

Position Description (PD) Template for Yucca Mountain Lead Lab Activities

SAND2008-0943P

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| Position Description | YM225 |
| Creation Date of PD | 1/31/08 |
| Job Title | TCO Sample Management Field Administration |
| SNL Dept Name | |
| SNL Org Number (or TBD) | TBD |
| Number of Openings | 1 |
| Description of Position | <p>Lead Laboratory Test Coordination Office (TCO) Sample Management Field Administration Staff, who works principally in Area 25 of the Nevada Test Site at the Sample Management Facility, supports the Sample Management team in providing a variety of support for Quality Affecting sample collection, archival, and curation activities performed under applicable implementing documents and procedures.</p> <p>Specific duties of this position include correspondence control, records management, administrative, and clerical functions. This position serves as the document control lead and the records lead for the group. The duties also include processing documents through all the procedural steps, maintaining the SMF field filing system for work control documents, and aiding Lead Lab field management in various daily activities. These activities may include composing routine correspondences, scheduling meetings, preparing record packages and submitting them to the LL records coordinator, maintaining field office supplies, and providing word processing, spreadsheet, and other office software expertise. All of these functions are done in accordance with strict Integrated Safety Management principles, quality assurance requirements, and well-established work control processes.</p> <p>The current schedule for this position is 4-10 hour days per week. The position requires commuting by bus or van to the NTS, approximately 100 miles NW of Las Vegas.</p> |
| Required Skills & Experience | Five (5) years directly related experience in a clerical/administrative discipline or an equivalent combination of training and experience. Experience in working to procedures, regulations, and directives in a project setting similar to the YMP. Demonstrated ability to deliver quality products in a timely manner within budget. Demonstrated communication skills. Demonstrated ability in the use of standard word processing, office automation equipment, and other equipment utilized in the processing of documentation or records. Demonstrated ability to set up and maintain project, records management, and departmental filing systems and procedures. |
| Desired Skills & Experience (if applicable) | N/A |
| Required Education (Degrees & Levels) | (1) A Bachelor's degree and 1 year relevant experience; (2) an Associate's degree and 3 years of relevant experience; or (3) 5 years of relevant experience as determined by the Manager. |
| Desired Education (Degrees & Levels - if applicable) | N/A |
| Full Time Position? (Y/N) | Y |
| Job Requires lifting 35+ Pounds (Y/N) | N |
| Desired Start Date | 3/17/08 |

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

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| WBS Elements of 1.5.03 | | X |
| 1.5.03.11 | Postclosure Safety Test Coordination-ESF Ops | X |

Position Description (PD) Template for Yucca Mountain Lead Lab Activities

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| Position description | YM226 |
| Creation Date of PD | 1/31/08 |
| Job Title | TCO Sample Management Lead |
| SNL Dept Name | |
| SNL Org Number (or TBD) | TBD |
| Number of Openings | 1 |
| Description of Position | <p>The Lead Laboratory Test Coordination Office (TCO) Sample Management Lead, who works principally in Area 25 of the Nevada Test Site at the Sample Management Facility, serves as the Sample Management lead for the TCO Manager. The sample management function is to provide a variety of support for Quality Affecting sample collection, archival, and curation activities performed under applicable implementing documents and procedures.</p> <p>This position serves as the lead for a small group responsible for geological and geo-technical specimen preparation, sample storage/curation, and geologic prognoses. The position will utilize programmatic information systems, support programmatic oversight functions, maintain existing Lead Lab technical and operating procedures, maintain a Lead Lab M&TE program for sampling and processing activities, and submit record packages and/or data packages for all boreholes, specimen requests, and other types of collected, geologic samples and documentation. The position will also implement the YMP borehole security program to minimize adverse impacts to repository development data and natural barriers important to waste isolation.</p> <p>The position requires warehousing of core and sample boxes, and using basic core lab equipment such as wet saws, polishers, washing tables, hand trucks, and fork lifts. The current schedule for this position is 4-10 hour days per week. The position requires commuting by bus or van to the NTS, approximately 100 miles NW of Las Vegas.</p> |
| Required Skills & Experience | Five (5) years directly related experience in a technically-oriented project or an equivalent combination of training and experience. Experience in working to procedures, regulations, and directives in a project setting similar to the YMP. Demonstrated ability to deliver quality products in a timely manner within budget. Demonstrated communication skills. Demonstrated ability in the use of standard word processing, office automation equipment, and other equipment utilized in the processing of documentation or records. Demonstrated ability to set up and maintain project, records management, and departmental filing systems and procedures. |
| Desired Skills & Experience (if applicable) | Exposure and working knowledge of federal and state regulatory programs and rigorous quality assurance and Integrated Safety Management programs. |
| Required Education (Degrees & Levels) | B.S. degree in geology, engineering and/or material sciences or other technical related field with five (5) years related experience in the leadership of a technically-oriented project or the equivalent combination of education and experience. |
| Desired Education (Degrees & Levels - if applicable) | |
| Full Time Position? (Y/N) | Y |
| Job Requires lifting 35+ Pounds (Y/N) | Y |
| Desired Start Date | 3/17/08 |

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|------------------------|--|---|
| WBS Elements of 1.5.03 | | X |
| 1.5.03.11 | Postclosure Safety Test Coordination-ESF Ops | X |

Position Description (PD) Template for Yucca Mountain Lead Lab Activities

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|---|--|
| Position Description | YM227 |
| Creation Date of PD | 1/31/08 |
| Job Title | TCO Sample Management Technical Staff |
| SNL Dept Name | |
| SNL Org Number (or TBD) | TBD |
| Number of Openings | 2 |
| Description of Position | <p>Lead Laboratory Test Coordination Office (TCO) Sample Management Technical Staff, who work principally in Area 25 of the Nevada Test Site at the Sample Management Facility, support the Sample Management Lead in providing a variety of support for Quality Affecting sample collection, archival, and curation activities performed under applicable implementing documents and procedures.</p> <p>This position provides geological and geo-technical specimen preparation, sample storage/curation, and geologic prognoses. The position will utilize programmatic information systems, support programmatic oversight functions, maintain existing Lead Lab technical and operating procedures, maintain a Lead Lab M&TE program for sampling and processing activities, and submit record packages and/or data packages for all boreholes, specimen requests, and other types of collected, geologic samples and documentation. The position will also implement the YMP borehole security program to minimize adverse impacts to repository development data and natural barriers important to waste isolation.</p> <p>The position requires warehousing of core and sample boxes, and using basic core lab equipment such as wet saws, polishers, washing tables, hand trucks, and fork lifts. The current schedule for this position is 4-10 hour days per week. The position requires commuting by bus or van to the NTS, approximately 100 miles NW of Las Vegas.</p> |
| Required Skills & Experience | Five (5) years directly related experience in a technically-oriented project or an equivalent combination of training and experience. Experience in working to procedures, regulations, and directives in a project setting similar to the YMP. Demonstrated ability to deliver quality products in a timely manner within budget. Demonstrated communication skills. Demonstrated ability in the use of standard word processing, office automation equipment, and other equipment utilized in the processing of documentation or records. Demonstrated ability to set up and maintain project, records management, and departmental filing systems and procedures. |
| Desired Skills & Experience (if applicable) | Exposure and working knowledge of federal and state regulatory programs and rigorous quality assurance and Integrated Safety Management programs. |
| Required Education (Degrees & Levels) | B.S. degree in geology, engineering and/or material sciences or other technical related field with five (5) years related experience in a technically-oriented project or the equivalent combination of education and experience. |
| Desired Education (Degrees & Levels - if applicable) | |
| Full Time Position? (Y/N) | Y |
| Job Requires lifting 35+ Pounds (Y/N) | Y |
| Desired Start Date | 3/17/08 |

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| | | |
|------------------------|--|---|
| WBS Elements of 1.5.03 | | X |
| 1.5.03.11 | Postclosure Safety Test Coordination-ESF Ops | X |