet), or on towers, poles, or other tall structures.

Tools & Equipment Used: Assorted hand and power tools and a variety of electronic testing equipment and computer control testing equipment. Safety equipment including safety shoes, safety glasses, seat belts, hard hats, and back belts.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with two years of training in electronics at an accredited institution specializing in radio and/or electronics curriculum. Six years of work experience in repair and maintenance of radio communication and/or a wide variety of electronics equipment required.

OTHER SPECIAL QUALIFICATIONS

Must possess and maintain one of the following: A valid FCC General Radio-Telephone License of certification by the National Institution for Certification in Engineering Technologies; certified as a Journeyman by the International Society of Certified Electronic Technicians; certified by the National Association of Business & Educational Radio; or certified by the Society of Broadcast Engineers. Valid driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Protection Technician II

JOB CODE : 051412

DATE PREPARED : April 29, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs routine assignments relating to the protection of Nevada Test Site workers from potential exposure to radiological, physical, and biological agents in the workplace; assists in evaluating radiation hazards; performs surveys to ensure adherence to prescribed safety measures; and assists in the development/implementation of methods, control measures, and procedures to ensure radiological safety within the area of control.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor, an Industrial Hygiene Branch Chief, or their designee; receives guidance from lead persons or higher level Health Protection Technicians (HPTs), and has no supervisory responsibility.

NATURE AND SCOPE

1. Conducts hazardous noise, radiation, and illumination surveys in the workplace to identify and assess hazards; assists in the selection and collection of environmental samples for radiological evaluation;

2. Conducts respirator fit testing and training for employees;

3. Conducts Asbestos Hazard Emergency Response Act asbestos building inspections and performs necessary monitoring of asbestos removal projects;

4. Operates mobile decontamination equipment; performs decontamination activities including inspection, high-pressure washing, laundry and cleanup, etc.; performs simple radioactive waste management duties;

5. Thoroughly documents results of all surveys and other job activities; reports results to the Radiological Field Operations Section, an Industrial Hygiene Chief, or their designee;

6. Assists in performing fundamental monitoring including radiological health and environmental checks and radiation exclusion area control, issuing protective clothing and equipment, giving instructions in proper use, and assisting in control of entry and exit requirements; performs inventory of various supplies and orders materials when required;

7. Conducts routine air quality, ventilation, and industrial hygiene surveys to identify health hazards and evaluate effectiveness and compliance with standards; collects routine air samples for testing;

8. Assists Industrial Hygienist in conducting investigations into occupational injury/illnesses; assist in job-specific training in hazardous materials for workers;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related work as required.

Health Protection Technician II

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground, up to four miles per day;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, issuing and providing instruction on equipment, both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in researching, inspecting, and monitoring radiological sites, performing decontamination duties, and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to use judgement and follow oral and written instructions in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Protection Technician I

JOB CODE : 051223

DATE PREPARED : May 18, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent, under close supervision, performs fundamental assignments related to the protection of Nevada Test Site workers from radiation exposure; performs surveys to ensure adherence to prescribed industrial hygiene safety measures; aids in the development and implementation of methods and procedures to ensure radiological safety; and performs inspection of the workplace environment for potential employee exposures to radiological, chemical, physical, and biological agents which could cause detrimental health effects.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor, an Industrial Hygiene Branch Chief, or their designee; and receives guidance from lead persons, Industrial Hygienists, or higher level Health Protection Technicians (HPTs); and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs fundamental air quality and quantity checks in the workplace using a variety of indicator tubes and/or direct reading instruments; assists in the collection of air and environmental samples to evaluate workers' exposure and perform radiological evaluations;

2. Performs fundamental sound level and illumination surveys of the workplace; performs radiation surveys and collects samples as required;

3. Operates mobile decontamination equipment; performs decontamination activities including inspection, high-pressure washing, laundry and cleanup, etc.; performs simple radioactive waste management duties;

4. Assists in conducting health hazard inventories to identify health hazards in the workplace; assists in collection of air samples for evaluation of exposure to toxic gases, dusts, vapors, fumes, etc.;

5. May assist in performing fundamental monitoring including radiological health and environmental checks and in performing fundamental radiation exclusion area control, issuing protective clothing and equipment, giving instructions in proper use, and assisting in control of entry and exit requirements;

6. Conducts basic asbestos building inspections to identify asbestos-containing materials and assess associated health hazards; assists in monitoring asbestos removal projects including collecting personal and area air sampling data;

7. Assures that workers wear correct personal protective equipment when required; assists in training employees in use and care of respiratory protection equipment; assists in fit-testing employees for respiratory protection devices;

8. Documents all survey findings and reports results to Industrial Hygienists; performs basic radioactive materials controls duties such as records maintenance;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related work as required.

Health Protection Technician I

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day depending on assignment;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle in normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in researching, inspecting, and monitoring radiological sites, performing decontamination duties, and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to use judgement and follow oral and written instructions in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial hygiene equipment, industrial washers/dryers, high-pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required and a minimum of two years of college course work in the physical sciences are required. During six-month introductory period, must complete five weeks of classroom training in radiological aspects, one week of classroom training in industrial hygiene aspects, and extensive on-the-job training in both of the above fields.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

9. Must possess good leadership/training skills in order to guide and assist in training HPT Is and other employees.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial washers/dryers, high pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and a minimum of two years of college course work in the physical sciences are required. Two years of related specialized work experience in radiological monitoring/industrial hygiene required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Protection Technician III

JOB CODE : 051506

DATE PREPARED : April 29, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent surveys/evaluates workplace environment for health hazards associated with potential exposures to chemical/physical/biological/radiological health hazards; submits recommended control measures for elimination/control of identified hazards; performs assignments relating to the protection of Nevada Test Site workers from unwarranted radiation exposure; assists in development/implementation of methods/procedures necessary to ensure healthy work environment/radiological safety within the areas of control.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor, Industrial Hygiene Branch Chief, or their designee; receives guidance from senior radiological or industrial hygiene personnel and may act as a lead person and/or assist in training of lower level Health Protection Technicians (HPTs).

NATURE AND SCOPE

1. Performs detailed monitoring including health and environmental checks and radiation exclusion control; documents radiation and contamination levels associated with daily activities and completes all required paperwork; performs radiation surveys and collects samples as required;

2. Controls radioactive waste operations in accordance with Company safety codes; inspects waste packages and containers for structural integrity, proper labeling, and marking; and assures proper disposal of radioactive waste containers and records location of all package placement;

3. Independently conducts moderately complex industrial hygiene surveys of the workplace to identify chemical, physical, radiological, and biological hazards; prepares detailed survey reports including recommended corrective actions; submits recommendations to industrial hygienists to control or eliminate hazards identified;

4. Independently investigates alleged cases of occupational injuries/illnesses; conducts job-specific hazardous material training for workers;

5. Evaluates performance of engineering control systems such as ventilation systems; recommends corrective measures for identified problems; performs air quantity/quality checks; assures proper ventilation in all drifts, alcoves, and shops; performs routine sound level surveys and illumination surveys; responds to alarms generated by mine safety appliances data acquisition network underground monitoring system;

6. Recommends to Industrial Hygienist specific personal protective equipment for controlling exposure to various hazards; assists in instructing workers in proper use and care of protective equipment;

7. Independently monitors asbestos removal projects to assure worker protection and area containment; conducts project clearance sampling in accordance with applicable standards;

8. Operates and may assign others to operate mobile decontamination equipment; performs decontamination activities including inspection, high-pressure washing, laundry, cleanup, etc.; performs simple radioactive waste management duties;

9. Assists in the training of junior HPTs;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected at heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in inspecting, testing, disposing of radioactive waste, monitoring radiological sites, and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, and apply knowledge and experience in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

9. Must possess good mechanical aptitude and spatial reasoning ability in maintaining equipment and determining best storage configuration when disposing of radioactive waste packages;

10. Must possess good interpersonal/leadership skills in order to provide guidance and training to other technicians in an effective, positive, and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial washers/dryers, high-pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent, a minimum of two years of college with emphasis on the health sciences, and a strong background in math and science are required. Four years of related work experience in radiological monitoring/industrial hygiene required.

OTHER SPECIAL QUALIFICATIONS

Must be actively pursuing certification with the National Registry of Radiological Protection Technologists and/or Occupational Health and Safety Technologists. Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Health Protection Technician IV

JOB CODE : 051606

DATE PREPARED : April 29, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent conducts comprehensive surveys of the workplace environment to identify health hazards associated with potential exposure to chemical, physical, and biological hazards; recommends measures to control or eliminate identified hazards; trains junior Health Protection Technicians (HPTs); performs the most complex assignments relating to the protection of Nevada Test Site workers from unwarranted radiation exposure and evaluating radiation hazards; performs surveys to ensure adherence to prescribed industrial hygiene safety measures; develops/implements methods and procedures necessary to ensure a healthy workplace and radiological safety within the area of control.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor, Industrial Hygiene Branch Chief, or their designee; receives guidance from senior radiological or industrial hygiene personnel; may have a direct supervisory responsibility for other HPTs, and acts as a lead person in the field.

NATURE AND SCOPE

1. Performs complex monitoring including health and environmental checks, industrial hygiene surveys, and radiation surveys; documents radiation and contamination levels associated with daily activities and completes all required paperwork;

2. Performs complex radiation exclusion area control including issuing protective clothing and equipment and instructing in proper use; assisting in control of entry and exit requirements; maintaining a proper hot line; and decontaminating personnel exiting radiation exclusion areas;

3. Independently conducts comprehensive industrial hygiene surveys of the workplace including detailed noise, illumination, ventilation, and asbestos surveys and personal monitoring for exposure to chemical, physical, biological, and radiological hazards;

4. Performs or monitors decontamination of personnel, equipment, and the operation of the mobile decontamination unit; performs physical checks and maintains records on the location and operating condition of equipment used by the Health Protection Department;

5. Assists in review of engineering designs and work orders to identify industrial hygiene and health-related items; submits recommendations for correction of problem areas;

6. Submits detailed survey reports and recommendations for correction of problem areas to Senior Industrial Hygienists; assists in development, review, and revision of industrial hygiene procedures; maintains critical records including area access logs, personnel radiation exposures, station log books, and survey sheets;

7. Assists Industrial Hygienists in identification of present and future industrial hygiene equipment needs; assists in planning the procurement of necessary equipment;

8. Maintains electromechanical equipment associated with radiation detectors, gamma calibration range, tritium enrichment, and low-level trace chemistry lab;

9. Conducts in-depth, on-the-job training for junior HPTs in most areas of industrial hygiene such as ventilation, noise, illumination, and air sampling techniques; oversees junior HPTs in their performance of duties to assure correct procedures and practices are being followed; provides guidance and support where needed;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, disposing of radioactive waste, monitoring radiological sites, and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

9. Must possess good mechanical aptitude and spatial reasoning ability in maintaining equipment and determining best storage configuration when disposing of radioactive waste packages;

10. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other technicians in an effective, positive, and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial washers/dryers, high-pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent, a minimum of two years of college with emphasis on the health sciences, and a strong background in math and science are required. Six years of related work experience in radiological monitoring/industrial hygiene required.

OTHER SPECIAL QUALIFICATIONS

Must possess National Registry of Radiological Protection Technicians certification and/or Occupational Health and Safety Technologist certification. Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Inventory Specialist

JOB CODE : 051120

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for taking inventory and reconciling real property at Company and DOE facilities.

DIMENSIONS

The incumbent reports to an exempt supervisor in the Procurement & Materials Management Department and has no supervisory responsibility.

NATURE AND SCOPE

1. Accumulates and correlates records of all real property in and including buildings, trailers, boxcars, storage areas, and other locations to determine location, description, quantity, and condition; compiles data and prepares reports in compliance with contractual obligations;

2. Photographs, measures, and visually inspects all real property; completes all necessary forms for new and preexisting items;

3. Assists with scheduling and conducting special and cyclical inventories of property items;

4. Enters and updates information in various real property inventory computer programs;

5. Performs technical analysis to check applicability and accuracy of collected data;

6. Compares current inventory results with engineering drawings and detail records to eliminate duplications and discrepancies;

7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking for short distances on all types of terrain while locating/inspecting properties up to one mile per shift;

2. Frequent sitting at desk or computer while entering data or completing paperwork or in vehicle while traveling to property locations;

3. Occasional lifting/carrying paperwork, supplies, equipment, or materials 10 to 30 pounds;

4. Occasional push/pull exerting force of 10 to 20 pounds while inspecting materials and equipment;

5. Occasional climbing stairs, ladders, or up and down slopes to reach property locations;

6. Frequent bending/twisting at waist/knees/neck while inspecting properties or equipment or operating a motor vehicle;

7. Occasional kneeling/crouching while inspecting equipment;

8. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering equipment, supplies, or materials while inspecting, entering data in computer, typing, driving vehicle, completing paperwork, etc.;

9. Constant use of sight/hearing abilities in inspecting and inventorying real property, operating computer, driving motor vehicle, and maintaining a safe work environment; visual requirements include color vision, peripheral vision, depth perception, and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with coworkers, supervisors, and property users.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in inspecting and inventorying real property, operating motor vehicle under all types of weather and road conditions, and maintaining a safe work environment;

2. Must be able to work independently, possess initiative, and follow through with all decisions and assignments;

3. Must be flexible and able to work under all types of conditions in all types of locations while inspecting properties;

4. Must possess basic mathematical skills and be able to read/write/speak English;

5. Must be able to read and understand blueprints and technical information;

6. Must possess interpersonal skills in order to communicate with coworkers, supervisors, and property users in an efficient and professional manner;

7. Must be able to record data and keep records accurately.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 40 percent in an office environment and 60 percent out in the field under all types of conditions, in warehouses, buildings, tunnels, and outdoors in all types of weather, sometimes at high elevations.

Tools & Equipment Used: Mainframe computer terminal, printer, calculator, telephone, four-wheel drive motor vehicle, two-way radio, and ladder.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of experience in warehousing or property management. Construction background desirable.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Basic computer skills required. Ability to read blueprints required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Laboratory Technician I

JOB CODE : 051225

DATE PREPARED : July 31, 1985 **Revised: October 27, 1993**

SUMMARY STATEMENT

Under close supervision, the incumbent performs fundamental assignments in chemical and radiochemical procedures and environmental and hazardous waste sampling; aids in preparing samples for chemical analysis; performs analytical measurements; aids in issuing, processing, evaluating and exchanging of film and thermoluminescent dosimetric devices; performs basic operations and calibrations on complex electronic instrumentation; assists in the collection of samples; assists in the installation, operation, and maintenance of sampling stations; aids in the preparations of sampling records.

DIMENSIONS

The incumbent reports to a Health Physicist, Analytical Chemist, Radiological Analysis Supervisor, Industrial Hygienist, or higher level supervisor; receives guidance from lead persons, higher level laboratory technicians, or technical staff; usually does not act in a lead capacity.

NATURE AND SCOPE

1. Assists in performing sample digestion and extraction preparation procedures; cleans laboratory glassware;

2. Assists in preparing industrial, ecological, and biological materials for analysis; assists with analysis;

3. Assists in issuing, processing, exchanging, and evaluating film and thermoluminescent dosimeters; exchanges environmental thermoluminescent dosimeters; assists in the preparation and maintenance of associated records;

4. Assists in preparation of calibration standards and controls with radioactive sources for personnel dosimetry;

5. Collects and transports environmental radioactive and hazardous waste samples; assists in the installation, operation, and maintenance of environmental air sampling stations; assists in laboratory waste disposal and procures supplies; and acts as sample custodian;

6. Logs sample data into Laboratory Information Management System;

7. Conducts simple qualitative and quantitative determinations of radionuclide concentrations from gamma and alpha spectra and gross radiation data; assists in the determination of background levels, efficiency, and geometry correction factors for nuclear detection equipment;

8. Operates a minicomputer system and prepares data for analysis by the computer; performs data entry on computer;

9. With guidance, operates and calibrates multichannel pulse-height analyzers, radiation detectors, and associated electronics, as well as other standard laboratory and field equipment;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Laboratory Technician I

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces short distances throughout shift;

2. Occasional-to-frequent sitting while driving, working at bench, operating equipment, or completing paperwork; possibly subjected to jarring/bumping while operating vehicle in off-road condition;

3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pound soil samples carrying up to 20 feet depending on assignment;

4. Occasional pushing/pulling using both hands/arms requiring force of 1 to 20 pounds while collecting samples or operating testing/laboratory equipment;

5. Occasional climbing stairs or step stool to reach some areas and upper shelves;

6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;

7. Constant use of both hands/arms reaching/handling/grasping/fingering/gripping while operating equipment, collecting samples, keyboarding, recording data, etc.; may involve some overhead reaching;

8. Constant use of sight ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;

9. Constant use of speech/hearing abilities and writing/reading skills when communicating with all levels of customers/coworkers/supervisors.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in number verification sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess good oral/written communication skills; must be able to record data accurately; read/write/understand technical procedures/journals/manuals; and communicate with various levels of other department staff;

3. Must possess excellent mathematical skills including algebra in order to make necessary calculations;

4. Must be able to work, follow oral and written instructions, problem-solve, and prioritize work load to ensure completion of all assignments within established time frames;

5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;

6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and hazardous conditions.

Laboratory Technician I

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in laboratory or field setting depending on assignment; occasionally out in field while performing sample collection or equipment maintenance, exposed to all types of weather.

Tools & Equipment Used: All types of laboratory testing and calibration equipment, laboratory glassware, motor vehicle, telephone, general office equipment, and safety equipment including lab coat, gloves, and eye protection; depending on assignment in field, safety glasses, hard hat, respirator, anti-C-suit safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent, a minimum of two years of college in the natural sciences (chemistry, biology, etc.), and one year of applicable experience in a scientific setting required, or a high school diploma or equivalent and five years of applicable work experience.

OTHER SPECIAL QUALIFICATIONS

Driver's license and basic computer skills required. Must be able to obtain "Q" clearance. Laboratory Technicians performing environmental surveillance or hazardous waste sampling may wear respirator and may be required to enter potentially dangerous environments to perform sampling activities.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Laboratory Technician II

JOB CODE : 051415

DATE PREPARED : July 31, 1985 **Revised: October 27, 1993**

SUMMARY STATEMENT

Under supervision, the incumbent performs routine assignments in chemical and radiochemical procedures and environmental and hazardous waste sampling; prepares samples for chemical analysis; issues, processes, evaluates and exchanges film and thermoluminescent dosimetric devices; performs general operations and calibrations on complex electronic instrumentation; collects samples; installs, operates, and maintains sampling stations; prepares and maintains sampling records; and performs data reduction tasks using both calculators and computers.

DIMENSIONS

The incumbent reports to a Health Physicist, Analytical Chemist, Radiological Analysis Supervisor, Industrial Hygienist, or higher level supervisor; receives guidance from lead persons, higher level Laboratory Technicians, or technical staff; usually does not act in a lead capacity.

NATURE AND SCOPE

1. Performs sample digestion and extraction preparation procedures; cleans laboratory glassware; performs analytical measurements;

2. With assistance, prepares industrial, ecological, and biological materials for analysis; assists with analysis;

3. Issues, processes, exchanges, and evaluates film and thermoluminescent dosimeters; exchanges environmental thermoluminescent dosimeters; prepares and maintains associated records;

4. Prepares simple calibration standards and controls with radioactive sources for personnel dosimetry;

5. Collects environmental and hazardous waste samples; installs, operates, and maintains environmental air sampling stations; assists in laboratory waste disposal; acts as laboratory sample custodian; procures supplies;

6. Logs sample data into Laboratory Information Management System;

7. Conducts qualitative and quantitative determinations of radionuclide concentrations from complex gamma and alpha spectra and gross radiation data; determines background levels, efficiency, and geometry correction factors for nuclear detection equipment;

8. Operates a minicomputer system and prepares data for analysis by the computer; performs data entry on computer system;

9. With some guidance, operates and calibrates multichannel pulse-height analyzers, radiation detectors, and associated electronics, as well as other standard laboratory and field equipment;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Laboratory Technician II

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;

2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;

3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds, carrying up to 20 feet;

4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;

5. Occasional climbing stairs or step stool to reach some areas or upper shelves;

6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;

7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;

8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;

9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess good oral/written communication skills to communicate with Laboratory Technician Is and other department staff, record data accurately, and to read/write and understand technical procedures/journals/manuals, etc.;

3. Must possess excellent mathematical skills including algebra in order to make necessary calculations;

4. Must be able to work, follow oral and written instructions, problem-solve, and prioritize;

5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;

6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and hazardous conditions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in laboratory or field setting depending on assignment; occasionally out in field while performing sample collection or equipment maintenance, exposed to all types of weather.

Tools & Equipment Used: All types of laboratory testing and calibration equipment, laboratory glassware, motor vehicle, telephone, general office equipment, and safety equipment including lab coat, gloves, and eye protection; depending on assignment in field, safety glasses, hard hat, respirator, anti-C-suit safety shoes, and seat belts when appropriate.

Laboratory Technician II

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and minimum of two years of college in the natural sciences (chemistry, biology, etc.) and two years of applicable experience in a scientific setting required; or high school diploma or equivalent, and six years of applicable work experience.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Basic computer skills required. Must be able to obtain "Q" clearance. Laboratory Technicians performing environmental surveillance or hazardous waste sampling may wear respirator and may enter potentially dangerous environments to perform sampling activities.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Laboratory Technician III

JOB CODE : 051510

DATE PREPARED : July 31, 1985 Revised: October 27, 1993

SUMMARY STATEMENT

Under general supervision, the incumbent performs detailed assignments in chemical and radiochemical procedures and environmental and hazardous waste sampling; prepares and analyzes samples for chemical constituents; issues, processes, evaluates and exchanges film and thermoluminescent dosimetric devices; operates and calibrates complex electronic instrumentation; collects samples; installs, operates, and maintains sampling stations; prepares and maintains sampling records; and performs data reduction tasks using both calculators and computers.

DIMENSIONS

The incumbent reports to a Health Physicist, Analytical Chemist, Industrial Hygienist, Radiological Analysis Supervisor, or higher level supervisor; may provide guidance to subordinate Laboratory Technicians; and can perform as a lead person.

NATURE AND SCOPE

1. Performs sample digestion and extraction preparation procedures;

2. Analyzes samples for chemical constituents and radioactive compounds; with some supervision, prepares industrial, ecological, and biological materials for analysis;

3. Issues, processes, exchanges, and evaluates film and thermoluminescent dosimeters; exchanges environmental thermoluminescent dosimeters; prepares and maintains associated records;

4. Prepares involved calibration standards and controls with radioactive sources for personnel dosimetry;

5. Collects environmental and hazardous waste samples; installs, operates, and maintains environmental air sampling stations; assists in laboratory waste disposal; serves as laboratory sample custodian; procures supplies;

6. Logs sample data into Laboratory Information Management System (LIMS);

7. Conducts difficult qualitative and quantitative determinations of radionuclide concentrations from complex gamma and alpha spectra and gross radiation data; determines detailed background levels, efficiency, and geometry correction factors for nuclear detection equipment;

8. Operates a minicomputer system and prepares data for analysis by the computer; perform data entry on computer system;

9. May guide others, as well as operate and calibrate multichannel pulse-height analyzers, radiation detectors, and associated electronics, as well as other standard laboratory equipment;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Laboratory Technician III

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;

2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;

3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds, carrying up to 20 feet;

4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;

5. Occasional climbing stairs or step stool to reach some areas or upper shelves;

6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;

7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;

8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;

9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess excellent oral/written communication skills to communicate with Laboratory Technician Is and Iis and other department staff, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;

3. Must possess excellent mathematical skills including algebra in order to make necessary calculations;

4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;

5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;

6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and hazardous conditions;

7. Must possess good leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in laboratory or field setting depending on assignment; occasionally out in field while performing sample collection or equipment maintenance, exposed to all types of weather.

Laboratory Technician III

Tools & Equipment Used: All types of laboratory testing and calibration equipment, laboratory glassware, motor vehicle, telephone, general office equipment, and safety equipment including lab coat, gloves, and eye protection; depending on assignment in field, safety glasses, hard hat, respirator, anti-C-suit safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and minimum two years of college in the natural sciences (chemistry, biology, etc.) and four years of work experience in a directly related scientific setting required; or high school diploma or equivalent and a minimum of eight years of applicable experience.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Proficient computer skills required. Must be able to obtain "Q" clearance. Laboratory Technicians performing environmental surveillance or hazardous waste sampling may wear respirator and may enter potentially dangerous environments to perform sampling activities.

For radiochemistry or radioanalysis work or radiological environmental sampling, the incumbent must be actively pursuing certification by the National Registry of Radiological Protection Technicians.

For analytical chemistry work, the incumbent must perform at least three of the following:

1. Receive in-house training and outside instrumental training on gas chromatograph, atomic absorption spectrophotometers, inductively coupled plasma spectrophotometers, polarized light microscopes, or other equally sophisticated instrumentation;

2. Receive in-house training and outside sample management training such as LIMS or Environmental Protection Agency training;

3. Obtain at least an Associates in Arts degree or equivalent in the natural sciences;

4. Supervise the work of other Laboratory Technicians;

5. Acquire certification by American Industrial Hygiene Association's Asbestos Analysts Registry;

6. Satisfactorily complete at least 15 hours of college chemistry course work;

7. Receive in-house or outside training on environmental regulations (Resource Consolidation & Recovery Act, Comprehensive Environment Response Compensation & Liability Act, Federal Insecticide, Funguscide, Rodenticide Act, etc.;

For nonradioactive sampling personnel, Environmental Technician Registry is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Laboratory Technician IV

JOB CODE : 051610

DATE PREPARED : July 31, 1985 **Revised:** October 27, 1993

SUMMARY STATEMENT

Under little or no supervision, the incumbent performs the most complex assignments in chemical and radiochemical procedures and environmental and hazardous waste sampling; prepares and analyzes samples for chemical constituents; issues, processes, evaluates, and exchanges film and thermoluminescent dosimetric devices; operates and calibrates most complex electronic instrumentation; collects samples; installs, operates, and maintains sampling stations; prepares and maintains sampling records; and performs data reduction tasks using both calculators and computers.

DIMENSIONS

The incumbent reports to a Health Physicist, Analytical Chemist, Radiological Analysis Supervisor, Industrial Hygienist, or higher level supervisor; provides guidance to subordinate Laboratory Technicians; and can perform as a lead person.

NATURE AND SCOPE

1. Performs sample digestion and extraction preparation procedures;

2. Prepares industrial, ecological, and biological materials for analysis; analyzes samples for chemical constituents and radioactive components;

3. Issues, processes, exchanges, and evaluates film and thermoluminescent dosimeters; exchanges environmental thermoluminescent dosimeters; prepares and maintains associated records;

4. Prepares complex calibration standards and controls with radioactive sources for personnel dosimetry;

5. Collects environmental and hazardous waste samples; installs, operates, and maintains environmental air sampling stations; assists in laboratory waste disposal; serves as laboratory sample custodian; procures supplies;

6. Evaluates the requirements of a project plan as it pertains to particular assignments;

7. Conducts intricate qualitative and quantitative determinations of radionuclide concentrations from complex gamma and alpha spectra and gross radiation data; determines complex background levels, efficiency, and geometry correction factors for nuclear detection equipment;

8. Operates a minicomputer system and prepares data for analysis by the computer; logs sample data into Laboratory Information Management System;

9. Guides others, operates, maintains, and calibrates multichannel pulse-height analyzers, radiation detectors, and associated electronics, as well as other standard laboratory and field equipment;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Laboratory Technician IV

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;

2. Occasional-to-frequent sitting while working at bench, operating equipment, or completing paperwork;

3. Frequent lifting/carrying 1 to 25 pounds of boxes, dosimeters, samples, equipment, manuals, etc., occasionally up to 40 to 50 pounds, carrying up to 20 feet;

4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;

5. Occasional climbing stairs or step stool to reach some areas or upper shelves;

6. Frequent bending/twisting at waist/knees/neck while performing routine work throughout shift;

7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;

8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;

9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;

3. Must possess excellent mathematical skills including algebra in order to make necessary calculations;

4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;

5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;

6. Must be able to deal with pressures of deadlines and multiple tasks;

7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in laboratory or field setting depending on assignment; occasionally out in field while performing sample collection or equipment maintenance, exposed to all types of weather.

Tools & Equipment Used: All types of laboratory testing and calibration equipment, laboratory glassware, motor vehicle, telephone, general office equipment, and safety equipment including lab coat, gloves, and eye protection; depending on assignment in field, safety glasses, hard hat, respirator, anti-C-suit safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and a minimum of two years of college in the natural sciences (chemistry, biology, etc.) and six years of work experience in a directly related scientific setting required; or high school diploma or equivalent and a minimum of ten years of applicable experience.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Proficient computer skills required. Must be able to obtain "Q" clearance. Laboratory Technicians performing environmental surveillance or hazardous waste sampling may wear respirator and may enter potentially dangerous environments to perform sampling activities.

For radiochemistry or radioanalysis work or radiological environmental sampling, the incumbent must possess certification from the National Registry of Radiological Protection Technicians.

For analytical chemistry work, qualification for the IV level of this position requires performance of at least two of the following job requirements:

1. Successfully analyze performance evaluation samples for results submitted to certifying agencies;

2. Perform developmental work (i.e., develop new analytical methods, validate new methods, and/or write new method Standard Operating Procedures);

3. Review analytical data for compliance with data quality objectives;

4. Peer review the work of other Laboratory Technicians;

5. Perform field measurements in conformance with "good laboratory practice;"

For nonradioactive sampling personnel, Environmental Technician Registry is required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Material Control Agent II

JOB CODE : 051125

DATE PREPARED : April 28, 1993 **Revised: October 27, 1993**

SUMMARY STATEMENT

The incumbent requisitions, researches, and monitors procurement of materials for Nevada Test Site-assigned department.

DIMENSIONS

The incumbent reports to the Material Control Supervisor and may supervise others if assigned.

NATURE AND SCOPE

1. Responsible for reviewing and preparing requests for materials using Just-In-Time, Automated Issuing System, and Procurement Requisition Tracking System method and catalogs;

2. Initiates and processes material requests ensuring all necessary information is complete; coordinates material submittal information between Material Control, Engineering, Procurement, and user; coordinates disbursement of materials to proper jobsite; obtains proper authorization for priority, special request, and sensitive items;

3. Researches and responds to questions from requisitioners, buyers, and vendors regarding orders such as price, availability, specifications, and delivery date;

4. Studies past material usage and recommends stock levels of repetitive use items; advises Buyers of adequate material substitutes; advises field personnel of availability of materials in the market;

5. Prepares, reviews, distributes, and transmits correspondence, reports, and source documents; and performs general office duties such as data entry, filing, typing, directing telephone calls and visitors, etc.;

6. Completes reports, writes commodity descriptions, maintains Material Safety Data Sheets and other environmental compliance records on materials;

7. May assist in determining necessary materials and tools to complete tasks using blueprints and engineering criteria;

8. Inspects incoming materials to ensure quality, quantity, and specifications are as requested;

9. May train/supervise assigned personnel if assigned;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking for short distances in office areas or warehouse while making copies, inspecting materials, etc.;

2. Frequent-to-constant sitting while working at computer, researching, reviewing, preparing paperwork, using telephones, etc.;

3. Frequent lift/carry paperwork, catalogs, supplies, or materials 1 to 20 pounds; occasionally up to 50 pounds of heavy equipment and materials;

4. Occasional push/pull exerting force up to 10 pounds while opening doors or file drawers;

5. Occasional climbing stairs or step stools to reach some areas;

6. Occasional bending/twisting at waist/knees to and from seated position or while filing in lower drawers;

7. Occasional kneeling/crouching while installing/inspecting equipment or materials;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating computer, answering telephones, filing, completing paperwork, etc.;

9. Constant use of sight abilities in operating computer, reading catalogs, filing, and completing paperwork;

10. Frequent use of speech/hearing abilities in communicating with requisitioners, buyers, vendors, and other personnel.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in reviewing and preparing orders, inspecting shipments, ensuring that all regulations and procedures are followed, and maintaining a safe work environment;

2. Must be able to work independently, use initiative, make decisions with limited information, and follow through on all assignments with minimal supervision;

3. Must be able to plan/organize and prioritize work load to ensure that all materials are procured within required deadlines;

4. Must be able to read/write/speak English and possess basic mathematical skills;

5. Must be able to learn technical details of materials ordered in assigned areas, which may include reading blueprints and construction, automotive, and other technical nomenclature;

6. Must be able to understand and follow complex policies and procedures regulating the procurement process;

7. Must possess excellent oral/written communication skills and interpersonal skills in order to deal with all levels of users, management, suppliers, and coworkers in a professional and effective manner;

8. Must possess negotiation skills and ability to train others effectively;

9. Must be able to deal with constant pressure of handling multiple priorities, frequent interruptions, deadlines, complaints, and time constraints.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office areas. Some work may involve exposure to warehouse or outdoor conditions.

Tools & Equipment Used: Mainframe and personal computers, printer, telephone, fax, catalogs, general office equipment, and motor vehicle.

Material Control Agent II

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Three years of shipping/receiving or purchasing experience or related work experience. Experience in computers required with knowledge of on-line procurement systems and WordPerfect 5.1, FoxPro, Lotus 1-2-3, and good keyboarding skills.

OTHER SPECIAL QUALIFICATIONS

Ability to read blueprints/technical specifications preferred. Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Medical Laboratory Technologist

JOB CODE : 051130

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent performs specialized diagnostic procedures to provide accurate analysis of medical laboratory samples for Occupational Medicine physicians.

DIMENSIONS

The incumbent reports to the Medical Administrator or Medical Director and has no supervisory responsibility except when assigned as a Lead Person.

NATURE AND SCOPE

1. Performs routine collection of drug testing specimens including blood and urine; collects, processes, and prepares specimens for shipment to reference laboratory; assigns priorities to tests to be performed;

2. Administers breathalizer tests; records results;

3. Administers surveillance program for tracking and testing employees exposed to a variety of potential hazards;

4. Receives and distributes laboratory and toxicology reports from reference laboratory; maintains regular contact with reference laboratory to ensure accurate and timely reporting of test results; determines accuracy of results, especially when abnormal findings occur; meets deadlines on all tests run to prevent sample deterioration and to provide data to doctors as quickly as possible;

5. Maintains chain of custody for drug collection procedures;

6. Operates medical laboratory analytical equipment including centrifuge, blood analyzer, cell counter; interprets and records test results;

7. Coordinates random drug testing schedules;

8. Deals with patients in a sensitive, professional, and efficient manner;

9. Records data and completes logs and paperwork as required;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Constant standing/walking in medical laboratory for short distances;

2. Occasional sitting at desk while completing paperwork;

3. Frequent lifting/carrying up to 20 to 25 pounds of trays of samples, paperwork, supplies, or equipment;

4. Frequent bending/twisting at waist/neck while collecting blood samples;

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while collecting samples, operating equipment, completing paperwork, and operating motor vehicle; requires fine motor skills for performing venipuncture;

6. Constant use of sight/hearing abilities in collecting and processing samples, operating equipment, completing paperwork, recording data, interpreting test results, etc.; visual requirements include color vision and visual acuity in near- and mid-range vision;

7. Frequent use of speech abilities in communicating with patients, doctors, paramedics, and outside laboratories;

8. Frequent use of sense of touch/pressure in performing venipuncture quickly and efficiently; occasionally in detecting temperature of samples.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in collecting, processing, and testing medical specimens according to established testing procedures;

2. Must be able to work independently and quickly;

3. Must be able to plan/prioritize work load to ensure that patients and samples are handled in an effective and timely manner;

4. Must possess good interpersonal skills and ability to deal with ill, injured, upset, and uncooperative patients in a sensitive, effective, and professional manner; must maintain good working relationship with outside laboratories;

5. Must be able to record and report data accurately;

6. Must possess excellent mathematical skills and be able to read and understand technical medical specifications and procedures;

7. Must be able to deal with pressure of deadlines, multiple tasks, frequent interruptions, and dealing with anxious, uncooperative, or upset patients.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a climate-controlled medical laboratory; occasionally out in field while collecting drug testing samples.

Tools & Equipment Used: Breathalizer, centrifuge, syringes, needles, medical testing reagents, and rubber gloves.

REQUIRED TRAINING AND WORK EXPERIENCE

Bachelor's degree and completion of Medical Technology internship required. Knowledge of drug abuse testing and rehabilitation desirable.

OTHER SPECIAL QUALIFICATIONS

State Medical Technologist/Clinical Laboratory Technologist License required. Valid driver's license required. Must comply with continuing education requirements to maintain license.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Paramedic

JOB CODE : 051425

DATE PREPARED : August 1, 1983 **Revised: October 27, 1993**

SUMMARY STATEMENT

The incumbent provides state-of-the-art emergency and non-emergency medical treatment in an isolated environment to maintain life and assure an optimum quality of life following treatment.

DIMENSIONS

The incumbent reports to the Emergency Medical Service Supervisor and has no supervisory responsibility unless designated as a Lead Person.

NATURE AND SCOPE

1. Responds to emergency medical situations where application of basic life support and advanced intrusive techniques are essential to a patient's life and future well-being;
2. Renders medical assistance in remote areas to minimize the effects of life-threatening traumas;
3. Enlists and spontaneously trains lay personnel to assist in evacuating patients to the next level of medical care;
4. Determines the best means of transportation; (e.g., ambulance, helicopter, etc.);
5. Interfaces with the next higher medical care level;
6. Documents all circumstances supporting the diagnosis, treatment, medication, and equipment used;
7. Performs routine treatment and documentation of patients' illnesses or injuries;
8. Casts fractures, sutures wounds, administers medications, performs examinations and tests, documents all treatments performed; assists with drug screens if required; may perform routine minor maintenance and cleaning of medical equipment and ambulances;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking indoors and outdoors on all types of surfaces and terrain;
2. Frequent sitting at desk while completing paperwork or in vehicle while responding to calls;
3. Frequent lifting/carrying paperwork, supplies, or medical equipment, up to 50 pounds; occasionally up to 150 to 300 pound patients by two paramedics for short distances;

4. Frequent pushing/pulling exerting force of 10 to 75 pounds while treating/assisting injured patients, moving equipment into position, etc.;

5. Occasional climbing stairs/ladders to reach injured patients;

6. Frequent bending/twisting at waist/knees/neck while treating patients and operating vehicle;

7. Frequent kneeling/crouching/crawling while treating patients on ground or while reaching patient in confined spaces;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while treating patients, operating medical equipment, completing paperwork, operating vehicle, etc.; overhead reaching required;

9. Constant use of sight/hearing abilities in examining and treating patients, operating vehicle, and maintaining safe work habits;

10. Constant use of speech abilities in communicating with patients, doctors, observers, coworkers, and supervisors;

11. Occasional use of sense of smell in detecting/identifying odors, gases, and other hazards;

12. Frequent use of sense of touch/pressure in examining and treating patients.

Mental

1. Constant mental alertness, attention to detail, concentration, and high degree of accuracy required in examining and treating patients, administering medication, and working in hazardous environments in order to preserve the patient's life and future well-being;

2. Must be able to respond quickly to emergencies and make decisions using knowledge, experience, and independent judgement to determine best course of action;

3. Must be able to quickly plan/organize/prioritize in order to triage/assist/treat the most life-threatening situations first;

4. Must be able to work under pressure of life-threatening situations and hazards including exposure to medical/biological and potential radiation hazards, working in mines and tunnels, and operating vehicle at high speed under all types of weather and road conditions, sometimes in remote areas, and working unpredictable, irregular hours;

5. Must possess excellent oral communication skills and interpersonal skills in order to calm and control injured and ill patients, enlist and train onlookers to assist when necessary, deal with uncooperative or irrational people, and communicate in a clear, effective, and professional manner with coworkers, doctors, and others;

6. Must possess basic mathematical skills and ability to read/write/speak English; must be able to record data quickly and accurately;

7. Must be able to maintain continuing education requirements; read and understand medical procedures, manuals, journals, and training materials; and learn new techniques as required;

8. Must be flexible and able to work unpredictable, irregular hours and adapt immediately to emergency and non-emergency situations.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 90 percent indoors and 10 percent outdoors while responding to calls and events under all types of conditions, sometimes in remote, isolated areas; work may be performed in buildings, mines, tunnels, roads, desert, and other areas. The incumbent may operate a motor vehicle on all types of road conditions in all types of weather and usually works with a partner.

Tools & Equipment Used: Ambulance, emergency medical gear, medical equipment and supplies, two-way radio, beeper, telephone, general office equipment, and safety equipment including gloves and respirator.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Completion of training in military medical corpsman school or 1,000- hour paramedic school and three years of recent paramedic experience required.

OTHER SPECIAL QUALIFICATIONS

National and state/county certification as an Advanced or Paramedic Emergency Medical Technician required at time of hire. Must be certified in Basic and Advanced Cardiac Life Support techniques. Driver's license required. Must be able to obtain "Q" clearance. Basic computer skills desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Power Dispatcher

JOB CODE : 051520

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent performs dispatching functions for proper distribution of electrical power.

DIMENSIONS

The incumbent reports to the Chief Power Dispatcher and has no supervisory responsibility.

NATURE AND SCOPE

1. Maintains proper distribution, continuity of service, and safe operation of electrical power on assigned shift; works rotating shift schedule;
2. Performs surveillance and inspection of transmission and distribution lines, meters, and substations to monitor power usage and to make sure they are in proper operating condition;
3. Maintains a log of all switching programs activities during shift; reviews log from previous shift to become familiar with daily situation; maintains timely records of normal and emergency operations;
4. Issues hotline permits for preplanned work on the power system; monitors and records power usage;
5. Monitors multiple radio networks to respond to work orders or to handle emergency situations; localizes power failures, determines cause, and dispatches craftsmen for routine maintenance or emergency situations;
6. Updates operations manuals including changes made to power system; maintains up-to-the-minute knowledge of status and changes to power system;
7. Arranges for removal and return to service of stations, lines, and equipment as quickly as possible;
8. Directs and coordinates all switching activities for planned and emergency outages; maintains operation of all priority services during outages; coordinates personnel in restoring power during emergency situations via radio, remote control equipment, and telephone;
9. Maintains liaison with power suppliers on all power-related activities; recommends system changes and solutions to problems; adheres to orders, regulations, schedules, procedures, and policies;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking in work area or while out in field on all types of terrain;

2. Constant sitting at work station in small room with minimal breaks;

3. Occasional lifting paperwork up to 5 to 10 pounds;

4. Occasional bending/twisting at waist/knees to and from seated position or while turning in chair;

5. Frequent use of both hands/arms in reaching/handling/grasping/fingering while operating radios, telephones, meters, typing, computer keyboards, completing paperwork, etc.;

6. Constant use of sight/hearing abilities in monitoring meters, equipment, telephones, and radio nets while completing paperwork, keyboarding, etc.; must possess good hearing; visual requirements include color vision, peripheral vision, and visual acuity in near-, mid-, and far-range vision;

7. Constant use of speech/hearing abilities in dispatching, communicating with power agencies, craftspeople, and departments.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in monitoring power lines, substations, meters, radio nets, telephone lines, and personnel;

2. Must be able to work independently, make decisions, and react quickly and effectively in emergency situations;

3. Must possess excellent oral communication skills with ability to deal with all types of personnel in a clear, effective, professional manner;

4. Must possess excellent planning/organization/prioritizing skills in order to notify proper personnel/agencies in the most effective manner;

5. Must be able to handle pressure of emergencies, heavy work load, constant interruptions, monitoring multiple incoming communications, cramped, noisy work area, and infrequent breaks;

6. Must be able to follow written procedures and checklists and work with minimal supervision;

7. Must possess good interpersonal skills and ability to deal with all levels of people;

8. Ability to apply knowledge and experience to situations where written procedures are not specific.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office setting; occasional travel out in field while examining substations and lines with exposure to weather conditions.

Tools & Equipment Used: Two-way radio and radio console, computer, telephone, copier, fax, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Five years of experience in power distribution, preferably providing a working knowledge of power transmission; two years of power dispatching experience preferred.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Property Specialist

JOB CODE : 051135

DATE PREPARED : April 29, 1993 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible for inspecting and performing functional appraisals of Company organizational units' real property management.

DIMENSIONS

The incumbent reports to an exempt supervisor in the Procurement & Materials Management Department and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs walk-through inspections and functional appraisals of property and equipment; inspects condition, serviceability, location, and quantity of equipment/supplies;

2. Records any relevant data including deficiencies noted; compiles, formats, edits, and types inspection reports and appraisals; enters deficiencies into Automated Deficiency Tracking System;

3. Updates and corrects internal procedures pertaining to equipment control; edits and types proposed Company procedures pertaining to equipment control;

4. Prepares and compiles data for weekly, monthly, quarterly, and annual reports as required;

5. Prepares report reviews of property management activities; formats, edits, and types from rough draft as required;

6. Conducts research and investigations into deficiencies as assigned;

7. Prepares timecards as required; completes paperwork; and performs related duties and special projects as required;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking for short distances in office; sometimes in warehouse areas while making inspections;

2. Frequent sitting at desk or computer while entering data or completing paperwork or in vehicle while traveling to property locations;

3. Frequent lifting/carrying paperwork, supplies, equipment, or materials 5 to 10 pounds; occasionally up to 30 pounds;

4. Occasional push/pull exerting force up to ten pounds while opening doors/drawers, etc.;

5. Occasional climbing stairs or ladders in office or warehouse setting;

6. Frequent bending/twisting at waist/knees/neck while working at desk, inspecting properties and equipment, or operating a motor vehicle;

7. Occasional kneeling/crouching while inspecting equipment;

8. Frequent-to-constant use of both hands/arms in reaching/handling/grasping/fingering equipment while working at desk, entering data in computer, typing, driving vehicle, completing paperwork, inspecting equipment/supplies/materials, etc.;

9. Constant use of sight/hearing abilities in inspecting and inventorying property, operating computer, driving motor vehicle, and maintaining a safe work environment; visual requirements include color vision, peripheral vision, depth perception, and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with coworkers, supervisors, and property users.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in inspecting and appraising real property, preparing reports, and ensuring that all procedures regarding property use are followed;

2. Must be able to work independently, possess initiative, and follow through with all decisions and assignments;

3. Must be able to use judgement and apply knowledge and experience in inspecting and appraising property and equipment;

4. Must be flexible and able to work under all types of conditions in all types of locations while locating and inspecting properties;

5. Must possess basic mathematical skills and be able to read/write/speak English;

6. Must be able to record data accurately;

7. Must possess interpersonal skills in order to communicate with coworkers, supervisors, and property users in an efficient and professional manner;

8. Must possess excellent oral/written communication skills in order to format and edit reports.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 90 percent in an office environment and 10 percent out in the field under all types of conditions in warehouses, offices, buildings, tunnels, and outdoors in all types of weather.

Tools & Equipment Used: Personal computer, mainframe computer terminal, printer, typewriter, calculator, copier, telephone, and motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of related experience in warehousing, purchasing/receiving, or property management required. Basic computer skills required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Technician I - Cable Operations

JOB CODE : 051235

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent assists department personnel in performing laboratory and field tests on event-related scientific and diagnostic cables.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or Cable Inspection Supervisor.

NATURE AND SCOPE

1. Operates various electronic equipment to perform electrical tests on coaxial and multiconductor cables and their connectors for quality and integrity of the cable assemblies;
2. Inspects cables and connector installations for quality and proper installation; performs pull tests on certain connector types;
3. Compiles records of cables pulled and connectors installed and tests data such as rejects and acceptance;
4. Enters inspection documentation records and test data into computer and files information for accountability and traceability;
5. Performs engineering calculations and performance data evaluations, assists in preparation of technical reports, and completes other administrative documentation;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in field or occasionally in laboratory on all types of surfaces, uneven terrain, in towers or tunnels, or on rubber mats, depending on assigned area up to one to two miles per shift;
2. Occasional sitting while driving vehicle between work areas or performing administrative duties;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 50 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds;
5. Frequent climbing stairs, spiral staircases in towers, and ladders up to 30 to 50 feet above ground; elevators are sometimes available;
6. Frequent bending/twisting at waist/knees/neck while inspecting cables in shop or field;

7. Occasional kneeling/crouching or working in awkward positions while inspecting equipment in tunnels;

8. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, using tools, etc.; overhead reaching required;

9. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;

10. Constant use of speech abilities in communicating with all levels of people, customers, coworkers, and supervisors, and in giving and receiving instructions, etc.

Mental

1. Constant mental alertness, close attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; handle questions; etc.;

3. Must possess excellent mathematical skills including geometry, trigonometry, and advanced algebra;

4. Must be able to work independently, make decisions, and prioritize;

5. Must possess good problem-solving skills, integrity, and ability to apply knowledge and experience to determine best course of action;

6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and working in hazardous conditions;

7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a laboratory setting, office, or outdoor testing stations, both above and underground, exposed to all types of weather; construction sites, tunnels, and towers.

Tools & Equipment Used: All types of electrical and electronic testing and calibration equipment, flashlight, step van, telephone, and safety equipment including respirator/air safety pack, safety glasses, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in an electrical, electronic, or engineering field which may include an Associate's Degree, trade school, or college.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance. May be given photo permit. Basic computer skills including FoxPro and Professional Write or other word processing software desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Technician I - Physical Standards & Calibration Laboratory

JOB CODE : 051235

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent assists department personnel in performing calibration laboratory tests on a variety of measuring and testing equipment.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or equivalent level supervision.

NATURE AND SCOPE

1. Sets up, operates, maintains, and calibrates electrical, electronic, mechanical, and physical Measuring & Testing Equipment (M&TE);
2. Performs basic calibration, repair, adjustments, and reliability tests on M&TE and associated calibration standards;
3. Provides technical assistance to both customers and fellow employees regarding calibration method, data evaluation, mathematical calculations, and use/application of measuring instrumentation;
4. Enters records and test data into computer and files information for accountability and traceability;
5. Performs engineering calculations and performance data evaluations; prepares technical reports and other associated administrative documentation;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in laboratory for short distances;
2. Occasional sitting while working at computer or completing paperwork;
3. Frequent lifting/carrying up to 30 pounds of equipment and tools; occasionally up to 50 pounds while lifting items from floor to bench carrying up to 15 feet;
4. Occasional pushing/pulling requiring force up to 20 to 30 pounds while operating various testing equipment;
5. Occasional bending/twisting at waist/knees/neck throughout work shift while performing tasks;
6. Occasional kneeling/crouching while working at floor level or retrieving equipment from floor;

7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, using tools, etc.; some overhead reaching required;

8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid-, and far-range vision;

9. Constant use of speech abilities in communicating with coworkers/supervisors, giving and receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess good oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; handle questions; etc.;

3. Must possess good mathematical skills including trigonometry and advanced algebra;

4. Must be able to work independently, make decisions, and prioritize;

5. Must possess good problem-solving skills and ability to apply knowledge and experience to determine best course of action;

6. Must be able to deal with pressures of deadlines and multiple tasks;

7. Must possess good interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in laboratory setting or occasionally outdoors exposed to all types of weather, construction sites, and driving conditions.

Tools & Equipment Used: All types of testing and calibration equipment, general office equipment, computer, motor vehicle, telephone, and safety equipment including safety glasses, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in an engineering field which may include an Associate's Degree, trade school, or college.

OTHER SPECIAL QUALIFICATIONS

Must possess entry level knowledge of industry and quality program accepted calibration methods, procedures, documentation, mechanical, electric, and electronic groups, and maintenance of instrument standards used for calibration. Valid driver's license; ability to obtain "Q" clearance may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Technician I - Welding Operations Support Facility

JOB CODE : 051235

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent assists department personnel in developing, implementing, and maintaining the Company's welding program at the Nevada Test Site (NTS); may instruct others in the proper method of filling out and completing inspection forms and performing various inspections as required; may support user agencies in coordinating the construction-related activities at NTS.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or a Senior Engineer.

NATURE AND SCOPE

1. Interprets results of weld tests;

2. Assists Welding Operations Support Facility personnel in developing, implementing, and maintaining welding requirements, handling questions and communicating requirements for field personnel; compares revisions in volunteer welding codes to REECo Welding Manual requirements; evaluates if all code requirements are fully addressed;

3. Assists in performing quality assurance surveillance audits of Company field welding activities, reviews field welding operations as they progress, and determines of welding program compliance by user departments;

4. Develops expertise in technical portions of RWM by researching incoming questions thoroughly;

5. Enters records and test data into computer and files information for accountability and traceability; assists WOSF personnel in integrating personal computers into daily activities; provides computer expertise in solving specific PC problems;

6. Performs engineering calculations and performance data evaluations; prepares technical reports and other associated administrative documentation;

7. Performs special projects such as researching welding problems, compiling information, formatting computer, developing spreadsheets, etc., as directed;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in field or laboratory on all types of surfaces, uneven terrain, or rubber mats, depending on assigned area;

2. Frequent sitting while driving vehicle between work areas, working at computer, or completing paperwork;

3. Occasional lifting/carrying up to 25 pounds of equipment and tools; sometimes up to 50-pound rolls of wire, carrying up to 50 feet;

4. Occasional pushing/pulling requiring force up to ten pounds while opening doors or moving equipment;

5. Rarely climbs stairs or ladders;

6. Frequent bending/twisting at waist/knees/neck while inspecting/testing welds;

7. Frequent kneeling, crouching or working in awkward positions while inspecting;

8. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, using tools, etc.; overhead reaching required;

9. Constant use of sight/hearing ability in inspecting, performing tests, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid-, and far-range vision;

10. Constant use of speech abilities in communicating with all levels of people and giving and receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, blueprints, manuals, regulations, and procedures; handle questions; etc.;

3. Must possess excellent mathematical skills;

4. Must be able to work independently, make decisions, and prioritize;

5. Must possess/be able to apply established procedures; possess good problem-solving skills; and have ability to apply knowledge and experience to determine best course of action;

6. Must be able to deal with pressures of time constraints and working around hazardous conditions;

7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;

8. Must be able to direct activities of assigned personnel in a positive and effective manner if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 50 percent indoors in laboratory or climate-controlled office setting and 50 percent out in the field exposed to all types of weather, construction sites, etc.

Tools & Equipment Used: All types of measuring and testing equipment, welding equipment, motor vehicle, computer, and telephone; safety equipment including safety glasses, welder's helmet, hard hat, safety shoes, and seat belts when appropriate.

Quality Control Technician I - Welding Operations Support Facility

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in welding technology or a related engineering field which may include an Associate's Degree, trade school, or college.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Ability to obtain "Q" clearance highly desirable. Basic computer skills including FoxPro and WordPerfect 5.1 or other word processing software experience desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Technician II - Cable Operations

JOB CODE : 051315

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent performs laboratory, shop, and field tests; inspection; and documentation of event-related scientific and diagnostic cables. Instructs assigned technicians in the proper method of filling out and completing inspection forms and performs various inspections as required.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or Cable Inspection Supervisor and may act in a lead capacity for craft employees and Quality Control Technician Is.

NATURE AND SCOPE

1. Performs electrical tests of event-related scientific cables; operates various electronic equipment to perform electrical tests on coaxial and multiconductor cables and their connectors for quality and integrity of the cable assemblies; inspects cables and connector installations for quality and proper installation; performs pull tests on certain connector types;

2. Conducts electrical testing including time domain reflectometer and high potential voltage testing of coaxial cables, continuity, and megger tests of multiconductor and twinex coaxial cables; verifies, cuts, and determines electrical length of coaxial cables;

3. Interprets connector, splice, and gas block installation drawings; identifies deviations from procedures; identifies drawing errors and initiates corrective action; assures required equipment is available for testing and inspection and is in serviceable condition and calibrated;

4. Compiles records of cables pulled and connectors installed; tests data such as rejects and acceptance;

5. Coordinates cable tests and inspections with production supervision, electrical supervision, and applicable laboratory;

6. Enters records and test data into computer and files information for accountability and traceability; performs engineering calculations and performance data evaluations; provides Cable Operations with a monthly production and discrepancy report; provides other test and production reports as required;

7. Conducts final review and verification of event testing and inspection records;

8. Identifies training requirements, makes recommendations to supervision, and provides on-the-job training and technical assistance to assigned personnel;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related work as required.

Quality Control Technician II - Cable Operations

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in field or occasionally in laboratory on all types of surfaces, uneven terrain, in towers or tunnels, and on rubber mats, depending on assigned area for up to one to two miles per shift;
2. Occasional sitting while driving vehicle between work areas or performing administrative duties;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 50 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds;
5. Frequent climbing stairs, spiral staircases in towers, and ladders, up to 30 to 50 feet above ground; elevators are sometimes available;
6. Frequent bending/twisting at waist/knees/neck while inspecting cables in shop or field;
7. Occasional kneeling/crouching or working in awkward positions while inspecting equipment in tunnels;
8. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, using tools, etc.; overhead reaching required;
9. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech abilities in communicating with all levels of people, customers, coworkers, and supervisors and in giving and receiving instructions, etc.

Mental

1. Constant mental alertness, close attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; handle questions; etc.;
3. Must possess excellent mathematical skills including geometry, trigonometry, and advanced algebra;
4. Must be able to work independently, make decisions, and prioritize;
5. Must possess good problem-solving skills, integrity, and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and working in hazardous conditions;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must possess good leadership/training skills in order to provide education and assistance to assigned personnel in an effective and positive manner.

Quality Control Technician II - Cable Operations

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in a laboratory setting, office, or outdoor testing stations, both above and underground, exposed to all types of weather, construction sites, tunnels, and towers.

Tools & Equipment Used: All types of electrical and electronic testing and calibration equipment, flashlight, step van, telephone, and safety equipment including respirator/air safety pack, safety glasses, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in an electrical, electronic, or engineering field which may include an Associate's Degree, trade school, or college and at least two years of electrical and/or electronic inspection experience and satisfactory completion of on-the-job training.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance. May be issued a photo permit. Basic computer skills including FoxPro and Professional Write or other word processing software desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Technician II - Physical Standard & Calibration Laboratory

JOB CODE : 051315

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent performs calibration laboratory tests on a variety of complex measuring/testing equipment.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or equivalent level supervision and may act in a lead capacity for craft employees and Quality Control Technician Is.

NATURE AND SCOPE

1. Sets up, operates, maintains, and calibrates electrical, electronic, mechanical, and physical Measuring & Testing Equipment;
2. Performs basic calibration, repair, adjustments, and reliability tests on MNTE and associated calibration standards;
3. Performs various calibrations and tests in the field;
4. Provides technical assistance and training to both customers and fellow employees regarding calibration method, data evaluation, mathematical calculations, and use and application of measuring instrumentation;
5. May assist in supervision of assigned area and personnel in supervisor's absence;
6. Enters records and test data into computer and files information for accountability and traceability;
7. Performs engineering calculations and performance data evaluations; prepares technical reports and other associated administrative documentation;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in laboratory or occasionally in field for short distances;
2. Occasional sitting while working at computer or completing paperwork or driving;
3. Frequent lifting/carrying up to 30 pounds of equipment and tools; occasionally up to 50 pounds while lifting items from floor to bench carrying up to 15 feet;
4. Occasional pushing/pulling requiring force up to 20 to 30 pounds while operating various testing equipment;

5. Occasional bending/twisting at waist/knees/neck throughout work shift while performing tasks;
6. Occasional kneeling/crouching while working at floor level or retrieving equipment from floor;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, using tools, etc.; some overhead reaching required;
8. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid-, and far-range vision;
9. Constant use of speech abilities in communicating with coworkers/supervisors; giving and receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess good oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; handle questions; etc.;
3. Must possess good mathematical skills including trigonometry and advanced algebra;
4. Must be able to work independently, make decisions, and prioritize;
5. Must possess good problem-solving skills ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and hazardous conditions;
7. Must possess good interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed indoors in laboratory setting and occasionally outdoors exposed to all types of weather, construction sites, and driving conditions.

Tools & Equipment Used: All types of testing and calibration equipment, general office equipment, computer, motor vehicle, telephone, and safety equipment including safety glasses, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in an engineering field which may include an Associate's Degree, trade school, or college and at least two years of electrical, mechanical, and/or electronic inspection, calibration, or general construction experience.

OTHER SPECIAL QUALIFICATIONS

Must possess entry level knowledge of industry and quality program accepted calibration methods, procedures, documentation, mechanical, electric, and electronic groups, and maintenance of instrument standards used for calibration. Valid driver's license; ability to obtain "Q" clearance may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Quality Control Technician II - Welding Operations Support Facility

JOB CODE : 051315

DATE PREPARED : August 1, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs laboratory tests, instructs employees, and performs various inspections in maintaining the Company welding program at the Nevada Tests Site (NTS); may support user agencies in coordinating the construction-related activities at NTS.

DIMENSIONS

The incumbent reports to a Senior Quality Control Technician or a Senior Engineer and may act in a lead capacity for craft employees and Quality Control Technician Is.

NATURE AND SCOPE

1. Monitors radiographic operations to ensure compliance with Company quality assurance internal safety procedures;

2. Evaluates radiographic results of Performance Qualification Testing (PQT) and PQT radiographs including film quality, weld quality, and completeness of nondestructive examination (NDE) reports in accordance with NDE procedure requirements; identifies potentially unsafe conditions; and takes action to eliminate or reduce them;

3. Reviews Company field welding operations as they progress; evaluates special process operations against requirements; documents results of operations in accordance with quality assurance surveillance procedure requirements;

4. Provides welder training as requested by user departments; assists various departments in evaluating their welding program requirements and correcting specific problems which have cause a welder to fail a PQT;

5. Assists Welding Operations Support Facility personnel in completing shop work orders as required to support PQTs, Welding Procedure Specification qualificetion, and coordination of activities with machine shop and physical testing laboratory;

6. Assists in developing, implementing, and maintaining welding requirements and handling questions and communicating requirements for field personnel; ensures that radiographic operators are properly certified;

7. Performs quality assurance surveillance audits of Company field welding activities, reviews field welding operations as they progress, and determines welding program compliance by user departments;

8. Enters records and test data into computer and files information for accountability and traceability; assures that all logs and reports are completed by assigned personnel accurately and according to procedures; reviews logs on weekly basis;

9. Performs engineering calculations and performance data evaluations; prepares technical reports, and other associated administrative documentation;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in field or laboratory on all types of surfaces, uneven terrain, and rubber mats, depending on assigned area;
2. Frequent sitting while driving vehicle between work areas, working at computer, or completing paperwork;
3. Occasional lifting/carrying up to 25 pounds of equipment and tools; sometimes up to 50-pound rolls of wire, carrying distances up to 50 feet;
4. Occasional pushing/pulling requiring force up to ten pounds while opening doors or drawers or moving equipment;
5. Rarely climbs stairs and ladders to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while inspecting welds;
7. Occasional kneeling, crouching, or working in awkward positions while inspecting;
8. Constant use of both hands/arms in reaching/handling/grasping while inspecting/testing welds, operating equipment, driving, or using tools or computer, etc.; overhead reaching required;
9. Constant use of sight/hearing ability in inspecting/testing equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech abilities in instructing others and communicating with all levels of people.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, blueprints, manuals, regulations, and procedures; handle questions; etc.;
3. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
4. Must be able to work independently, make decisions, and prioritize;
5. Must possess good problem-solving skills and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and hazardous conditions;
7. Must possess excellent leadership/training skills in order to provide education and guidance to all levels of personnel throughout the Company in a positive and effective manner;
8. Must possess excellent mathematical skills.

Quality Control Technician II - Welding Operations Support Facility

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 50 percent indoors in laboratory or climate-controlled office setting and 50 percent out in the field exposed to all types of weather, construction sites, etc.

Tools & Equipment Used: All types of measuring and testing equipment, welding equipment, motor vehicle, computer, and telephone; safety equipment including safety glasses, welder's helmet, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of technical courses in welding technology or a related engineering field which may include an Associate's Degree, trade school, or college and at least two years of electrical or electronic inspection experience.

OTHER SPECIAL QUALIFICATIONS

Valid Nevada driver's license required. Ability to obtain "Q" clearance highly desirable. Basic computer skills including FoxPro and WordPerfect 5.1 or other word processing software desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiation Instrument Technician I

JOB CODE : 051140

DATE PREPARED : July 31, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

Under close supervision, the incumbent performs routine assignments to service, maintain, and calibrate radiological health instrumentation and portable radiological survey and gas measurement instruments in a timely manner.

DIMENSIONS

The incumbent reports to the Radiation Instrument Technician Supervisor or higher level supervisor, may receive guidance from lead persons or higher level technicians, and has no supervisory responsibility.

NATURE AND SCOPE

1. Assists in maintenance, repair, and calibration of various types of nuclear radiation detection, counting, and analysis equipment, analog and digital recording devices, and on-line computerized data gathering/display systems;

2. Maintains, services, repairs, calibrates, installs, and field verifies Remote Area Monitoring Systems; operates and maintains display systems for three independent laboratories to support the DOE's nuclear testing program at the Nevada Test Site (NTS);

3. May use various types of standard and specialized equipment such as oscilloscopes, pulsars, multivoltmeter (MVM), counters, and component testers, and traceable radioactive calibration standards, manufacturers'/customers' instructions, and applicable prescribed procedures;

4. With guidance, operates and uses several radiation standards during calibration of detection and monitoring devices;

5. Aids in installation and performance of equipment operational checkouts in various areas, buildings, and compounds at NTS;

6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in shop or outdoor areas including underground in tunnels up to one mile per shift;

2. Occasional sitting on stool in work shop or in vehicle while traveling to work sites;

3. Frequent lifting/carrying tools, equipment, or supplies up to 50 pounds;

4. Occasional push/pull exerting force up to 25 to 35 pounds while moving equipment or pounding stakes into ground

5. Occasional climbing stairs/ladders to reach some areas;

6. Frequent bending/twisting at waist/knees/neck while installing/repairing equipment;

7. Occasional kneeling/crouching while installing/repairing equipment; occasionally works in cramped/confined spaces;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while working on equipment, driving motor vehicle, completing paperwork, etc.; overhead reaching required; fine motor skills required;

9. Constant use of sight abilities in inspecting, testing, installing and repairing equipment, driving, and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near- and mid-range vision;

10. Constant use of speech/hearing abilities in communicating with coworkers, equipment users, and supervisors and giving and receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in testing, inspecting, installing, and maintaining radiological equipment to exacting specifications and ensuring a safe work environment;

2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;

3. Must possess mechanical aptitude, logic, problem-solving, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;

4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, schematics, and other information necessary to complete installation, maintenance, and repairs;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must be able to record data accurately and complete logs, reports, and other written information;

7. Must be able to deal with constant pressure from frequent interruptions, multiple priorities, and working around hazards/radioactive conditions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in instrument repair shop and outdoors under all types of above and below ground conditions, in tunnels, mines, and on drill rigs, sometimes for extended periods of time.

Tools & Equipment Used: Standard and specialized radiological testing and counting equipment including, but not limited to, oscilloscopes, pulsars, MVM, counters, and component testers, traceable radioactive calibration standards, hand tools, power tools, sledge hammer, post driver, and motor vehicle. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, safety harness, back support belts, and respirators.

Radiation Instrument Technician I

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Completion of resident-type basic electronics school and one year of applicable work experience required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiation Instrument Technician II

JOB CODE : 051240

DATE PREPARED : July 31, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

Under supervision, the incumbent performs routine assignments to service, maintain, and calibrate radiological health instrumentation and portable radiological survey and gas measurement instruments in a timely manner.

DIMENSIONS

The incumbent reports to the Radiation Instrument Technician Supervisor or higher level supervisor, may receive guidance from lead persons or higher level technicians, and has no supervisory responsibility.

NATURE AND SCOPE

1. Assists in maintenance, repair, and calibration of various types of nuclear radiation detection, counting, and analysis equipment, analog and digital recording devices, and on-line computerized data gathering/display systems;

2. Maintains, services, repairs, calibrates, installs, and field verifies Remote Area Monitoring Systems; operates and maintains display systems for three independent laboratories to support the DOE's nuclear testing program at the Nevada Test Site (NTS);

3. May use various types of standard and specialized equipment such as oscilloscopes, pulsars, multivoltmeter, counters, and component testers, traceable radioactive calibration standards, manufacturers'/customers' instructions, and applicable prescribed procedures;

4. Generally operates and uses several radiation standards during calibration of detection and monitoring devices;

5. Installs and performs equipment operational checkouts in various areas, buildings, and compounds at NTS;

6. Fabricates circuits and devices as required for special applications;

7. Performs periodic maintenance, calibration, and performance checks of mini-scalers and single channel analyzers;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in shop or outdoor areas including underground in tunnels up to one mile per shift;

2. Occasional sitting on stool in work shop or in vehicle while traveling to work sites;

3. Frequent lifting/carrying tools, equipment, or supplies up to 50 pounds;

4. Occasional push/pull exerting force up to 25 to 35 pounds while moving equipment or pounding stakes into ground;

5. Occasional climbing stairs/ladders to reach some areas;

6. Frequent bending/twisting at waist/knees/neck while installing/repairing equipment;

7. Occasional kneeling/crouching while installing/repairing equipment; occasionally works in cramped/confined spaces;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while working on equipment, driving motor vehicle, completing paperwork, etc.; overhead reaching required; fine motor skills required;

9. Constant use of sight abilities in inspecting, testing, installing and repairing equipment, driving, and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near- and mid-range vision;

10. Constant use of speech/hearing abilities in communicating with coworkers, equipment users, and supervisors and giving and receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in testing, inspecting, installing, and maintaining radiological equipment to exacting specifications and ensuring a safe work environment;

2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;

3. Must possess mechanical aptitude, logic, problem-solving, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;

4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, schematics, and other information necessary to complete installation, maintenance, and repairs;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must be able to record data accurately and complete logs, reports, and other written information;

7. Must be able to deal with constant pressure from frequent interruptions, multiple priorities, and working around hazards/radioactive conditions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in instrument repair shop and outdoors under all types of above and below ground conditions in tunnels, mines, and on drill rigs, sometimes for extended periods of time.

Radiation Instrument Technician II

Tools & Equipment Used: Standard and specialized radiological testing and counting equipment including, but not limited to, oscilloscopes, pulsars, MVM, counters, and component testers, traceable radioactive calibration standards, hand tools, power tools, sledge hammer, post driver, and motor vehicle. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Completion of resident-type basic electronics school and two years of applicable work experience required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiation Instrument Technician III

JOB CODE : 051320

DATE PREPARED : July 31, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

Under general supervision, the incumbent performs detailed assignments to service, maintain, and calibrate radiological health instrumentation and portable radiological survey and gas measurement instruments in a timely manner.

DIMENSIONS

The incumbent reports to the Radiation Instrument Technician Supervisor or higher level supervisor and may provide guidance to subordinate technicians and act as a lead person.

NATURE AND SCOPE

1. Performs detailed assignments in the maintenance, repair, and calibration of various types of nuclear radiation detection, counting, and analysis equipment, analog and digital recording devices, and on-line computerized data gathering/display systems;

2. Maintains, services, repairs, calibrates, installs, and field verifies Remote Area Monitoring Systems (RAMS); operates and maintains display systems for three independent laboratories to support the DOE's nuclear testing program at the Nevada Test Site (NTS);

3. Operates, services, and maintains Geostationary Operational Environment Satellite antenna; services and repairs Uninterruptable Power Supply System associated with computer and display systems;

4. May use various types of standard and specialized equipment such as oscilloscopes, pulsars, multivoltmeter, counters, and component testers, traceable radioactive calibration standards, manufacturers'/customers' instructions, and applicable prescribed procedures;

5. Generally operates and uses several radiation standards during calibration of detection and monitoring devices; under general supervision, maintains, repairs, and calibrates radioactive calibration standards in accordance with applicable American National Standards Institute standards and standard operating procedures;

6. Installs and performs equipment operational checkouts in various areas, buildings, and compounds at NTS;

7. Fabricates circuits and devices as required for special applications;

8. Performs periodic maintenance, calibration, and performance checks of mini-scalers and single channel analyzers;

9. May guide and train other junior technicians;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Radiation Instrument Technician III

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in shop or outdoor areas including underground in tunnels up to one mile per shift;
2. Occasional sitting on stool in workshop or in vehicle while traveling to work sites;
3. Frequent lifting/carrying tools, equipment, or supplies up to 50 pounds;
4. Occasional push/pull exerting force up to 25 to 35 pounds while moving equipment and pounding stakes into ground;
5. Occasional climbing stairs/ladders to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while installing/repairing equipment;
7. Occasional kneeling/crouching while installing/repairing equipment; occasionally works in cramped/confined spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while working on equipment, driving motor vehicle, completing paperwork, etc.; overhead reaching required; fine motor skills required;
9. Constant use of sight abilities in inspecting, testing, installing and repairing equipment, driving, and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers, equipment users, and supervisors and giving and receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in testing, inspecting, installing, and maintaining radiological equipment to exacting specifications and ensuring a safe work environment;
2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;
3. Must possess mechanical aptitude, logic, problem-solving, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;
4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, schematics, and other information necessary to complete installation, maintenance, and repairs;
5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must be able to record data accurately and complete logs, reports, and other written information;
7. Must be able to deal with constant pressure from frequent interruptions, multiple priorities, and working around hazards/radioactive conditions;

8. Must possess good leadership/training skills in order to provide training and guidance to subordinate technicians in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in instrument repair shop and outdoors under all types of above and below ground conditions in tunnels, mines, or on drill rigs, sometimes for extended periods of time.

Tools & Equipment Used: Standard and specialized radiological testing and counting equipment including, but not limited to, oscilloscopes, pulsars, MVM, counters, and component testers, traceable radioactive calibration standards, hand tools, power tools, sledge hammer, post driver, and motor vehicle. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Completion of a resident-type basic electronics school and six years of applicable work experience required or an Associates of Art degree in Electronics with two years of applicable work experience.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance. Must be actively pursuing certification with the National Institute for Certification in Engineering Technologies or the International Society of Certified Electronic Technicians or a Federal Communications Commission General Radio-Telephone License.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiation Instrument Technician IV

JOB CODE : 051525

DATE PREPARED : July 31, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

Under very little or no supervision, the incumbent performs the most complex assignments to service, maintain, and calibrate radiological health instrumentation and portable radiological survey and gas measurement instruments in a timely manner.

DIMENSIONS

The incumbent reports to the Radiation Instrument Technician Supervisor or higher level supervisor, provides guidance to subordinate technicians, and acts as a lead person over specific functions through the extended authority of supervision with some planning and coordination required.

NATURE AND SCOPE

1. Performs detailed assignments in the maintenance, repair, and calibration of various types of nuclear radiation detection, counting, and analysis equipment, analog and digital recording devices, and on-line computerized data gathering/display systems;

2. Acts as lead technician; assists in training and direction of assigned personnel; reviews and assigns work of subordinate technicians;

3. Maintains, services, repairs, calibrates, installs, and field verifies Remote Area Monitoring Systems; operates and maintains display systems for three independent laboratories to support the DOE's nuclear testing program at the Nevada Test Site (NTS);

4. Operates, services, and maintains Geostationary Operational Environment Satellite antenna and Uninterruptable Power Supply System associated with computer and display systems;

5. May use various types of standard and specialized equipment such as oscilloscopes, pulsars, multivoltmeter (MVM), counters, and component testers, traceable radioactive calibration standards, manufacturers'/customers' instructions, and applicable prescribed procedures;

6. Generally operates and uses several radiation standards during calibration of detection and monitoring devices; maintains, repairs, and calibrates radioactive calibration standards in accordance with applicable American National Standards Institute standards and standard operating procedures;

7. Installs and performs equipment operational checkouts in various areas, buildings, and compounds at NTS;

8. Fabricates circuits and devices as required for special applications;

9. Performs periodic maintenance, calibration, and performance checks of mini-scalers and single channel analyzers; services, repairs, and calibrates signal conditioners and buffers; programs data collection on semi-portable and portable platforms;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Radiation Instrument Technician IV

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in shop or outdoor areas including underground in tunnels up to one mile per shift;
2. Occasional sitting on stool in work shop or in vehicle while traveling to work sites;
3. Frequent lifting/carrying tools, equipment, or supplies up to 50 pounds;
4. Occasional push/pull exerting force up to 25 to 35 pounds while moving equipment or pounding stakes into ground;
5. Occasional climbing stairs/ladders to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while installing/repairing equipment;
7. Occasional kneeling/crouching while installing/repairing equipment; occasionally works in cramped/confined spaces;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while working on equipment, driving a motor vehicle, completing paperwork, etc.; overhead reaching required; fine motor skills required;
9. Constant use of sight abilities in inspecting, testing, installing and repairing equipment, driving, and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near- and mid-range vision;
10. Constant use of speech/hearing abilities in communicating with coworkers, equipment users, and supervisors and giving and receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in testing, inspecting, installing, and maintaining radiological equipment to exacting specifications and ensuring a safe work environment;
2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;
3. Must possess mechanical aptitude, logic, problem-solving, and planning/organizational skills to ensure that duties are completed in the most efficient and timely manner;
4. Must possess good mathematical skills including algebra and trigonometry and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, schematics, and other information necessary to complete installation, maintenance, and repairs;
5. Must possess excellent oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;
6. Must be able to record data accurately and complete logs, reports, and other written information;
7. Must be able to deal with constant pressure from frequent interruptions, multiple priorities, and working around hazards/radioactive conditions;

8. Must possess excellent leadership/training skills in order to provide training and guidance to subordinate technicians in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in instrument repair shop and outdoors under all types of above and below ground conditions, at high elevation (up to 8,000 feet), in tunnels, mines, or on drill rigs, sometimes for extended periods of time.

Tools & Equipment Used: Standard and specialized radiological testing and counting equipment including, but not limited to, oscilloscopes, pulsars, MVM, counters, and component testers, traceable radioactive calibration standards, hand tools, power tools, sledge hammer, post driver, and motor vehicle. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and completion of a resident-type basic electronics school with eight years of applicable work experience are required; or Associates of Art degree in Electronics and four years of applicable work experience required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance. Must be certified with the National Institute for Certification in Engineering Technologies or the International Society of Certified Electronic Technicians or a Federal Communications Commission General Radio-Telephone License.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiological Control Technician I

JOB CODE : 051130

DATE PREPARED : April 29, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent researches, identifies, and locates sites to inspect, survey, and determine radioactivity levels under close supervision in accordance with all Company and DOE procedures and regulations.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor, receives guidance from lead persons or higher level Radiological Control Technicians, and has no supervisory responsibility.

NATURE AND SCOPE

1. Researches records of radiological or potential radiological sites to determine whether site is radioactively contaminated, controlled, or retired;

2. Identifies and locates sites to be inspected and/or surveyed for radioactivity levels; conducts radiological surveys of sites to determine control requirements;

3. Operates mobile decontamination equipment; performs decontamination activities including inspection, high-pressure washing, laundry and cleanup, etc.; performs simple radioactive waste management duties;

4. Controls access to radiological sites not under control of LANL, LLNL, or SNL; selects and installs appropriate signs and fencing;

5. Maintains records of radiation surveys and other job activities; completes and files appropriate forms and log books as required; completes daily, weekly, monthly, and yearly reports as required;

6. May assist in performing fundamental monitoring including radiological health and environmental checks and in performing fundamental radiation exclusion area control, issuing protective clothing and equipment, giving instructions in proper use, and assisting in control of entry and exit requirements;

7. Operates motor vehicle under all types of road and weather conditions to reach inspection sites;

8. Keeps abreast of all new and revised environment and health documents as required;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, towers, or drill rigs to reach areas to be inspected at heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in researching, inspecting, and monitoring radiological sites, performing decontamination duties, and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to use judgement and follow oral and written instructions in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions.

Radiological Control Technician I

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial washers/dryers, high-pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited, to safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent is required.

OTHER SPECIAL QUALIFICATIONS

Must successfully pass a job-related examination with a 50 percent or better score. Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

9. Must possess good leadership/training skills in order to guide and assist in training RPT Is.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial washers/dryers, high-pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent plus any combination of training and experience equivalent to two years of college course work with emphasis on math and science is required. Two years of specialized work experience in radiological monitoring is also required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiological Control Technician II

JOB CODE : 051230

DATE PREPARED : April 29, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent researches, identifies, and locates sites to inspect, survey, and determine radioactivity levels under supervision in accordance with all Company and DOE procedures and regulations.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor, receives guidance from lead persons or higher level Radiological Control Technicians (RCTs), and has no supervisory responsibility.

NATURE AND SCOPE

1. Researches records of radiological or potential radiological sites to determine whether site is radioactively contaminated, controlled, or retired;

2. Identifies and locates sites to be inspected and/or surveyed for radioactivity levels; conducts radiological surveys of sites to determine control requirements; controls access to radiological sites not under control of LANL, LLNL, or SNL; selects and installs appropriate signs and fencing;

3. Installs, distributes, operates, and maintains air sampling stations ensuring equipment is calibrated and operating properly; exchanges samples and returns to laboratory on established schedule;

4. Operates mobile decontamination equipment; performs decontamination activities including inspection, high-pressure washing, laundry and cleanup, etc.; performs simple radioactive waste management duties;

5. Maintains records of sampling activities, radiation surveys and other job activities; completes and files appropriate forms and log books as required; completes daily, weekly, monthly, and yearly reports as required;

6. Assists in performing fundamental monitoring including radiological health and environmental checks and in performing fundamental radiation exclusion area control, issuing protective clothing and equipment, giving instructions in proper use, and assisting in control of entry and exit requirements; performs inventory of various supplies and orders materials when required;

7. Participates in classroom instruction and preparation of course materials if required;

8. Operates motor vehicle under all types of road and weather conditions to reach inspection sites;

9. Keeps abreast of all new and revised environment and health documents as required;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Radiological Control Technician II

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected for heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in researching, inspecting, and monitoring radiological sites, performing decontamination duties, and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to use judgement and follow oral and written instructions in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to provide effective classroom instruction and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiological Control Technician III

JOB CODE : 051420

DATE PREPARED : April 29, 1993 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs detailed monitoring, inspection, and surveys, determines radioactivity levels, and is responsible for monitoring and disposing of radioactive waste and performing maintenance on electromechanical equipment in accordance with all Company and DOE procedures and regulations.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor, receives guidance from lead persons or higher level Radiological Control Technicians, and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs detailed monitoring including health and environmental checks and radiation exclusion control; documents radiation and contamination levels associated with daily activities; and completes all required paperwork;

2. Controls radioactive waste operations in accordance with Company safety codes; inspects waste packages and containers for structural integrity, proper labeling, and marking; assures proper disposal of radioactive waste containers; and records location of all package placement;

3. Installs, distributes, operates, and maintains air sampling stations, ensuring equipment is calibrated and operating properly; collects routine and special samples; and exchanges samples and returns to laboratory on established schedule;

4. Maintains electromechanical equipment associated with radiation detectors, gamma calibration range, tritium enrichment, and low-level trace chemistry laboratory;

5. Constructs and repairs shielding and vacuum systems for production in the counting room, surface barrier alpha detector systems; converts electromechanical systems to electronically controlled systems;

6. Operates and may assign others to operate mobile decontamination equipment; performs decontamination activities including inspection, high-pressure washing, laundry, and cleanup, etc.; performs simple radioactive waste management duties;

7. Assists in production and modification of maps in support of Nevada Test Site activities;

8. Maintains records of sampling activities, radiation surveys, and other job activities; completes and files appropriate forms and log books as required; completes daily, weekly, monthly, and yearly reports as required;

9. Keeps abreast of all new and revised environment and health documents as required;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Radiological Control Technician III

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected at heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in inspecting, testing, disposing of radioactive waste, monitoring radiological sites, and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, and apply knowledge and experience in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

9. Must possess good mechanical aptitude and spatial reasoning ability in maintaining equipment and determining best storage configuration when disposing of radioactive waste packages;

10. Must possess good interpersonal/leadership skills in order to provide guidance and training to other technicians in an effective, positive, and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial washers/dryers, high-pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent plus any combination of training and experience equivalent to two years of college course work with emphasis in math and science is required. Four years of work experience in radiological monitoring is also required.

OTHER SPECIAL QUALIFICATIONS

Must be actively pursuing certification with the National Registry of Radiological Protection Technologists. Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiological Control Technician IV

JOB CODE : 051515

DATE PREPARED : April 29, 1993 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent performs complex radiation exclusion area control by monitoring, inspecting, and surveying and performs maintenance and calibration of sampling equipment in accordance with all Company and DOE procedures and regulations.

DIMENSIONS

The incumbent reports to the Radiological Field Operations Supervisor and trains junior Radiological Control Technicians.

NATURE AND SCOPE

1. Performs complex monitoring including health and environmental checks, industrial hygiene surveys, and radiation surveys; documents radiation and contamination levels associated with daily activities and completes all required paperwork;

2. Performs complex radiation exclusion area control including issuing protective clothing and equipment; instructing in proper use; assisting in control of entry and exit requirements; maintaining a proper hot line; and decontaminating personnel exiting radiation exclusion areas;

3. Installs, distributes, operates, and maintains air sampling stations ensuring equipment is calibrated and operating properly; collects routine and special samples, exchanges samples, and returns to laboratory on established schedule;

4. Maintains electromechanical equipment associated with radiation detectors, gamma calibration range, tritium enrichment, and low-level trace chemistry laboratory;

5. Performs or monitors decontamination of personnel and equipment and the operation of the mobile decontamination unit; performs physical checks and maintains records on the location and operating condition of equipment used by the Health Protection Department;

6. Understands, communicates, and establishes complex health physics requirements at radiological work areas; assists with instruction and training of junior Radiation Protection Technicians;

7. Assists in production and modification of maps in support of Nevada Test Site activities;

8. Maintains records of sampling activities, radiation surveys, and other job activities; completes and files appropriate forms and log books as required; completes daily, weekly, monthly, and yearly reports as required;

9. Performs maintenance, repair, and calibration of a variety of air sampling devices; inventories and orders spare parts; and assures that all calibration and test equipment has current certification;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Radiological Control Technician IV

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

2. Occasional sitting while operating motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools; occasionally up to 100 pounds of heavier equipment with assistance of another person for distances of 1 to 25 feet;

4. Occasional pushing/pulling exerting force up to 50 pounds while loading and unloading laundry from industrial washers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected at heights up to 50 feet; uses man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting work, operating motor vehicle under normal driving activities, and performing decontamination duties;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating motor vehicle, using testing equipment, collecting samples, performing decontamination activities, and completing paperwork;

9. Constant use of sight/hearing abilities in conducting research, inspecting sites, and maintaining a safe work environment;

10. Frequent use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing and providing instruction on equipment, both in person and over the telephone;

11. Must be able to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting; testing; disposing of radioactive waste; monitoring radiological sites; and ensuring that all specifications, procedures, and regulations are met;

2. Must be able to work independently without direct supervision, use judgement, follow oral and written procedures, make decisions, and apply problem-solving skills, expertise, and experience in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and thorough knowledge of health and environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read and understand technical specifications, procedures, and regulations and calculate decay rates;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with constant pressure from deadlines, frequent interruptions, multiple priorities, responding to emergencies/immediate requests, and working around hazardous/radioactive conditions;

9. Must possess good mechanical aptitude and spatial reasoning ability in maintaining equipment and determining best storage configuration when disposing of radioactive waste packages;

10. Must possess excellent interpersonal/leadership skills in order to provide guidance and training to other technicians in an effective, positive, and professional manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 20 percent indoors and 80 percent outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Radiological testing/counting equipment, industrial washers/dryers, high-pressure washing equipment, sledgehammer, post driver, overhead cranes, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and any combination of training and experience equivalent to two years of college course work with an emphasis in math and science is required. Additionally, six years of work experience in radiological monitoring.

OTHER SPECIAL QUALIFICATIONS

Must possess National Registry of Radiological Technicians certification. Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer (PC) skills required. Must be able to be fitted with and qualify on respirator.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Radiological Engineering Technician

JOB CODE : 051523

DATE PREPARED : June 8, 1992 Revised: October 27, 1993

SUMMARY STATEMENT

Under very little or no direct supervision, the incumbent provides maintenance, repair, and fabrication of equipment used by the Analytical Services Department's Radioanalytical Section laboratories and the Analytical Chemistry Section laboratory.

DIMENSIONS

The incumbent reports to the Electronic Technician Supervisor or higher level supervisor, provides guidance to subordinate technicians, and acts as a lead person over specific functions through the extended authority of supervision with some planning and coordination required.

NATURE AND SCOPE

1. Designs one-of-a-kind instruments and specialized equipment used in day-to-day operation of Health Protection Department including such items as sampling devices, sample collection apparatus, chemistry apparatus, and radiation detection equipment;

2. Maintains, services, repairs, and calibrates laboratory equipment used by the Analytical Services Department;

3. Reviews project instructions, blueprints, verbal descriptions, and rough conceptual sketches to ascertain specifications, procedures, objectives, equipment, and nature of technical problems and to identify possible solutions such as parts redesign, substitution of materials or parts, or rearrangement of parts or subassemblies;

4. Drafts detailed drawings or sketches;

5. Devises, fabricates, and assembles new or modified mechanical components or assemblies; operates machine tools, sheetmetal working tools, and hand tools;

6. Performs internal electrical connections during installation or repair of heating devices, electric motors, pumps, radiation detectors, and other equipment;

7. Writes work requests and follows through to ensure completion of work by outside crafts; orders materials and equipment for shop projects;

8. Maintains liquid nitrogen supply for analytical instruments/radiation detectors and medical use; designs transfer lines for liquid nitrogen from storage area to site of use;

9. Monitors department functions to maintain current knowledge of present and planned activities; recommends improvements to existing equipment or design of new equipment;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Radiological Engineering Technician

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in shop, laboratory, or out in the field in areas including underground in tunnels or mines or at high elevation (up to 8,000 feet) on all types of terrain; may walk up to two miles per shift;

2. Occasional sitting on stool with back support in shop or in vehicle while traveling to field sites;

3. Frequent lifting/carrying tools, equipment, or instrumentation up to 50 pounds for distances up to 50 to 100 feet;

4. Frequent push/pull exerting force up to 25 to 35 pounds while moving carts/equipment or using tools;

5. Occasional climbing stairs/ladders at heights up to 30 to 50 feet;

6. Frequent bending/twisting at waist/knees/neck while installing, repairing, or fabricating equipment;

7. Occasional kneeling/crouching while installing/repairing equipment; occasionally works in cramped/confined spaces;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while using tools, working on equipment, driving motor vehicle, completing paperwork, etc.; overhead reaching required; fine motor skills required;

9. Constant use of sight abilities in inspecting, testing, installing and repairing equipment, reading, driving, and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye/foot coordination, and visual acuity in near- and mid-range vision;

10. Constant use of speech/hearing abilities in communicating with equipment users, requestors, craftspeople, and supervisors giving and receiving instructions.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in designing, testing, inspecting, installing, and maintaining equipment to exacting specifications and ensuring a safe work environment;

2. Must be able to use logic, creativity, judgement, problem-solving skills, mechanical aptitude, spatial reasoning, and ability to apply knowledge and experience in order to design and modify new and existing equipment and develop procedures;

3. Must be able to work independently with no direct supervision;

4. Must possess planning/organizational skills to ensure that duties are completed efficiently and within required time frames;

5. Must possess excellent mathematical skills and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, schematics, and other information necessary to complete design, installation, maintenance, and repairs;

6. Must possess excellent oral/written communication and interpersonal skills in order to determine project requirements and deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

7. Must possess good memory and ability to recall and adhere to numerous technical specifications, complex regulations and procedures, and safety standards;

8. Must be able to produce detailed sketches and schematics and technical procedures/manuals; record data accurately; and complete logs, reports, and other written information;

9. Must be able to deal with constant pressure from time constraints, multiple priorities, deadlines, and working around hazards/radioactive conditions;

10. Must possess good leadership/supervisory skills in order to direct work of assigned personnel and craftspeople in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in instrument repair shop and outdoors under all types of above and below ground conditions, in tunnels, mines, and on drill rigs, sometimes for extended periods of time.

Tools & Equipment Used: Standard and specialized testing equipment, machining and sheetmetal working equipment including, but not limited to, engine lathes, milling machines, drills, handsaws, shears, hand tools, power tools, and motor vehicle. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, safety harness, back support belts, and respirators.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Advanced vocational training in health physics required. Six years of applicable work experience required with emphasis in fabrication techniques and materials selection.

OTHER SPECIAL QUALIFICATIONS

Certification from National Registry of Radiation Products Technologists desired but not required. Thorough knowledge and understanding of all facets of health physics principles, sampling techniques, radiation detection principles, materials science, and ability to design and build complex instrumentation and equipment from verbal descriptions and rough conceptual sketches. Driver's license required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Registered Nurse

JOB CODE : 051530

DATE PREPARED : April 23, 1993 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent provides nursing care to personnel utilizing Occupational Health Services.

DIMENSIONS

The incumbent reports to the Chief Nurse, Occupational Physicians, or Medical Administrator and has no supervisory responsibility unless designated as a Lead Person.

NATURE AND SCOPE

1. Conducts physical examinations including recording medical history, performing EKGs, vision tests, hearing tests, taking vital signs, measuring height and weight, using spirometer and tonometer, collecting blood and urine specimens, and assisting occupational physicians with all female patients;

2. Reviews charts to obtain complete physical records;

3. Screens occupational and nonoccupational injuries and illnesses including preparing occupational accident reports;

4. Chaperons female patients for drug screens;

5. Assists doctors with dressing changes, dispensing oral medications, and giving injections; instructs patients in use of crutches; instructs patients in good health and hygiene;

6. Documents all circumstances supporting the diagnosis, treatment, medication, and equipment used on individual patient records; assembles and logs medical records; files;

7. Performs daily calibration of medical equipment, inventories medications in pharmacy, orders supplies and checks in medications received, cleans and stocks treatment rooms with medical equipment and supplies, answers telephones, files, and establishes appointments with occupational physicians;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Constant standing/walking in medical facility while performing nursing duties up to one mile per day;

2. Occasional sitting at desk while completing paperwork;

3. Frequent lifting/carrying paperwork, supplies, or medical equipment, 5 to 25 pounds; may assist patients up to 150 to 200 pounds; other staff may be available to assist with heavy lifting;

4. Occasional pushing/pulling exerting force of 10 to 20 pounds; sometimes up to 50 pounds while treating/assisting patients, moving equipment into position, etc.;

5. Occasional bending/twisting at waist/knees/neck while treating patients

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while treating patients, operating medical equipment, completing paperwork, giving injections, cleaning/stocking examination rooms; overhead reaching required;

7. Constant use of sight abilities in examining and treating patients, completing paperwork, and maintaining safe work habits;

9. Constant use of speech/hearing abilities in communicating with patients, doctors, coworkers, and supervisors;

10. Frequent use of sense of touch/pressure in examining patients, giving injections, etc.

Mental

1. Constant mental alertness, attention to detail, concentration, and high degree of accuracy required in examining, testing, and treating patients, administering medication, and maintaining safe work habits;

2. Must be able to work independently and make decisions using knowledge, experience, and judgement to determine best course of action;

3. Must be able to plan/organize/prioritize in order to assist/treat patients in the most efficient manner;

4. Must be able to work under pressure of exposure to biological hazards, heavy work load, and dealing with uncooperative patients;

5. Must possess excellent oral communication skills and interpersonal skills in order to calm and control injured and ill patients; deal with uncooperative or irrational people; and communicate in a clear, effective, and professional manner with coworkers, occupational physicians, and others;

6. Must possess basic mathematical skills and ability to read/write/speak English; must be able to record data accurately;

7. Must be able to maintain continuing education requirements; read and understand medical procedures, manuals, journals, and training materials; and learn new techniques as required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in medical clinic setting.

Tools & Equipment Used: Blood pressure cuff, stethoscope, EKG, spirometer, tonometer, audiometer, centrifuge, syringe/needles, autoclave, thermometers, vision testing equipment, copier, typewriter, fax, and telephone.

REQUIRED TRAINING AND WORK EXPERIENCE

Degree in Nursing required. Three years of experience in Occupational Health, Medical/Surgical and/or Emergency Room nursing.

OTHER SPECIAL QUALIFICATIONS

Current state nursing license required. Must be licensed to practice in Nevada and possess certification in Advanced Cardiac Life Support. Must complete continuing education requirements yearly to maintain license.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Requisitioner

JOB CODE : 051245

DATE PREPARED : April 27, 1993 **Revised: October 27, 1993**

SUMMARY STATEMENT

The incumbent is responsible for the administration of continuous use supply contracts.

DIMENSIONS

The incumbent reports to the Requisitioning Supervisor, a Purchasing Agent, or Chief Purchasing Agent and has no supervisory responsibility.

NATURE AND SCOPE

1. Responsible for processing requisitions/releases by verifying item numbers, descriptions, delivery, and contract expiration dates, quantities, prices, etc.;

2. Monitors contracts throughout award period; monitors dollar amounts; notifies users/buyers when balances are low; and monitors delivery of ordered materials;

3. Operates computer using Procurement Requisition Tracking System while inputting orders, releases, and all other appropriate information and retrieving information on vendors and purchase orders;

4. Contacts vendors by telephone or fax to place releases, verify information, solve problems, resolve discrepancies, answer questions, etc.;

5. Answers discrepancy reports; determines problem; and resolves with vendor, user, buyer, and other involved parties;

6. Performs general office functions such as recording data and maintaining logs, typing, data entry, filing, faxing, etc.;

7. Answers inquiries from the Accounting Department, vendors, users, and internal customers regarding releases;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking throughout office areas for short distances;

2. Constant sitting at desk while operating computer, completing paperwork, using telephone, etc.;

3. Occasional lifting/carrying paperwork, supplies, or files up to 15 pounds;

4. Occasional push/pull while opening doors or file drawers exerting up to ten pounds of force;

5. Occasional bending/twisting at waist/knees and turning in chair to reach various equipment, to and from seated position or while filing in lower drawers;

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while keyboarding, completing paperwork, using telephone, filing, etc.;

7. Constant use of sight abilities in reading paperwork, computer screen, etc.;

8. Constant use of speech/hearing abilities in communicating with vendors, users, buyers, coworkers, and supervisors both in person and over the telephone.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring all details of contracts/purchase orders are met in accordance with Company policies and procedures;

2. Must possess independent judgement, initiative, and ability to work under minimal supervision;

3. Must possess good oral/written communication skills and interpersonal skills in dealing with suppliers and vendors in a professional and effective manner;

4. Must be able to work under pressure of priority orders, frequent interruptions, multiple priorities, and routing and expediting within deadlines;

5. Must be able to plan, prioritize, and organize work to ensure delivery of goods and services in a timely manner;

6. Must be able to read/write/speak English and possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in office environment.

Tools & Equipment Used: Mainframe computer, printer, telephone, copier, fax, calculator, and other office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Two years of related clerical work in a purchasing environment preferred.

OTHER SPECIAL QUALIFICATIONS

Basic computer skills required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Respiratory Equipment Specialist

JOB CODE : 051325

DATE PREPARED : November 20, 1989 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent maintains, services, repairs, overhauls, rebuilds, inspects, and tests a variety of respiratory protective equipment to ensure that all equipment complies with industrial, commercial, and Nevada Test Site (NTS) standards and regulations; may issue and prescribe protective equipment to support operations at the NTS.

DIMENSIONS

The incumbent reports to the Industrial Hygienist in charge of the Respiratory Equipment Maintenance and Issue Facility and may perform a lead role with assigned Respiratory Equipment Technicians.

NATURE AND SCOPE

1. Provides all NTS personnel with approved respiratory protective equipment and chemical-proof suits, takes orders, issues equipment, and maintains records of issuance;

2. Disassembles, cleans, disinfects, reassembles, services, maintains, overhauls, and tests all types of respiratory equipment such as air purifying respirators, airline respirators, and open and closed circuit self-contained breathing apparatuses;

3. Maintains a computerized system to record equipment maintenance, inspection, and fit test records, Material Safety Data Sheets, quality assurance/quality control documentation, spare parts, and purchase requisitions;

4. Provides technical direction and instruction to equipment users in correct method of use;

5. Maintains up-to-date knowledge of applications, techniques, and supplies; conducts field surveys of respiratory hazards to ensure that proper protective measures are prescribed and monitored; identifies operations, equipment, and materials that produce airborne contaminants;

6. Composes, updates, and evaluates respiratory protection programs and standard operational procedures manuals;

7. Maintains all logs, reports, memos, and audits concerning respiratory equipment;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Constant standing/walking in shop or field locations while issuing equipment, performing cleaning/repairs on equipment, etc., sometimes on uneven terrain;

2. Occasional sitting on floor or at workbench while making repairs, at desk while completing paperwork, or in vehicle while driving between repair locations;

3. Frequent lifting/carrying 1 to 25 pounds of parts, supplies, materials, or small equipment; occasional lifting up to 50 pounds of large equipment;

4. Frequent pushing/pulling requiring force of 10 to 75 pounds while moving equipment to obtain access to area to be repaired;

5. Occasional climbing stairs, ladders, or slopes to reach some areas;

6. Frequent bending/twisting at waist/knees/neck while making repairs;

7. Occasional kneeling/crouching to reach lower work areas;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while performing maintenance, making repairs, completing paperwork, and operating vehicle; overhead reaching and fine motor skills required;

9. Constant use of sight/hearing abilities in identifying, diagnosing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with equipment users to instruct them in repairs/operations made and communicating with coworkers and supervisors;

11. Frequent use of sense of smell to diagnose problems and detect odors.

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy required in issuing and repairing equipment according to specifications and procedures and maintaining a safe work environment in life-and-death situations;

2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;

3. Must possess planning/organizational/prioritizing skills and ability to make decisions and use judgement in order to determine proper course of action to effect best repair with a minimum amount of downtime;

4. Must possess mechanical aptitude and ability to apply knowledge and experience in approaching repairs;

5. Must possess basic mathematical skills including fractions and decimals and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, and other information necessary to complete maintenance and repairs;

6. Must be able to keep accurate, detailed records as required;

7. Must be able to read/write/speak English and possess interpersonal skills in order to communicate with all types of equipment users, coworkers, and supervisors in an effective and professional manner;

8. Must possess ability to effectively train and provide guidance to equipment users;

9. Must be able to delegate, assign work, and supervise assigned crew in an effective and positive manner.

Respiratory Equipment Specialist

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 70 percent in a shop environment and 30 percent out in field in tunnels and warehouses, exposed to outdoor conditions while examining/repairing equipment in the field.

Tools & Equipment Used: High-pressure air hoses, hand tools, pumps, compressors, specialized respirator measuring and testing equipment, regulators, oxygen cylinders/tanks, tank cart, motor vehicle, computer, and respirator. Must be able to be fitted with respirator on an annual basis.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with specialized training in science or math and completion of courses in respiratory protection recognized by the National Institute of Occupational Safety and Health or the American Industrial Hygiene Association. Three years of experience in respiratory equipment repair and maintenance required.

OTHER SPECIAL QUALIFICATIONS

Must be qualified in mine-rescue operations and pass a mine-rescue physical examination. Basic computer skills required. Driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Respiratory Equipment Technician

JOB CODE : 051250

DATE PREPARED : November 20, 1989 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent maintains, washes, repairs, disinfects, dries, inspects, and tests a variety of respiratory protective equipment to ensure that all equipment complies with industrial, commercial, and Nevada Test Site (NTS) standards and regulations and may issue and prescribe protective equipment to support operations at the NTS.

DIMENSIONS

The incumbent reports to the Industrial Hygienist in charge of the Respiratory Equipment Maintenance and Issue Facility and has no supervisory responsibility.

NATURE AND SCOPE

1. Disassembles, cleans, disinfects, reassembles, services, maintains, overhauls, and tests all types of respiratory equipment such as air purifying respirators, airline respirators, and open and closed circuit self-contained breathing apparatus;

2. Uses a mask washer, various chemicals, and mask drier to ensure equipment is in proper working condition; seals equipment into plastic bags and boxes for proper storage;

3. Performs operations checks on equipment, maintains and calibrates testing equipment, and performs periodic inspections of all types of respiratory equipment;

4. Uses various types of integrity testing equipment such as a penetrometer and regulatory flow testers;

5. Maintains an inventory of all respiratory equipment, takes orders for equipment, issues equipment, and maintains records of issuance;

6. Maintains all logs, reports, memoranda, and audits concerning respiratory equipment;

7. Prescribes all types of protection equipment and must understand physical and chemical properties of hazards to ensure proper prescription; supports operations in the field with equipment and technical advice;

8. Uses air compressors to fill open circuit cylinders and oxygen booster pump to fill oxygen cylinders on closed circuit apparatus;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in shop areas or field locations while issuing equipment, inspecting/cleaning/repairing equipment, etc., sometimes on uneven terrain;

2. Occasional sitting on floor or at workbench while making repairs, at desk while completing paperwork, or in vehicle while driving between repair locations;

3. Frequent lifting/carrying 1 to 25 pounds of parts, supplies, materials, or small equipment; occasional lifting up to 50 pounds of large equipment;

4. Occasional pushing/pulling requiring force of 10 to 75 pounds while moving equipment to obtain access to area to be repaired;

5. Occasional climbing stairs, ladders, or slopes to reach some areas

6. Frequent bending/twisting at waist/knees/neck while making repairs;

7. Occasional kneeling/crouching to reach lower work areas;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while performing maintenance, making repairs, completing paperwork, and operating vehicle; overhead reaching and fine motor skills required;

9. Constant use of sight/hearing abilities in identifying, diagnosing, and repairing equipment; visual requirements include color vision, peripheral vision, depth perceptions, and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with equipment users to instruct them in repairs/operations made and communicating with coworkers and supervisors;

11. Frequent use of sense of smell to diagnose problems and detect odors.

Mental

1. Constant mental alertness, attention to detail, logic, common sense, and accuracy required in issuing and repairing equipment according to specifications and procedures and maintaining a safe work environment in life-and-death situations;

2. Must be able to follow oral and written instructions and established procedures and accomplish assignments within required time frame;

3. Must possess planning/organizational/prioritizing skills and ability to make decisions and use judgement in order to determine proper course of action to effect best repair with a minimum amount of downtime;

4. Must possess mechanical aptitude and ability to apply knowledge and experience in approaching repairs;

5. Must possess basic mathematical skills including fractions and decimals and ability to read and understand work orders, technical manuals, parts catalogs, procedures, diagrams and illustrations, and other information necessary to complete maintenance and repairs;

6. Must be able to keep accurate detailed records as required;

7. Must possess interpersonal skills in order to communicate with all types of equipment users, coworkers, and supervisors in an effective and professional manner;

8. Must possess ability to train and provide guidance to equipment users in an effective and positive manner;

9. Must be able to deal with pressure of multiple priorities, deadlines and time constraints, and potential emergency situations.

Respiratory Equipment Technician

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 70 percent in a shop environment and 30 percent in tunnels, warehouses, and outdoor sites exposed to various weather conditions.

Tools & Equipment Used: High-pressure air hoses (up to 5,000 p.s.i.), hand tools, specialized respirator measuring and testing equipment, pumps, compressors, regulators, oxygen cylinders/tanks, tank carts, motor vehicle, computer, and respirator. Must be able to be fitted with respirator on an annual basis.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with specialized training in science or math and completion of courses in respiratory protection recognized by the National Institute of Occupational Safety and Health or the American Industrial Hygiene Association. One year of experience in respiratory equipment repair and maintenance required.

OTHER SPECIAL QUALIFICATIONS

Qualification in mine-rescue operations and passing a mine-rescue physical examination desirable. Basic computer skills required. Driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Sanitarian

JOB CODE : 051535

DATE PREPARED : August 1, 1983 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent assists with the implementation of the environmental health program.

DIMENSIONS

The incumbent reports to a Senior Sanitarian or a branch chief and may direct the activities of one or two Laborers.

NATURE AND SCOPE

1. Assists in a variety of inspections and investigations for compliance with state and federal public health service regulations;

2. Makes regular and unannounced inspections of eating and drinking establishments, housing, recreational areas including swimming pools, sewage plants, sanitary landfills, potable water wells, pumps, storage tanks, ice houses, and other areas connected with domestic and industrial water supplies;

3. May provide oversight for pest control activities including pesticide and herbicide application, inventory, and maintenance;

4. May provide oversight for garbage and waste collection, disposal and sewage plant operations, distribution/maintenance of portable toilets, inspections, and sampling;

5. Maintains records and prepares reports; maintains logs;

6. Collects samples of such materials as water, food stuffs, raw sewage; takes swab smear specimens from utensils, tableware, sanitizing equipment, food contact surfaces, and other items for laboratory examination;

7. Conducts various routine tests for temperature, chlorine, pH, and free sulfide; coordinates with Laboratory Technicians regarding bacteriological studies;

8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking throughout site while making inspections and collecting samples up to three miles per day;

2. Occasional-to-frequent sitting at desk while completing paperwork or while operating motor vehicle;

3. Frequent lift/carry up to 15 pounds of clipboard, paperwork, supplies, or samples; occasionally up to 50 pounds;

4. Occasional-to-frequent pushing/pulling while collecting samples or moving equipment to make inspections, using up to 10 to 20 pounds of force;

5. Occasional climbing stairs/ladders to reach areas to be inspected; (i.e., tops of storage tanks, 25 to 30 feet); requires sense of balance;

6. Frequent bending/twisting at waist/knees/neck while operating vehicle, collecting samples, making inspections, etc.;

7. Occasional kneeling/crouching to reach areas to be inspected and crawling under counters while inspecting;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while completing paperwork, operating spraying equipment, collecting samples, operating vehicle, etc.;

9. Constant use of sight/hearing abilities in inspecting sites, taking samples, performing tests, operating vehicle, completing paperwork, etc.; visual requirements include color vision and visual acuity in near-, mid-, and far-range vision;

10. Frequent use of speech abilities in communicating with coworkers, supervisors, employees, and outside agencies;

11. Frequent use of sense of smell in inspecting and detecting chemicals and quality of food items.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, collecting samples, applying chemicals, working around hazardous conditions, and ensuring compliance with environmental and health regulations;

2. Must be able to work independently, use judgement, and follow through on all assignments;

3. Must be able to read and understand technical health and environmental regulations; must be able to keep up with changing regulations and procedures;

4. Must possess knowledge or ability to learn basic sample collection and testing procedures; must possess basic mathematical skills; must be able to record data accurately;

5. Must be able to plan/organize work load to ensure completion of all duties within required time frame;

6. Must be able to deal with working around unpleasant and/or hazardous conditions such as sewage lagoons and hazardous waste storage areas; must be able to work under pressure of multiple tasks and time constraints;

7. Must possess good oral/written communication skills in order to write reports and communicate effectively and professionally with all levels of personnel;

8. Must be able to provide supervision and leadership in a positive and effective manner if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed both indoors and outdoors in vehicle, tunnels, and underground under all types of weather conditions.

Tools & Equipment Used: Sampling/measuring equipment, pH meter, thermometer, hand tools, computer, telephone, general office equipment, knife, flashlight, and motor vehicle. Safety equipment including safety shoes, glasses, hard hat, gloves, and face shield.

REQUIRED TRAINING AND WORK EXPERIENCE

Bachelor of Science degree in public health, natural sciences, biology, chemistry, or environmental health required and four years of work experience in related public or environmental health field; eight years of additional work experience may be substituted for educational requirement.

OTHER SPECIAL QUALIFICATIONS

Pest Control Application certification desirable. State/National Sanitarian Registration desirable. Driver's license required. Basic computer skills including knowledge of word processing desirable.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Scientific Intern

JOB CODE : 051465

DATE PREPARED : April 11, 1990 **Revised:** October 27, 1993

SUMMARY STATEMENT

The incumbent, under close supervision, performs professional scientific duties which provide experience and familiarization with professional scientific functions.

DIMENSIONS

The incumbent receives guidance from and reports to an experienced professional who assigns a variety of duties designed to familiarize the incumbent with the major functions of a department or section.

NATURE AND SCOPE

1. Performs scientific duties which provide experience and knowledge of the professional scientific functions of a department or section;

2. May assist Industrial Hygiene professionals with the identification and analysis of operations, materials, and equipment being used and byproduct contaminants formed during various work operations;

3. May assist Ecologists in the ecological monitoring of plant and animal components and in determining the condition of resident populations of threatened, endangered, or protected species;

4. May assist Health Physics professionals in planning and organizing radiation protection programs and inspections of work locations and participate in analysis and reporting of various sampling media;

5. May assist Radioactive Waste Management professionals in operating various physical, chemical, radiological, and geological instruments and participate in the collection of data at radioactive waste areas;

6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on all types of terrain and surfaces above and under ground up to four miles per day;

2. Occasional sitting while riding in motor vehicle between inspection sites or completing paperwork at desk;

3. Frequent lifting/carrying 1 to 50 pounds of records, sample boxes, testing equipment, or tools;

4. Occasional pushing/pulling exerting force up to 25 pounds while moving/operating equipment or opening doors/drawers;

5. Occasional-to-frequent climbing stairs, ladders, scaffolding, on towers, or drill rigs to reach areas to be inspected for heights up to 50 feet using man lift and safety harnesses when appropriate;

6. Frequent bending/twisting at waist/knees/neck while monitoring/inspecting/observing work;

7. May kneel/crouch/crawl while inspecting lower areas, crawl spaces, tunnels, or drill rigs/towers;

8. Constant use of both hands/arms in reaching/handling/grasping/fingering while using equipment, collecting samples, completing paperwork, etc.;

9. Constant use of sight/hearing abilities in conducting research, observing/inspecting sites, and maintaining a safe work environment;

10. Constant use of speech abilities in communication with employees, coworkers, and supervisors while inspecting, conducting surveys, and issuing equipment, both in person and over the telephone;

11. May be required to be fitted with and qualify on self-contained breathing apparatus and respirator.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in researching, observing, inspecting, and monitoring sites and learning specifications, procedures, and regulations;

2. Must be able to use judgement and follow oral and written instructions in completion of all duties;

3. Must be able to plan/organize work to ensure all assignments are completed efficiently and within required time frame;

4. Must possess good memory and be able to learn scientific, health, and/or environmental regulations and be able to keep up with changes in same;

5. Must possess good oral/written communication and interpersonal skills in order to deal with all types of craftspeople, scientists, engineers, supervisors, and outside agencies in a professional, effective, and clear manner;

6. Must possess good reading and mathematical skills through algebra in order to read, learn, and understand technical specifications, procedures, and regulations;

7. Must be able to record data accurately and complete logs, reports, and other written information;

8. Must be able to deal with pressure from deadlines, frequent interruptions, multiple priorities, and working around potential hazardous/radioactive conditions.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed both indoors and outdoors in vehicles, tunnels, mines, on drilling rigs, towers, and in desert, exposed to all types of weather conditions and driving on all types of road conditions.

Tools & Equipment Used: Scientific testing/counting equipment, industrial hygiene equipment, radios, motor vehicle, personal computer, and telephone. Safety equipment including, but not limited to, safety shoes, hearing protection, safety glasses, decontamination gear, wet gear, safety harness, back support belts, and respirators.

Scientific Intern

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required and completion of second year of a degree program at an accredited college or university. The declared degree should pertain to the department to which the incumbent has been assigned and should be in a technical field such as engineering, the sciences, industrial hygiene, health physics, or a related field.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license may be required.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Secure Telecommunications Center Operator II

JOB CODE: 051160

DATE PREPARED: April 15, 1994

SUMMARY STATEMENT

The incumbent operates telecommunications center and video circuits to process message traffic and provide video conference service.

DIMENSIONS

The Secure Telecommunications Center Operator II reports to a Telecommunications Specialist in the Secure Telecommunications Center and provides direction and training to the Secure Telecommunications Operator I position. This position may direct the work of other Secure Telecommunication Center operators and be designated to act for the Secure Telecommunications Center Telecommunications Specialist. As Computer System Security Officer (CSSO) this position is responsible for coordinating all required computer security functions with the Computer Site Security Manager and the DOE Computer Security Operations Manager in accordance with computer security requirements.

NATURE AND SCOPE

1. Operates telephones, facsimile, and computer equipment with modems to transmit and receive classified and unclassified messages according to Company and DOE regulations. Complies with security requirements for handling classified traffic including any special orders, directives, and regulations that may be applicable;

2. Maintains logs and required communication records;

3. Provides operational support for classified and unclassified video conference projects;

4. Maintains cryptographic accounts in accordance with DOE procedures;

5. Disposes of classified materials in accordance with security regulations;

6. Develops and writes security plans and operating procedures for the Secure Telecommunications Center;

7. Updates and posts operational information to all required publications;

8. May be assigned the duties of COMSEC Custodian and/or Computer System Security Officer;

9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

10. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of

Physical

1. Occasional standing and walking;

2. Constant sitting at a desk or telecommunications equipment console while sending or receiving transmissions;

3. Occasional lifting/carrying paperwork/supplies, up to 20 pounds; sometimes up to 50-pound boxes of paper;

4. Occasional pushing/pulling, exerting force up to 10 pounds in opening doors/file drawers;

5. Occasional bending/twisting at waist/knees/neck while seated and to and from seated position;

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating telephones, fax machines, computer, equipment, completing paperwork, etc.;

7. Constant use of sight abilities in operating computer, telecommunications equipment, reading documents/ screen, completing paperwork, etc.;

8. Constant use of speech/hearing abilities in operating telephones/telecommunications equipment and communicating with coworkers and supervisors.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sending and receiving transmissions in the most efficient method and ensuring that all security procedures are followed;

2. Must be able to work independently, exercise good judgement, and make decisions without supervisory approval;

3. Must be able to handle sensitive classified material in accordance with all Company and DOE security regulations;

4. Must possess excellent oral communication skills and ability to deal with all levels of personnel in a clear, professional, and effective manner;

5. Must possess good mathematical skills and ability to read/write/speak English;

6. Must be able to deal with pressure of deadlines, frequent interruptions, multiple tasks, and dealing with sensitive material.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed primarily in a secure, climate-controlled office environment.

Tools & Equipment Used: Secure telephone unit, facsimile machine, circuit network equipment, personal computer, printers, copiers, video conference equipment, and other general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent required. Three years of telecommunications center experience required. One year experience as alternate COMSEC Custodian and one year experience as alternate Computer System Security Officer desirable.

OTHER SPECIAL QUALIFICATIONS

This position requires the ability to type 35 words per minute and compose basic technical documents and procedures. Ability to obtain "Q" clearance with cryptographic and special accesses as required. Valid driver's license desirable. Specialized training in cryptography accounting, telecommunications center, and security desirable. The incumbent will be required to satisfactorily complete the DOE Headquarters course in COMSEC Distribution and Accounting. The incumbent will be required to satisfactorily complete Company-provided courses on job-related PC software and operating techniques.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Design Drafter

JOB CODE : 051435

DATE PREPARED : August 1, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent designs and prepares a variety of complex and detailed drawings in rough sketches and final form from schematics or other criteria submitted by design engineers and technicians.

DIMENSIONS

The incumbent reports to an Engineering Drafting Supervisor or Senior Engineer and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs layout of various drafting jobs for clear and easy reading by craft personnel; assures that drawings are in accordance with accepted drafting standards;

2. Interprets notes and translates them into drawings to provide usable material using CAD system on personal computer, plotters, and other drafting equipment;

3. Collaborates with engineers on the design of more technical assignments; designs various phases of job to assist Engineers;

4. Calculates material requirements, square feet, weights, lengths, etc., and makes up materials lists as necessary; performs mathematical computations and other operations to convert basic data into required form;

5. Utilizes engineering notes, sketches, and dimensions to design and adjust drawings according to Engineers' requests; submits completed work to originator for checks and changes as necessary;

6. Prepares various diagrams, drafts, organizational charts, and other detailed graphic presentations as required; completes as-built drawings of completed structures; designs printed circuit boards, structures, buildings, or other construction projects according to the direction of an architect or engineer;

7. Reviews work and assists other Drafters to ensure accuracy and quality;

8. Consults catalogs and makes field investigations to develop data for preparation of drawings;

9. Provides numbering system for in-house drawings; retrieves files as requested; makes computer back up files;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Senior Design Drafter

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking in office areas or while performing field work in shop or outdoor work areas;
2. Frequent-to-constant sitting on stool at drafting table or at computer while preparing drawings;
3. Occasional lift/carry papers, tools, or supplies up to 10 pounds; sometimes up to 30 to 35 pounds;
4. Occasional push/pull while opening doors/drawers requiring force up to ten pounds;
5. Occasional climbing stairs/ladders up to ten feet while in the field;
6. Occasional bending/twisting at waist/knees to reach lower areas;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while using computer and drafting tools; frequent-to-constant use of fine motor skills;
8. Constant use of sight abilities in preparing work; visual requirements include color vision and visual acuity in near- and mid-range vision;
9. Frequent use of speech/hearing abilities in communicating with engineers, supervisors, or coworkers to determine work specifications.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in creating detailed drawings and diagrams to exacting specifications;
2. Must be able to work independently, prioritize work load, and follow through on all projects;
3. Must possess creativity, independent judgement, and spatial reasoning ability in order to determine best layout, scale, and other components of drawings;
4. Must possess excellent mathematical knowledge in developing drawings in order to make necessary calculations and understand engineering specifications;
5. Must be able to read/write/speak English and communicate clearly and effectively with engineers and supervisors in order to determine and clarify work requirements;
6. Must be able to learn and understand technical information, terminology, and principles.

WORKING CONDITIONS AND EQUIPMENT USED

Work is mostly performed in office environment. May occasionally travel to shop areas or construction sites with exposure to weather conditions.

Tools & Equipment Used: Mainframe and personal computer, CAD program, plotter, drafting table, drafting tools, and general office equipment; motor vehicle, eye and hearing protection, safety shoes, and hard hat while in field.

Senior Design Drafter

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent with two years of college course work in general drafting required. Eight years of experience in drafting or mechanical design as well as knowledge of civil, electrical, and architectural drawings.

OTHER SPECIAL QUALIFICATIONS

Proficiency in AutoCAD, AutoSOLID, and computer drawing programs required. Driver's license required. Must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Quality Control Technician - Cable Operations

JOB CODE : 051540

DATE PREPARED : June 13, 1988 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs laboratory, shop, and field tests, inspections, and documentation at event-related scientific and diagnostic cables; provides supervision and technical expertise to assigned crew.

DIMENSIONS

The incumbent reports to a Cable Inspection Supervisor and may act in a lead capacity for other Quality Control Technicians.

NATURE AND SCOPE

1. Ensures assigned personnel adhere to inspection, testing, and documentation requirements as specified in cable operations internal procedures and within applicable customer guidelines;

2. Identifies training requirements, makes recommendations to supervision, and provides on-the-job training and technical assistance for assigned quality control personnel;

3. Knowledgeable and able to conduct all electrical testing including Time Domain Reflectometer and high-potential voltage testing of coaxial cables, continuity, and Megger tests of multiconductor and twinex coaxial cables and verifying, cutting, and determining electrical length of coaxial cables;

4. Reviews records for completeness and accuracy in accordance with cable operations internal procedures;

5. Provides extensive technical expertise in problem-solving and troubleshooting all cable inspection operations; must possess specific knowledge of Company procedures regarding cable inspection, nonconformance reporting, surveillance inspection, personnel certification, and engineering changes; reviews test data, identifies trends, and initiates appropriate corrective action;

6. Works closely with various laboratory customers in maintaining the integrity of all tests; assists customers in all phases of cable operations, inspection, and testing;

7. Performs technical inspections during receipt inspection of stock material being received at the Nevada Test Site;

8. Investigates and documents user complaints or other discrepancies/nonconformance for DOE and other DOE contractors;

9. Performs engineering calculations and performance data evaluations;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

Senior Quality Control Technician - Cable Operations

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in field or office/laboratory on all types of surfaces, uneven terrain, or rubber mats, depending on assigned area;
2. Frequent sitting while completing paperwork or driving vehicle between work areas;
3. Occasional lifting/carrying up to 40 pounds of testing equipment and tools, carrying up to 100 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while moving/operating equipment;
5. Occasional climbing stairs, spiral stairs, and ladders up to 30 to 50 feet above ground; elevators are sometimes available;
6. Occasional bending/twisting at waist/knees/neck throughout shift while inspecting cable in shop and field;
7. Occasional kneeling, crouching, or working in awkward positions while inspecting equipment;
8. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, using tools, completing paperwork, etc.; overhead reaching required;
9. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech abilities in communicating with all levels of people, subordinates, and supervisors and giving/receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately; read/write and understand technical journals, manuals, regulations, and procedures; lead meetings; train others; handle complaints; etc.;
3. Must possess excellent mathematical skills including geometry, trigonometry, and advanced algebra;
4. Must be able to work independently, make decisions, and prioritize and delegate;
5. Must possess good problem-solving skills, creativity, integrity, and ability to apply knowledge and experience to determine best course of action;
6. Must be able to deal with pressures of deadlines and time constraints, multiple tasks, handling emergencies, hazardous conditions, and complaints;
7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
8. Must be able to supervise and train assigned personnel in a positive and effective manner.

Senior Quality Control Technician - Cable Operations

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 90 percent indoors in laboratory/office setting and 10 percent out in field exposed to all types of weather conditions.

Tools & Equipment Used: All types of electrical and electronic testing and calibration equipment, step van, flashlight, hand tools, computer, and telephone; safety equipment including eye and hearing protection, safety shoes, respirator/air safety pack, and hard hat.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of vocational training in electronics/electricity which may include an Associate's Degree, trade school, or equivalent experience and six years of specialized experience in cable inspection or related work.

OTHER SPECIAL QUALIFICATIONS

Driver's license required. Must be able to obtain "Q" clearance. May be given photo permit. Basic personal computer skills desirable including FoxPro, Professional Write, or other word processing software.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Quality Control Technician - Physical Standards & Calibration Laboratory

JOB CODE : 051540

DATE PREPARED : June 13, 1988 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs laboratory, shop, and field tests/inspections/calibrations on complex equipment and provides field expertise to users. The incumbent also provides supervision and technical expertise to an assigned crew.

DIMENSIONS

The incumbent reports to a Calibration Laboratory Supervisor and may act in a lead capacity for other Quality Control Technicians and assigned craft employees.

NATURE AND SCOPE

1. Develops methods and procedures and maintains, tests, and calibrates various types of specialized mechanical, electrical, hydraulic, or electronic measuring and equipment;

2. Calibrates, adjusts, or supervises the calibration or adjustment of program-critical instruments to specified precise tolerances;

3. Ensures that equipment used in the field or used to calibrate equipment in the field is certified accurate and is traceable to the National Bureau of Standards or natural physical constants;

4. Provides technical assistance and training to both customers and fellow employees regarding performance, use, application, or calibration of measuring and test equipment and crane/drill rig instrumentation;

5. Develops and maintains an inventory of equipment and spare parts necessary for crane or drill rig maintenance/verification and provides an adequate response to Nevada Test Site operational activities;

6. Supervises, reviews work, and provides technical assistance to Quality Control Technician Is, IIs, IIIs, and IVs;

7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking in field or laboratory on all types of surfaces, uneven terrain, or rubber mats, depending on assigned area;

2. Frequent sitting while driving vehicle between work areas;

3. Frequent lifting/carrying up to 50 pounds of equipment and tools; occasionally up to 100 pounds while lifting items from floor to bench, carrying up to 50 feet;

4. Occasional pushing/pulling requiring force up to 35 pounds while pulling cable or hydraulic hose; possible wrenching while using tools;

5. Occasional-to-frequent climbing stairs/ladders, drill rigs, and cranes 6 flights to 60 feet above ground;

6. Frequent bending/twisting at waist/knees/neck throughout work shift;

7. Occasional kneeling, crouching, or working in awkward positions while installing equipment;

8. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, driving, using tools, etc.; overhead reaching required;

9. Constant use of sight/hearing ability in inspecting equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near-, mid-, and far-range vision;

10. Constant use of speech abilities in communicating with all levels of people, giving and receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;

2. Must possess excellent oral/written communication skills; must be able to record data accurately and read/write and understand technical journals, manuals, regulations, and procedures; lead meetings; train others; handle complaints; etc.;

3. Must possess excellent mathematical skills including trigonometry and advanced algebra;

4. Must be able to work independently, make decisions, and prioritize and delegate;

5. Must possess good problem-solving skills and ability to apply knowledge and experience to determine best course of action;

6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, hazardous conditions, and complaints;

7. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;

8. Must be able to supervise and train assigned personnel in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in laboratory setting or outdoors exposed to all types of weather, construction sites, and driving conditions.

Tools & Equipment Used: All types of testing and calibration equipment, motor vehicle, general office equipment, computer, and telephone.

Senior Quality Control Technician - Physical Standards & Calibration Laboratory

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus two years of vocational training which may include an Associate's Degree, trade school, or equivalent experience and six years of specialized experience using state-of-the-art equipment.

OTHER SPECIAL QUALIFICATIONS

Must possess advanced level knowledge of industry and quality program accepted calibration methods, procedures, documentation, mechanical, electric, and electronic groups, and maintenance of instrument standards used for calibration. Valid driver's license required; must be able to obtain "Q" clearance.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Senior Quality Control Technician - Welding Operations Support Facility

JOB CODE : 051540

DATE PREPARED : June 13, 1988 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent performs the most complex assignments in developing, implementing, and maintaining the Company welding program at the Nevada Test Site (NTS) and provides technical expertise and supervision to assigned crew.

DIMENSIONS

The incumbent reports to a Senior Engineer and may act in a lead capacity for other Quality Control Technicians.

NATURE AND SCOPE

1. Determines welding program requirements for NTS and assists Welding Operations Support Facility (WOSF) personnel in developing welding parameters and techniques to support Performance Qualification Testing (PQT) and Welding Procedure Specification qualification; coordinates activities with machine shop and physical testing laboratory;

2. Develops shop work orders to direct Special Process Procedure Specification (SPPS) work in compliance with pertinent code requirements; develops Performance Qualification Test Data Sheets listing specifics, required nondestructive examination, and limitations for each PQT given by the WOSF; assists WOSF examiner as requested in performing PQTs;

3. Interfaces with and provides technical direction to shop personnel who perform SPPS qualification; provides guidance to field welding supervisors as requested;

4. Evaluates radiographic results of PQT and Procedure Qualification Record radiographs including radiographic technique and weld quality; consolidates requirements for PQTs from various volunteer standards into one program;

5. Performs quality assurance surveillance audits of Company field welding activities; reviews field welding operations as they progress; determines welding program compliance of user departments; evaluates various welding standards to determine that all essential concerns are fully addressed;

6. Develops awareness of hazardous material used by WOSF and how these materials must be stored, handled, and disposed of;

7. Monitors and evaluates changing requirements in program and volunteer standards and proposes revisions to programs;

8. Collects SPPS qualification test data and records on form;

9. Performs engineering calculations and performance data evaluations;

10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Occasional standing/walking in field or laboratory on all types of surfaces, uneven terrain, or rubber mats, depending on assigned area;
2. Frequent sitting while working at computer, completing paperwork, or while driving motor vehicle;
3. Occasional lifting/carrying 1 to 25 pounds of paperwork, equipment and tools, carrying distances up to 50 feet;
4. Occasional pushing/pulling requiring force up to ten pounds while opening doors or drawers or moving equipment;
5. Rarely climbs stairs and ladders to reach some areas;
6. Frequent bending/twisting at waist/knees/neck while inspecting welds or to and from seated position while working at desk/computer;
7. Occasional kneeling, crouching, or working in awkward positions while inspecting;
8. Constant use of both hands/arms in reaching/handling/grasping while operating computer, inspecting/testing welds, operating equipment, driving, using tools or computer, etc.; overhead reaching required;
9. Constant use of sight/hearing ability in reading computer screen or paperwork, inspecting/testing equipment, identifying malfunctions, operating vehicles and other equipment, and maintaining a safe work environment; visual requirements include color vision, depth perception, hand/eye/foot coordination, and visual acuity in near-, mid-, and far-range vision;
10. Constant use of speech abilities in instructing others and communicating with all levels of people.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in inspecting, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills; must be able to record data accurately and read/write and understand technical journals, blueprints, manuals, regulations, and procedures; handle questions; etc.;
3. Must possess excellent interpersonal skills in order to communicate with customers, coworkers, management, and other personnel at all levels in a professional and efficient manner;
4. Must be able to work independently, make decisions, and prioritize;
5. Must possess good problem-solving skills and ability to apply knowledge and experience to determine best course of action and develop new procedures;
6. Must be able to deal with pressures of deadlines, multiple tasks, handling emergencies, and hazardous conditions;

7. Must possess excellent leadership/training skills in order to provide education and guidance to all levels of personnel throughout the Company in a positive and effective manner;

8. Must possess excellent mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed 75 percent indoors in laboratory or climate-controlled office setting and 25 percent out in the field exposed to all types of weather, construction sites, etc.

Tools & Equipment Used: All types of measuring and testing equipment, welding equipment, motor vehicle, computer, and telephone; safety equipment including safety glasses, welder's helmet, hard hat, safety shoes, and seat belts when appropriate.

REQUIRED TRAINING AND WORK EXPERIENCE

High school degree or equivalent required plus an Associates of Art degree in Welding Technology required or equivalent experience and six years of specialized experience.

OTHER SPECIAL QUALIFICATIONS

Must possess Certified Welding Inspector certification from the American Welding Society. Valid driver's license required. Must be able to obtain "Q" clearance. Basic computer skills including FoxPro and WordPerfect 5.1 or other word processing software.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: X-Ray Technologist

JOB CODE : 051260

DATE PREPARED : August 1, 1983 Revised: October 27, 1993

SUMMARY STATEMENT

The incumbent is responsible, under supervision, for all medical X-ray unit functions performed at the Nevada Test Site.

DIMENSIONS

The incumbent reports to the Medical Administrator and has no supervisory responsibility.

NATURE AND SCOPE

1. Takes X-rays of patients to meet exacting standards and performs other radiographic tests as required;
2. Processes films for development and maintains all of the X-ray unit's equipment;
3. Calibrates test equipment to proper specifications;
4. Prepares and positions patients for radiographs and operates equipment in a manner that produces suitable prints with minimum exposure to patients;
5. Examines developed films to assure adequacy for diagnostic use and for compliance with pertinent federal regulations and reporting requirements;
6. Prepares quick and accurate X-rays of trauma patients;
7. Performs administrative duties as required;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Constantly = Over 2/3 of time
Frequently = 1/3 - 2/3 of time
Occasionally = Less than 1/3 of time

Physical

1. Frequent standing/walking on tiled or carpeted surfaces up to one-quarter mile per shift;
2. Occasional sitting on chair at desk while completing paperwork;
3. Frequent lifting/carrying up to 50 pounds while assisting/positioning patients on X-ray table; occasionally greater than 50 pounds;
4. Frequent pushing/pulling exerting force of 1 to 20 pounds; occasionally up to 50 pounds while moving equipment and assisting/positioning patients;
5. Frequent bending/twisting at waist/knees/neck while assisting patients in the X-ray process;

6. Frequent use of both hands/arms in reaching/handling/grasping/fingering while operating equipment; using computer, assisting/positioning patients, completing paperwork, etc.; some overhead reaching required;

7. Constant use of sight abilities in performing duties, examining films, etc.; visual requirements include color vision, depth perception, hand/eye coordination, and visual acuity in near- and mid-range vision;

8. Constant use of speech/hearing abilities in communicating with patients, coworkers, and doctors, answering telephones, giving and receiving instructions, etc.

Mental

1. Constant mental alertness, attention to detail, and high degree of accuracy required in operating X-ray equipment; assisting and positioning patients; and monitoring results of X-rays to ensure safe and accurate radiological testing;

2. Must be able to apply established procedures, knowledge, and exacting standards in order to obtain accurate, usable X-rays;

3. Must possess tact, sensitivity, good communication, and interpersonal skills in order to give instructions to and calm injured, anxious, or uncooperative patients and to deal with coworkers and doctors in an effective and professional manner;

4. Must possess basic mathematical skills and ability to read/write/speak English; be able to read and understand technical information, procedures, and specifications; and be able to record data; and complete logs and paperwork accurately;

5. Must be able to respond quickly and effectively to emergency situations;

6. Must be flexible; able to monitor multiple, complex processes; and make decisions with limited information;

7. Must be able to deal with pressure of emergency situations and dealing with injured, upset, or uncooperative patients.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a medical office setting.

Tools & Equipment Used: X-ray equipment, computer, telephone, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

High school diploma or equivalent and two years in an accredited school of radiology, technology, or equivalent education required. Two years of applicable work experience in an accredited hospital as an X-ray technologist required.

OTHER SPECIAL QUALIFICATIONS

Registration with American Registry of Radiologic Technologists or equivalent state license required. Basic computer skills required.