

| Group Level | Skill Number | Skill | Complement Per Office | Prerequisites | Duties | Rank | Training | Measurements |
|-------------|--------------|---|-----------------------|------------------------------|--|------|--|---|
| PEF Core | 5LS1 | Operational Technical Support | All | 4LS1,4LS2, 4LS4, 2LS12, 4LS5 | (Knowledge of all technical aspects as related to L&S operations and the ability to relate these together in problem solving.) | 3 | Min. 1 year OJT using Mentor <i>(Many skills necessary for the acquisition of this skill would be developed as the technician progressed in lower levels.)</i> | At completion of 1 year of OJT, conduct an evaluation interview to determine if the employee can relate all technical aspects of day to day operations. Assessment will be assessing the employees ability to analyze, assess, and trouble-shoot problems. Successful completion will be determined by supervisor's observation. Within a 1 year duration, technician will compile a report of 2 specific incidences in which they analyzed operational problems, isolated the cause and effect, developed corrective action, communciated the solution to subordinates and assisted with implementation. The supervisor will review presented incidences and determine compliance. |
| PEF Core | 5LS2 | Departmental / Organizational Knowledge | All | 4LS1,4LS2 | Applications of Engineering/Surveying principles as they relate to NCDOT operations | 3 | Attend Course "NCDOT Organizational Structure and related Customers" - TO BE DEVELOPED! Many skills necessary for the acquisition of this skill would be developed as the technician progressed in lower levels. Min. 1 year OJT | Employee will satisfactorily represent the unit in 3 Field Plan Inspections over a period of not less than 1 years based on supervisor's observation. At completion of 1 year of OJT, supervisor will complete an evaluation review form. Supervisor will be assessing the employees ability to satisfactorly relate Unit responsibilities and organizational relationships based on a standardized test. Successful completion will be determined by supervisor's observation. |

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| PEF Core | 5LS3 | Project Administration | All | 4LS1,4LS2, 4LS4 | (includes QA/QC, application of policies and procedures and implementation) | 3 | Min. 1 year OJT using Mentor with standardized guidelines <i>(Many skills necessary for the acquisition of this skill would be developed as the technician progressed in lower levels.)</i> | At completion of 1 year of OJT, conduct an evaluation interview. Supervisor will be assessing the employees ability to satisfactorily complete 5 assigned projects over a period of 1 year by supervisor's observation and standardized expectation forms. Proposed Field Guideline for Standardized Expectation Form: Employee will review requests to see if they can be completed using established procedures by the project deadline, satisfactorily establish the scope of work, provide manhour input for TE I and TES I to assist in negotiations, perform field checks, advise supervisors on work methods and check all electronic files for 5 projects at each completion over a period of 1 year. Employee to keep portfolio of projects (i.e. bi- weekly reports, redlined electronic files or other pertinent data) needed to establish that projects were satisfactorily completed by the deadline. |
| PEF Core | 5LS4 | Contract Administration | All | 4LS1,4LS2, 4LS4 | Scoping, Estimating, Negotiating, and Reviewing Projects with Private Engineering Firms | 3 | Min. 1 year OJT with Mentor . Introduction to Negotiations (ADM 658) | Employee will assist PEF Coordinator and PEF TE I's in process of writing and executing each of the different types of Limited Services Agreements used by Unit for 1 contract cycle. Employee will satisfactorily demonstrate skill in updating contract fee schedules, reviewing invoices, reviewing contracts and writing purchase orders by Supervisor's observation. Employee will demonstrate the ability to scope, estimate manhours, and review data on 3 projects (2 Conventional/GPS, 1 SUE, 1 Vanguard or R/W). Employee will keep records of pertinent information (portfolio of redlined plots, manhour estimates, biweekly reports, records of all communication with PEF etc. to be reviewed by supervisor upon each project completion using project evaluation form. |