

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
35690

2. Reason for Submission <input checked="" type="checkbox"/> ReDescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location VAPHS		5. Duty Station HD/HEINZ/UD		6. OPM Certification No.	
Addendum		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in _____) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		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>Equipment, Facilities & Services Assistant GS</i>		<i>1603</i>	<i>8</i>	<i>BM</i>	<i>12/28/06</i>
e. Recommended by Supervisor or Initiating Office	Equipment, Facilities & Svcs Assistant	GS	1603	8		

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

17. Name of Employee (if vacant, specify)
Vespa, Cheryl

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

d. Fourth Subdivision

e. Fifth Subdivision

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

Signature of Employee (optional)

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 DERISO, ENGINEERING PROGRAM MANAGER

Signature: *Mary Deriso* Date: *11-7-06*

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

Signature: *Melissa Sundin* Date: *11/28/06*

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 MILLS, HR PROGRAM MANAGER

Signature: *Barbara A. Wittmar* Date: *12/27/06*

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

~~Implementation of new classification standard~~

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **35690**

2. Reason for Submission: Redescription New Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location: VAPHS

5. Duty Station: HD/HEINZ/UD

6. OPM Certification No.

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Financial Disclosure Employment and Financial Interests

9. Subject to IA Action: Yes No

10. Position Status: Competitive Excepted (Specify in) SES (Gen.) SES (CR)

11. Position is: Supervisory Managerial Neither

12. Sensitivity: 1-Non-Sensitive 2-Noncritical Sensitive 3-Critical Sensitive 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

Explanation (Show any positions replaced):
addendum to include software duties ****Accretion of duties****

15. Classified/Graded by	Official Title of Position	Pav Plan	Occupational	Gr	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Equipment, Facilities & Svcs Asst GS		1603	8	CR	2/9/04
e. Recommended by Supervisor or Initiating Office	Equipment, Facilities & Svcs Assistant	GS	1603	8		

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

17. Name of Employee (if vacant, specify): Vespa, Cheryl

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

d. Fourth Subdivision:

e. Fifth Subdivision:

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

Signature of Employee (optional)

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 DERISO, ENGINEERING PROGRAM MANAGER

Signature: *Mary Deriso* Date: **2/9/04**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): MELISSA SUNDIN, Acting VP, FMS

Signature: *Melissa Sundin* Date: **2/9/04**

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 MILLS, HR PROGRAM MANAGER

Signature: *William Mills* Date: **2/9/04**

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: **Implementation of new classification started**

25. Description of Major Duties and Responsibilities (See Attached)

POSITION DESCRIPTION
EQUIPMENT, FACILITIES & SERVICES ASSISTANT
GS-1603-8

I. PRINCIPLE DUTIES

The Equipment, Facilities & Services Assistant plans and manages a broad, dynamic facility-wide maintenance and repair program, prioritizing, integrating and coordinating various work activities, as well as contracted work, for optimum effectiveness and efficiency of accomplishment utilizing available man-hours, equipment and funding resources, to meet user, program and mission needs.

Responsible for maintaining up-to-date equipment and utility inventories and preventive maintenance schedules in accordance with JCAHO standards and VA regulations. Administers equipment turn-in process reviewing all non-medical, non-expendable equipment turn-in requests and assigning to proper engineering shop for condition assessment and disposition recommendations. Coordinates removal of turned in equipment and gives final approval and disposition instructions to the equipment management staff.

Monitors and administers the annual maintenance and service contracts for the VA Pittsburgh Healthcare System (all 3 divisions). Gathers data and technical requirements from responsible technical staff. Prepares the purchase orders and specifications for submission to Acquisition and Material Management Service. Responsible for placing the service calls to the vendors that have annual maintenance contracts, which includes all pertinent information relating to the request. Works with users and Purchase and Contracting to coordinate, clarify and resolve or recommend resolution of annual maintenance service contract issues, questions and discrepancies, with appropriate technical staff assistance.

Independently administers the AEMS/MERS for the management of the work order system for equipment repairs covered by warranty or service contracts. Reviews work order requests input into the computer by the requesting services, and determines the priority, and which are repairs for equipment which is covered by a maintenance contract and which are for equipment covered by a warranty. Must have complete knowledge of the Equipment Management Inventory in order to determine the specifics of the warranty, and place the service call to the vendor providing the warranty service. Explains to the vendor the procedures that must be met before and after the work is completed. Must possess a thorough knowledge of coding work orders with proper assignment of the work center and work action codes.

Continually monitors progress and trends on in-house projects, work orders, and preventive maintenance. Recommends adjustments and rescheduling, as necessary, to respond to changing conditions, emergencies and urgent needs, delays, etc.

III. RESPONSIBILITY

Devises, organizes and performs effectiveness, quality assurance and other reviews and studies to assess program and activity effectiveness, both functionally and as to resources utilization.

Identifies, quantifies and analyzes relationships between and among organizational needs and objectives, costs, staff and services from a wide range of unrelated reports; contract documents; invoices and utility bills; work management data; maintenance and equipment records and a variety of different computerized data bases.

Utilizes and applies a wide variety of established government, agency, medical center, and service regulations, policies, procedures, practices and precedents, encompassing a wide range of Engineering, Environmental Management, Fiscal, and Acquisition and Material Management areas.

Analyzes and interprets existing operating policies, procedures and processes and proposes changes to improve effectiveness and efficiency of operations and activities.

Participates in or organizes and conducts meetings and conferences, including some training sessions, to exchange information and coordinate maintenance planning and scheduling with user and Engineering personnel, and others.

Actively and continually develops, maintains and applies an up-to-date general working knowledge ability and skills through on-the-job training and experience, review and study of technical and administrative publications, codes, and standards, and other training, career development and continuing education opportunities.

Has regular and frequent contact with various levels of facility staff, industry and manufacturer's representatives and contractors, and is occasionally involved in contacts outside the agency, usually under supervisory direction and guidance.

Investigates, analyzes and evaluates failure and breakdown rates, maintenance and repair costs and hours expended, economic feasibility of maintenance or repair versus replacement and equipment performance against standards for wear ability, durability, and reparability over anticipated life expectancy and usage conditions for a very wide variety of building service, utility system, and other operating equipments and physical plant facilities including large, complex heating, ventilation and air conditioning (HVAC) systems and central chiller plant; emergency power engine generators and auxiliaries; boiler plant and auxiliaries; and site utilities distribution systems and equipment. Identifies and makes economically sound recommendations concerning equipment systems, or facilities management, modernization, or replacement planning.

V. PHYSICAL DEMANDS

Work is generally sedentary, usually performed in an office environment. However, inspections, investigations of work requests, evaluations of space and utilities for equipment and other field work require frequent walking, standing, bending, climbing, etc. Incumbent must have good vision, with or without glasses.

VI. WORKING CONDITION

Work is usually performed inside, in the office and other areas that have adequate lighting, heating and ventilation. Occasionally work is done outside in inclement weather or in areas that are very hot, cold or unventilated, such as crawlspaces and mechanical rooms. May be exposed to the possibility of cuts, bruises, electrical shock, and other hazards normally encountered in facility maintenance, repairs and operations. May also be exposed to contagious disease when working in patient areas. Safety procedures must be followed and appropriate protective safety gear must be worn, when appropriate, for the specific work area or task.

ADDENDUM

The incumbent is the Engineering administrator and implementation coach for Core Financial and Logistics System (CoreFLS). He/she is responsible for training Engineering and medical center staff in the operation and use of Maximo, a combined VA Asset Management and IFCAP program which replaces the AEMS/MERS PM Program, Work Order Program, Equipment Management Program, Key/Lock Program, Equipment Inventory and Purchasing Programs. Incumbent utilizes the Maximo program in the execution of normal duties, which include managing and administering these programs. Incumbent is responsible for training all maintenance and repair personnel, maintenance shop supervisors, work order officials, service line key designees and requesters in the operation and use of Maximo as it applies to their duties.

The incumbent utilizes CoreFLS programs to track maintenance contract solicitations & awards; approve invoice payments on engineering control point orders; to enter, edit and review status of maintenance contract transactions; to track budget and obligations; to manage, administer and provide training on work orders, preventive maintenance program, equipment management, and lock and key management; and to manage and administer engineering review and processing of equipment requests and equipment turn-ins