

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

596-075290

1. Agency Position No. 596-075290  
6. OPM Certification No.

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		7. Fair Labor Standards Act <input checked="" 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	
Explanation (Show any positions replaced) [Redacted]				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. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Administrative Support Supv.	GS	313	7	RLC	3/18/98
e. Recommended by Supervisor or Initiating Office	Administrative Officer	GS		07		

16. Organizational Title of Position (if different from official title)  
Facility Manager For Administration

17. Name of Employee (if vacant, specify)  
Paula Garbesi

18. Department, Agency, or Establishment Veterans Affairs		c. Third Subdivision Leestown Division	
a. First Subdivision GM & S Medical Center, Lexington, KY 40511	d. Fourth Subdivision Office of Chief		e. Fifth Subdivision
b. Second Subdivision Engineering Service	Signature of Employee (optional)		

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

**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. Typed Name and Title of Immediate Supervisor L. A. Kuzma, Chief Engineering Service		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) L. A. Kuzma, Chief Engineering Service	
Signature 	Date 3/13/98	Signature 	Date 3/13/98

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 GS-06 and work unit Supervisory Services GS-013 DATED 10/80	
Typed Name and Title of Official Taking Action D.C. SCHMONSKY-CHIEF, HRMS		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 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.	
Signature 	Date 3/18/98		

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

24. Remarks  
See Position Description  
Purchase Card Statement added to p.d. 5/5/09. ymb  
ALTERNATE CONTROLLER SUBSTRUCTURE COORDINATION ADDRESS TO P.O. 3/2/2011 (S)

POSITION DESCRIPTION FACILITY MANAGER FOR ADMINISTRATION  
-Administrative Officer GS-7

MAJOR DUTIES

The incumbent is the Facility Manager for Administration for Engineering Service, VAMC Lexington, Kentucky. In this capacity the incumbent is totally responsible for the planning, direction and supervision of the Facilities Administration Group accomplishing all support for the three Facilities Groups: Operations, Planning and Equipment. Engineering Service's mission provides total facility management of 1.465 million gross square feet on 150 acres at two divisions, \$28 million medical equipment, 4 utility plants, multi-million dollar construction program and budget control of \$5 million, approximately 15% of the total medical center allocation including staffing.

The Facilities Administration Group, with the incumbent as supervisor, provides all administrative consultation, direction and support for the service in responsible areas such as budgeting and fiscal management, human resources program management, service contract administration, construction project administration, work order administration, JCAHO Environment of Care program administration, mandatory and optional employee training administration, coordination of the entire service programming and processing of required reporting/documentation, public affairs administration, coordination of special medical center programs, both internal and external to Engineering Service.

The incumbent must have a broad knowledge of service mission as it impacts the product of facilities management. This includes in-depth understanding of the relationships with other resource services such as Fiscal, A&MM, HRMS, IM. Broad knowledge is necessary to direct the work of administration staff in accomplishing critical tasks that support other facilities groups and create the link for those issues with the other services.

Administration group is comprised of the office of Facility Manager for Administration and: Financial/Contracts Technician; Projects Technician; Human Resources Technician; Purchasing Clerk; Work Order Clerk. The product of the Administration Group is a seamless processing of all service documents, actions, reports, recurring tracking, etc. to be performed for the other groups so their emphasis is focused on technical accomplishment specialties. This requires the incumbent to comprehend all administrative processes within the service as well as those impacted by other services and outside interests. The incumbent is a key member of the Engineering management team and actively participates with other Facility Managers in budget formulation, strategic planning, customer service assessment, personnel utilization, labor relations issues, ADP programs.

FACTOR 1 – PROGRAM SCOPE AND EFFECT

The incumbent has full oversight and responsibility for a program consisting of technical and administrative staff performing a wide variety of duties in direct support of the other facilities programs; Office of the Chief, Operations, Planning and Medical Equipment. Tasks accomplished by Facilities Administration staff allow those other sections to focus on their technical expertise while coordinating all documentation and reporting activity. This is paramount for the efficiency of the entire service in providing specialized administrative support, being the focus for all service administration activities.

The Facilities Administration Program involves management, design, coordination, processing and archiving of all Engineering programs related to: entire service budgeting process, management of the financial records for all service expenditures, VA housekeeping quarters, master documents and data, service reports program, internal and external training, Environment of Care standards for JCAHO, service timekeeping, completion of technical reports for Engineering disciplines, service public relations, compliance with a multitude of regulatory documents, master planning and construction program documents/processes.

Incumbent attends on various medical center committees for the Chief Engineer in an official capacity.

The Facility Manager for Administration is required to have a broad, deep knowledge of administrative, financial and managerial principles, practices and theories in order to effectively direct and manage administrative functions. Other requirements include a comprehensive knowledge of VA policies, practices, procedures, and regulations as they pertain to the goals of the Department of Veterans Affairs. The incumbent is a consultant to service managers for all administrative issues. The incumbent has the authority to represent Engineering Service and the medical center in these areas.

Duties of the position require the identification and development of short and long term needs for the entire service related to Administration. This is assimilated from the three other Facilities sections and provided functions are responsive to their requirements and medical center interests. Design of administration processes must be consistent with medical center policy and be timely as a crucial customer service to the other Facilities sections.

Incumbent is responsible for technical results of the Administration section, adhering to work standards and other requirements. All technical direction and decisions are the responsibility of the Facility Manager for Administration.

Incumbent continually analyzes Administration section and individual work methods with intent of obtaining the most efficient organization. Evaluates staff capabilities against projected work requirements towards development of section programs to bolster productivity and accuracy. Incumbent is primary point of contact for administration issues for the entire service.

#### FACTOR 2 – ORGANIZATIONAL SETTING

Incumbent reports to the Chief, Engineering Service. The incumbent receives direction from the Chief, Engineering Service in the form of broadly defined policy statements and goals. The incumbent performs independently within this framework, relying on professional knowledge, experience and ability to apply sound organizational principles. VA manuals, directives, informational letters and VAMC policy guides as well as JCAHO standards, other independent regulations are interpreted by the incumbent for service application.

Incumbent is delegated full technical and administrative authority for daily and long term management of the activities and resources in accomplishment of Facilities Administration. Incumbent receives minimal technical guidance in performance of duties and has absolute latitude in technical/administrative decisions. All determinations made by the incumbent are considered authoritative and are reviewed only for potential conflict with policies and goals. The incumbent is an internal consultant for Engineering staff and the service link to other medical center services concerning all administrative topics.

#### FACTOR 3 – SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED

The Facility Manager for Administration supervises and provides daily direction to 5 employees consisting of a grade mix GS-4 to GS-6. The incumbent is responsible for overseeing the administrative support operations and tasks related to service functions of multi-million dollar construction programs, complex clinical equipment inventories, multi-million dollar capital facilities assets.

Incumbent supervises subordinate staff to ensure accomplishment of service and medical center mission. Responsible for overseeing and ensuring that decisions made by and work accomplished by all subordinates are in support of medical center mission and not in conflict with policies and regulations.

Supervision and management authority includes but is not limited to:

- Plans work to be accomplished by subordinates, sets and adjusts short term priorities and prepares schedules for completion of work.

- Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments and the capabilities of the administration staff.
- Prepares performance standards and evaluates subordinate employees. Recommends performance awards for subordinate staff when appropriate.
- Gives counsel, advice or instruction to subordinates and other Engineering staff on both work and administrative matters.
- Interviews candidates for administrative positions, and recommends appointment, promotion or reassignment to such positions.
- Hears and resolves complaints from subordinate employees, referring more serious unresolved complaints to a higher level manager.
- Effects minor disciplinary measures such as warnings and reprimands, recommending other actions in more serious cases.
- Analyzes benefits and costs of accomplishing administrative work in-house verses contracting and recommends which method to use.
- Finds and implements ways to eliminate or reduce significant bottlenecks and barriers to work production, promotes team building and improves business practices.

#### FACTOR 4 – PERSONAL CONTACTS

The Facility Manager for Administration has frequent contacts with the Director, Associate Director, Associate Director for Patient Care, Chief of Staff; clinical and administrative service chiefs, service specialists in resource areas, Headquarters and VISN staff. Internal relationships with key resource staff are frequent and detailed in nature. Recurring outside contacts include utilities representatives, State and County officials, other area medical centers, disaster response agencies. Contacts occur daily during the course of duties and require face-to-face meetings, telephone conversations, transmitting written material, computer/Internet links, and electronic reports.

The purpose of these contacts is to resolve conflicts, brief individuals regarding past, present and future activities, ensure compliance with schedules and regulations, explain complex administrative issues to service employees, plan work to be accomplished by the Administration Group. Contacts with other facility managers are to plan, accomplish and devise processes to support their missions with shared responsibility for success. Incumbent is the administrative authority and link between all Engineering staff and resource services of the medical center.

The incumbent at this level is a consultant to the medical center management for all service administrative issues and generally has the authority to represent the Engineering Service on these matters and on special assignments.

#### FACTOR 5 – DIFFICULTY OF TYPICAL WORK DIRECTED

The Facility Manager for Administration directly supervises the activities of 5 staff of the Administration Section. The incumbent has overall responsibility for the quality and performance of work accomplished by them. The work assigned to employees consists mainly of independent projects or duties that are to be completed by staff for other service sections or for the incumbent as coordinated for other medical center requirements. Assigned tasks include reports preparation, correspondence, established process duties, filing, timekeeping, data collection/retrieval, meetings scheduling, telephone duties, mail routing, purchasing duties, meeting minutes preparation, etc. The difficulty of work directed is increased by the necessity of prioritizing and coordinating the activities and resources at a two division medical center, ensuring uninterrupted functioning. Electronic coordination by incumbent is effectively required to oversee daily operations at both divisions while maintaining section coverage for critical customer service links such as the work order notification system, outside visitor reception. In incumbent is a critical process link between all service sections and the massive quantity of data maintained to successful operation of a multi-million dollar facilities program.

## FACTOR 6 – OTHER CONDITIONS

The Facility Manager for Administration must be capable of making decisions and providing judgments in extremely short time frames. The position requires familiarity with the functioning of all other medical center services and their critical needs in a customer based environment.

The incumbent is ultimately responsible for work performed by subordinate staff of the Administration Section such as:

- Administrative support to Chief, Facility Managers, General Foremen, Shop Foremen, staff.
- Ensuring assigned reports and suspense documents are accomplished, completed and submitted timely and accurately.
- Support to various medical center committees related to agendas, minutes, pertinent documents.
- Reads, reviews and interprets incoming documents for service impact and implementation.
- Resolve customer service issues.

In-depth knowledge and understanding of the Engineer/Architectural trade language related to service and medical center operations.

In-depth knowledge and understanding of the IFCAP, AEMS/MERS software located on VISTA systems.

Knowledge and expertise of various PC based software applications for personal and section support and total service data support.

The incumbent works indoors in an office setting.

In the performance of official duties, the incumbent has regular access to printed and electronic files containing sensitive data which must be protected under provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy. The incumbent is responsible for (1) protecting that data from unauthorized release or from loss, alteration or unauthorized deletion; (2) following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in a computer access agreement which the incumbent signs.

Approving Official (AO): The incumbent must ensure that VHA Handbook 1730.01, Use and Management of the Government Purchase Card Program, VA Handbook 4080, Government Purchase Card Procedures, and all Federal, VA, and local acquisition policies and regulations are followed and adequate documentation is maintained.

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The incumbent must review each completed purchase transaction and certify (or take other appropriate action) that each of the cardholder's purchases is a legitimate expenditure for the charged fund control point within 14 calendar days.

The incumbent must attend acquisition training at the same level as required for their warranted cardholders to include refresher training every 2 years, and signing VA Form 0242 indicating acceptance of responsibilities.

Addendum to PD# 596-075290

(Other duties as assigned: Serves as Alternate Controlled Substance Coordinator. Assist the coordinator to complete inventories in each area involved with controlled substances. In the absence of the coordinator, assures that all monthly inspections are assigned and completed and reviews and resolves discrepancies with the area supervisor and enters details into reports)

A handwritten signature in black ink, appearing to be 'Marcus L. Swanson', with a circled 'SD' or similar initials to the right.

Marcus L Swanson "SKIB"

03/02/2011