

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.  
646-5677

Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment Other X Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAPHS	5. Duty Station PITTSBURGH PA	6. OPM Certification
	7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Addendum	10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	11. <input type="checkbox"/> ... <input type="checkbox"/> ... <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special	13. Competitive Level Code
	14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<i>Boiler Plant Equipment Mechanic</i>	<i>WG</i>	<i>5309</i>	<i>10</i>	<i>WBAW</i>	<i>11/23/05</i>
e. Recommended by Supervisor or Initiating Office	Boiler Plant Equipment Mechanic	WG	5309	10		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
Department of Veterans Affairs

a. First Subdivision  
VA Pittsburgh Healthcare System

b. Second Subdivision  
Facilities Management Service Line

c. Third Subdivision  
Engineering Section

d. Fourth Subdivision  
Utility Operations Unit - UD

e. Fifth Subdivision  
Heinz/Highland Drive/University Drive

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor  
MARY L. DERISO, ENGINEERING PROGRAM MANAGER

Signature *Mary L. Deriso* Date *11-10-05*

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
MELISSA A. SUNDIN, VP, FACILITIES MANAGEMENT

Signature *Melissa Sundin* Date *11/17/05*

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action  
WILLIAM H. MILLS, HR PROGRAM MANAGER

Signature *Barbara A. Wittman* Date *11/23/05*

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Description of Major Duties and Responsibilities (See Attached)

**POSITION DESCRIPTION**  
**BOILER PLANT EQUIPMENT MECHANIC**  
**WG-5309-10**

**I. INTRODUCTION**

This position is located in the Operations Unit, Engineering Section of Facilities Management Service Line.

The incumbent performs maintenance, repairs and installations of utility equipment throughout the medical center and may be required to work at all three divisions – Heinz, Highland Drive and University Drive.

**II. PRINCIPLE DUTIES**

The incumbent maintains and repairs all equipment located in the Utility Plant such as disassembling and overhauling automatic gas/oil fire equipment, pumps, valves, etc. Also, makes repairs to high, medium, low pressure steam and return pipe lines, traps, and valves. Participates in the preventive maintenance program and preparations for boiler inspections. Repairs or replaces fire brick in furnaces and maintains gas/oil burning equipment. / The incumbent may be called upon for emergency repairs on the station and work other than regular shifts. He will determine the necessary parts and materials required to repair and install the equipment, and place requests 2237's for these materials.

The incumbent must have a thorough knowledge of the theory application of combustion, including ORSAT, O analyzer, etc. Incumbent must troubleshoot, maintain and repair electrical control systems on boilers, heat recovery equipment and water softeners. Incumbent must maintain and repair pneumatic controls, gauges, and flow instrumentation.

**III. SKILLS AND KNOWLEDGE**

The incumbent works on complex systems such as the following in the Utility Plants and the remainder of the complex.

1. Utility Plant pumps, fans, and gear motors.
2. Oil tank monitors, sensors, and logs
3. Heat extractor pumps, fans and associated controls and circuitry.
4. Electronic, pneumatic, electric and computer operated sensors, controls and actuators.
5. Heating system traps, valves, pumps, and controls, including radiators, fan coils, hot water pumps, vacuum pumps, and condensate pumps and controls.

6. The incumbent must have a knowledge of standard practices relative to Boiler Plant repairs and the described duties. He must have a thorough knowledge of firing gas/oil fired boilers.
7. Skilled in the installation, maintenance of all types of piping, (copper, iron, plastic, etc.).

The incumbent must work independently using schematics, charts, diagrams and technical manuals for complex repairs. The incumbent must be highly skilled in electrical, steam, and plumbing trades.

#### **IV. RESPONSIBILITY**

The incumbent must actively and continually keep himself informed of the latest and newest state of the art equipment as required, as well as conforming with appropriate government wide, agency, and local facility policies, rules and regulations. Performs effectively as a team member by demonstrating flexibility, adaptability, and cooperation when working for or with others toward a common mission. Provides technical instruction, directs, and guides lower grade or less experienced personnel in skilled work methods and procedures when working together or giving on the job training.

The incumbent brings tools, equipment and materials appropriate to the work assignment to an from the work site and shop and storage areas; keeps, shop, work areas, and equipment clean, secure and orderly, observes safe work practices, and safely disposes of waste, debris, and excess materials.

Normally, responsible for regular interpretation of work requests, assignments and proprieties; exercises good judgement and a high degree of initiative; may be allowed considerable discretion in effectively and efficiently carrying out regular assigned duties and keeps the supervisor informed of activities and progress.

Wearing of the prescribed uniform and use of appropriate protective safety equipment is required, as well as conformance with government-wide, agency and local facility policies, procedures, rules and regulations.

#### **V. SUPERVISORY CONTROLS**

Functions under the general supervision of the supervisor with work subject to review for quality, completeness, timeliness and adherence to policies.

The supervisor assigns complex work orally through work orders accompanied by building plans shop sketches, blueprints or technical manuals, but the employee is relied upon to independently make proper judgements and decisions regarding unprecedented technical procedures and techniques, without supervisory technical guidance or consultation including innovative methods of maintaining operational standards while complex systems are affected by modifications and changed operating conditions. The mechanic is responsible for knowing and judging the impact of repairs, adjustments, and modifications or related devices and equipment of the systems he is

servicing. He is also responsible for making further tests and alignments to ensure that the completed tasks are properly aligned and functioning properly and proper documentation of these changes.

The mechanic normally is responsible for regular interpretations of work requests, assignments, and priorities; and exercised good judgement and a high degree of initiative, and is allowed considerable discretion in effectively and efficiently carrying out regularly assigned duties, keeping the supervisor appraise of activities and progress.

## **VI. PHYSICAL EFFORT**

The WG-10 mechanic frequently carries and sets up parts and equipment that weigh up to 50 pounds. Hoists, holders, and pulleys are operated when removing units such as large compressors, pumps and valves. The WG-10 Boiler Plant Equipment Mechanic makes repairs and installations from ladders, scaffolding and platforms, where the parts of systems worked on are frequently in hard-to-reach places; and stooping, stretching, bending, and kneeling are frequent.

## **VII. WORKING CONDITIONS**

Most of the work is performed inside, but the mechanic is frequently subject to sudden temperature changes when working on equipment such as boilers, pumps and valves. The WG-10 mechanic is occasionally subject to cuts, burns, electrical shocks, and respiratory ailments and is also exposed to high voltage, chemicals, cleaners, and solvents.

The WG-10 mechanic is occasionally required to work outside, on top of tall buildings, in drafty attic spaces, and in cramped areas with low overheads. Uncomfortable facemasks and protective clothing may be occasionally worn where there is possibility of exposure to toxic refrigerants. The WG-10 mechanic is often exposed to dust, grease, and soiling of the skin and clothing.

## **VIII. OTHER SIGNIFICANT FACTS**

The incumbent keeps himself informed on the latest and newest state of the art equipment in the field and all rules and regulations pertaining to the American Society of Heating, Ventilating and Refrigeration Engineers Handbook. He will act as Operating Engineer and be assigned work in other areas of the Utilities Unit when required, as determined by the Utilities Systems Repairer/Operator Supervisor.

Although the incumbent is assigned to a primary duty station, he/she may be required to work at any of the three divisions of the VA Pittsburgh Healthcare System, as assigned by his/her supervisor, and determined by workloads and emergencies that may arise.

The incumbent may be required to assist with work on boilers, boiler plan control systems, computerized management systems, tank level measuring systems, associated pumps, valves, and auxiliary equipment. /

### **AIS LEVEL 3 – NON-SENSITIVE**

In this performance of official duties, the employee has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statues and policy, and VHSRA policy. The employee is responsible for: (1) protecting that data from unauthorized relase or from loss, alteration, or unauthorized deletion, and (2) following applicable files, release of access codes, etc., as set out in a computer access agreement which the employee signs. Additionally, the incumbent is not permitted access in DHCP to his/her own records, nor is the incumbent permitted to make entries in his/her own record.