Supervisory Meteorological Technician (Data Acquisition Program Manager) 12

GS-1341-12

WFO DATA ACQUISITION PROGRAM MANAGER (DAPM)
WEATHER FORECAST OFFICE
NATIONAL WEATHER SERVICE

I. INTRODUCTION

This position is that of a Data Acquisition Program Manager at the Weather and Forecast Office (WFO). The primary functions of this office are to provide timely and accurate warnings and forecasts of a variety of weather and flood situations to the public and other interests served within the WFO area of responsibility. This position ensures that a full range of technical support and assistance is provided to WFO shift operations and all other basic activities of the WFO. The incumbent supervises a technical staff in activities which can be divided into three major categories: Data management and acquisition, public service and user interaction, and forecaster assistance.

II. MAJOR DUTIES AND RESPONSIBILITIES

The incumbent supervises a technical staff comprised of three or more WFO hydrometeorological technicians. The incumbent schedules employees, makes work assignments, assigns work priorities, and adjusts work as necessary. The incumbent evaluates the work performance of the technical staff, counsels employees concerning their performance, conduct, and work progress, evaluates their training needs, and recommends significant personnel actions. The incumbent approves and disapproves leave, and provides significant input to the MIC on staff selection and promotion decisions.

A - DATA MANAGEMENT & ACQUISITION SUPPORT ACTIVITIES

The incumbent manages the data acquisition programs of the WFO service area. To accomplish this, the DAPM, either through the WFO hydrometeorological technician staff, or personally:

1) Ensures the analysis and evaluation of local synoptic scale and mesoscale weather and hydrologic data available from multiple data sources at the WFO while on an operational shift. Ensures the conduct of a thorough assessment of the current and near-term weather situation, the identification of inconsistent or questionable data, and the resolution or correction of such discrepancies.

2) Ensures the identification, recruitment, and cultivation of sources of corroboration throughout the WFO service area, and the acquisition of the necessary corroborating real-time evidence or ground-truth information from those sources to assure the accuracy of data in potential severe weather or flood warning situations.

3) Ensures the planning, development, monitoring, management, quality assurance and quality controlling of numerous mesoscale data sources in the WFO area, to include:

-- Cooperative, climatological, and hydrologic sub-stations/networks;
-- Spotters and local flood warning observers;
-- Other Federal, state or local agency data sources;
-- Local Flood Warning Networks;
-- River gage stations; and,

-- Supplementary and Limited Aviation Weather Reporting Stations (SAWRS & LAWRS).

4) Ensures the conduct of field visits as required, for the purpose of assuring and/or certifying the establishment, quality, availability, and adequacy of the cooperative and second order observational programs in the WFO service area.

5) Manages the on-site WFO data acquisition programs. Ensures the collection, distribution, quality control, and processing of real-time weather and hydrologic data and observations (including ASOS and augmentations) from the WFO service area for use by forecasters.

6) Ensures the maintenance of the local observation attributes data base resident in AWIPS.

7) Participates in or ensures data management support to verification studies, storm surveys and other WFO local development projects through developing, collecting, and assessing data for ground-truth purposes.

8) Certifies and trains weather observers. Serves as the local contract monitor for any observing contracts, as applicable.

9) Where applicable, ensures the accomplishment of the upper air observations program.

10) Ensures the maintenance of appropriate WFO archives and climatological records.

B - PUBLIC SERVICE AND USER INTERACTION ACTIVITIES

The DAPM, through the WFO hydrometeorological technician staff, or personally:

1) Ensures the technical staff provides and operates as the first point of contact between the WFO and the users served. This includes the provision of appropriate advice, guidance and explanations, weather briefings and answers to questions as requested by the public, the media, and other interested users of meteorological and hydrologic products and services.

2) Ensures that the necessary and applicable real-time weather and hydrologic service products, information, data, interpretations, and support are provided to emergency management agencies and other governmental agencies.

3) Ensures the monitoring and update of products broadcasted over NOAA Weather Radio and other public weather dissemination systems to ensure that information is current and acceptable for use by the public and other users.

C - FORECASTER ASSISTANCE

The DAPM, through the WFO hydrometeorological technician staff, or personally:

1) (As designated by the Senior Forecaster,) ensures the preparation, issuance, or provision of certain scheduled and unscheduled meteorological and hydrologic products for the WFO service area.

2) Ensures the preparation, issuance and monitoring of scheduled weather and hydrologic summary products for distribution to the public and other users in the WFO service area.

3) Ensures the monitoring of the NEXRAD Unit Control Position. Ensures the activation and use of appropriate diagnostic procedures to ensure the provision of NEXRAD data to associated and non-associated users. Ensures necessary changes to the operational NEXRAD system configuration in accordance with the instructions of the Senior Forecaster.

III. FACTOR LEVELS

Factor 1. KNOWLEDGE REQUIRED BY THE POSITION

- Detailed knowledge of a wide variety of technical methods, principles, and processes of the fields of meteorology and hydrology necessary to assess weather situations and associated meteorological and hydrologic data to provide the necessary information, interpretations and advice to the public and other users. This includes knowledge of the federal policies and regulatory requirements associated with aviation weather observations support.

- Ability to collect, analyze, interpret, adjust and verify complex and conflicting meteorological and hydrologic information and data, especially data indicating extreme weather or flood situations.

- Demonstrated ability to supervise a technical staff and manage a meteorological operations technical support program with many and diverse aspects, including good interpersonal skills.

- Detailed knowledge of the physical and political geography and orography of the WFO area, and adjacent WFO areas.

- Ability to communicate effectively, orally and in writing in order to prepare written technical material such as meteorological and hydrologic advisory products and summaries, and presenting and explaining such kinds of technical material to the public or other users.

- Ability to measure a variety of meteorological and hydrologic parameters through NWS instrumentation systems.

- Skill in establishing, maintaining and improving cooperative working relationships with users of WFO products and services, and in gaining cooperation from voluntary weather observers, spotters and other verifying sources within the communities served by the WFO.

- Skill in the assembly and routine maintenance of weather instruments and shelters.

- Knowledge of the basic operating characteristics of NWS electronic and computer systems used in data acquisition, communications, information processing, and dissemination activities, including control procedures associated with the WSR-88D system.

- Familiarity with basic climatological reference sources and methods related to conducting local climatological studies.

Factor 2. SUPERVISORY CONTROLS

This position serves under the general supervision of the WFO Meteorologist-in-Charge (MIC), who provides very general instructions on only the unusual or anomalo us conditions and on general administrative matters. Since the DAPM is routinely scheduled to work at differing hours than the MIC and is frequently traveling to remote sites, the incumbent operates with an extraordinary degree of freedom from supervision. This independence reflects the degree of reliance placed upon the incumbent for technical accuracy and supervisory skill.

Regarding technical operational shift support functions, the incumbent collaborates on work assignments with the SeniorForecaster, SOO or WCM, and may receive their general guidance as it pertains to office operational priorities and emergency courses of action to be taken in severe weather situations. The Senior Forecaster is responsible for controlling the work of the shift team and may alter the technical staff's assigned work. However, review of the technical staff's work is often conducted in a post-event manner by the DAPM. The incumbent essentially works independently, bearing responsibility for planning and carrying out his/her work.

Factor 3. GUIDELINES

The guidelines that are available to the incumbent are the basic policies and procedures laid out in the Weather Service Operations Manual system and in the WFO Duty Manual. While these directives cover the basics of operational policy and procedure, they only address typical situations and do not provide guidelines for dealing with the anomalous or unanticipated situations. It is expected that the incumbent will use his/her vast experience, coupled with initiative and resourcefulness, to deal with those situations differing from the typical or the norm.

Factor 4. COMPLEXITY

Duties are often performed under rigid deadline constraints, requiring quick and accurate assessments and decisions on the part of the incumbent. It is often necessary for the incumbent to establish priorities of effort during rapidly developing severe weather situations in order that all users and the public receive the appropriate and timely instructions, interpretations, and information suitable for the situation. The incumbent frequently must switch attentions from data management activities, to public or user interactions, to forecaster assistance functions within minutes of each activity without loss of accuracy or effectiveness.

Factor 5. SCOPE AND EFFECT

The work of the WFO DAPM and hydrometeorological technician staff is vital to the ability of the WFO to perform its basic public safety mission. The work of the incumbent is a critical factor to the correct and rapid assessment of current and impending, perhaps very severe, weather conditions with a potential for destruction to life and property. A significant degree of reliance is placed upon the incumbent to ensure and/or assist in the provision of the most effective and instructive weather information to the public and other users. Errors in technical assessment or in communicating critical weather information and interpretations may have a major negative effect on the safety of those served or on their economic well-being.

Factor 6. PERSONAL CONTACTS

The primary contacts of this position are with the general public, the various media and disseminators of weather information within the WFO area, other interested users, cooperative observers, and various Federal, state, and local governmental agencies having interest in or

responsibility for weather and weather-related impacts. These contacts are often in a setting which requires the incumbent to react or respond to specific requests for information, interpretation, advisories, or other technical judgments.

Factor 7. PURPOSE OF CONTACTS

The incumbent ensures the provision of information and technical judgments to the public and other users which are often relied upon by the requesters as a basis for their own actions. The incumbent may be placed in the position of attempting to influence or persuade a user to take a course of action to avoid damage or danger. Further, the incumbent is required to be diplomatic and persuasive in recruiting and maintaining appropriate secondary sources of weather information.

Factor 8. PHYSICAL DEMANDS

While the work is primarily sedentary in nature, it is normally performed in a rotating shift environment, where weather warning conditions can be quite stressful and extended hours without rest may be required. Some travel is required of the incumbent, and that travel will include some of the physical rigors of the installation and routine maintenance of weather instruments and shelters.

Factor 9. WORK ENVIRONMENT

The work is usually performed in an office setting but travel to field sites will be required.

This position is considered to be Exempt from the provisions of the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

(Last Updated:)
