

POSITION DESCRIPTION

(Please Read Instructions on the Back)

1. Agency Position No.
2288

6. CSC Certification No.

9. Subject to IA Action
 Yes No

13. Competitive Level Code
753

14. Agency Use

2. Reason for Submission
 Redescription
 Reestablishment
 Reinstatement
 New
 Other

3. Service
 Dept'l
 Field

4. Employing Office Location
Boston, MA

7. Fair Labor Standards Act
 Exempt Nonexempt

10. Position Status
 Competitive
 Excepted (Specify)

5. Duty Station

8. Employment/Financial Stmt Required
 Yes No

11. Position is
 Supervisory
 Managerial
 Neither

12. Sensitivity
 Critical
 Noncritical
 Nonsensitive

15. Classified/Graded by

a. Civil Service Commission

b. Department, Agency, or Establishment

c. Bureau

d. Field Office
Security
GUARD

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Pay Plan	Occupational Code	Grade	Initials	Date
GS	085			

18. Department, Agency, or Establishment
Veterans Administration

a. First Subdivision
Hospital

b. Second Subdivision
Security Service

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

17. Name of Employee (if vacancy, specify)

Signature of Employee (optional)

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 of the immediate supervisor.

a. Typed Name and Title of Immediate Supervisor
Robert L. LeBlanc, Chief

Signature: *[Signature]* Date: **5-11-88**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Robert L. LeBlanc, Chief

Signature: *[Signature]* Date: **5-11-88**

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 Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action
G.A. PRIZIO
Chief, Classification

Signature: *[Signature]* Date: **5-14-88**

22. Standards Used in Classifying/Grading Position
GS-085

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

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

Initials	Date	Initials	Date	Initials	Date

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)

I. PRINCIPAL DUTIES AND RESPONSIBILITIES

Incumbent patrols the hospital buildings and grounds to detect and prevent fire, theft, damage, or accidents.

Identifies trespassers and assists in enforcing security rules and regulations. Checks passes, decals and credentials which may involve denying access to unauthorized persons.

Incumbent governs parking conditions by direct control over all vehicles entering the lots. Incumbent issues warning violation tickets and/or coordinates with desk officer to remove illegally parked vehicles.

Questions suspicious persons, warns and/or detains those who violate rules and regulations. Identifies disoriented patients wandering throughout the parking lots and initiates action to return them to their respective wards.

Prepares written reports on all unusual incidents.

Closes and locks entrances and exits at prescribed times.

Assists in safety situations such as clearing the roadways of vehicular and pedestrian traffic for arriving fire apparatus, ambulances, and other emergency vehicles.

II. SUPERVISORY CONTROL OVER THE POSITION

Incumbent works independently. The work is monitored via surveillance cameras and by communication over a two-way radio. Infrequent inspection is made by shift supervisor. Difficult problems are referred to the first line supervisor for assistance and guidance.

III. OTHER SIGNIFICANT FACTS

Incumbent must maintain good relations with the public due to heavy person to person contact. This requires excellent demeanor of incumbent. He/she is expected to possess discretion and good judgement when dealing with situations of a varying nature.

Incumbent must be in good physical condition and health due to this position being outside of the facility at all times.