

POSITION DESCRIPTION (Please Read Instructions on the Back)

HRMS COPY

1. Agency Position No.
1628A

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Phoenix, AZ		5. Duty Station VA Medical Center		6. OPM Certification No.	
review				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 type="checkbox"/> No	
				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 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 <input type="checkbox"/> 4-Special	

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	Laundry Machine Operator	WG	7305	03	DA	12/4/07
e. Recommended by Supervisor or Initiating Office	Laundry Machine Operator	WG	7305	03		

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Facilities Services
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision Environmental Management Division
b. Second Subdivision Carl T. Hayden VA Medical Center	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 John Flowers, Assistant Administrator EMD Signature: <i>John A. Flowers</i> Date: 11-9-07	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Signature: _____ Date: _____
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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
FWS Job Grading Standard for Laundry Machine Operating, 7305, TS-5, 02/69

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.

Typed Name and Title of Official Taking Action
Diane Tinsley, HR Specialist
Signature: *Diane Tinsley* Date: 12/4/07

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)

LAUNDRY MACHINE OPERATOR

WG-7305-3

PD # 1628A

I. PRIMARY DUTIES (DRIER MAN)

Incumbent unloads washed linen items from washer-extractor machines and transports washed linens either to the flatwork ironer in carts or to the driers using a hoist and overhead monorail system.

Loads and unloads driers utilizing overhead monorail and carts. Sets temperature, drying time, cool-down time, reverse/non- reverse switch, and normal/permanent press switch on driers.

Transports dried items to finishing area using carts.

Cleans drier equipment and work area on a daily basis performing tasks such as emptying lint collectors, sweeping, and dusting with compressed air.

Performs other laundry worker tasks when washer—extractor and driers do not need attention. Such tasks include feeding flatwork linen to the ironer, hand folding linen, operation of the small piece folder, or sorting soiled linen.

Is the designated back—up for the Washman and loads, programs, and operates washer/extractors when the Washman is on leave.

II. SKILLS AND KNOWLEDGE

Must be thoroughly familiar with the technical/operational elements of both the gas and steam fired driers, including required drying temperatures, drying times, and cool—down times for a variety of different linen and garment items. Must know location of emergency gas cut—off switches and safe drier operating procedures. Must be equally familiar with the safe operation of the overhead monorail system and the procedures and controls required to safely unload washer/extractors.

Must have general knowledge of how to load, program, and operate washer/extractors, including linen washing categories, washer load weights, use of established wash formulas, and manual washing procedures for specialty items/rewash.

Is required to have full working knowledge of all equipment and procedures utilized by WG-1 and WG-2 Laundry Workers in laundry production tasks.

III. RESPONSIBILITY

The incumbent is under the general supervision of the Textile Care Facility Manager. Reports accidents, injuries, and job-related diseases in writing to immediate supervisor utilizing

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accident report forms.

Must sign-in at beginning of tour of duty, sign-out at end of tour of duty, initial for leave taken or initiate a leave request form.

Must coordinate work with the Wash-man to determine categories of items in the wash process, and plan ahead to sequence drying of items to assure an even or balanced flow of work in the machine folding and hand folding finishing areas. Must interface drying of permanent press items to ensure that uniforms do not get wrinkles set-in prior to garment finishing in the steam cabinet. Is observant of, and removes unsatisfactorily washed or damaged items from processing when they are noticed.

IV. PHYSICAL EFFORT

Continuous standing, walking, bending, stooping, pushing, heavy pulling, and heavy lifting is required to satisfactorily perform the duties of the position. Very heavy physical effort is required to pull wet, tangled linen out of the washer extractors for processing in the flatwork or drying areas.

V. WORKING CONDITIONS

Incumbent will be required to do heavy physical tasks for long periods which will require walking, standing, lifting, pulling, and pushing heavy loads to satisfactorily accomplish his/her duties. Is subject to exposure to lint and dust, and to extremes of heat, humidity, and noise generated by equipment.

Is required to wear properly adjusted comp vest back support while loading/unloading driers and washing machines.

VI. OTHER SIGNIFICANT FACTS

He/She must be safety conscious, exercising caution when working around machinery and slippery floors, and must follow safe work practices in all tasks accomplished.

Incumbent must have a self-starter attitude, and take the initiative in recognizing, resolving, or reporting out-of-line work flow situations that could result in work stoppage situations in the different processing areas of the laundry.

In the performance of official duties, the employees has access to printed and electronic files containing sensitive information which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws and regulations.

The employee is responsible for 1) protecting that information from unauthorized release or from loss, alternation, or unauthorized deletion, and 2) following applicable regulations and instructions regarding access to computerized files release of access codes, etc. as set out in the computer agreement and VA Policy Memorandum.



LOCATION NUMBER/ORGANIZATION
Carl T. Hayden VA Medical Center

SUBJECT NAME (Optional) POSITION TITLE/GRADE POSITION DESCRIPTION NUMBER (PD #)
Laundry Machine Operator, WG-7305-03 1628

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE: MAJOR, SUBSTANTIAL, MODERATE, LIMITED (checked). B. SCOPE OF OPERATIONS: WORLDWIDE, GOVERNMENTWIDE, MULTI-AGENCY, AGENCY (checked). C. PROGRAM RISK LEVEL: MAJOR, SUBSTANTIAL, MODERATE, LIMITED (checked).

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

Table with 3 columns: LINE NO., RISK FACTOR, RISK POINTS. Rows include Degree of Public Trust (1), Fiduciary Responsibility (1), Importance to Program (1), Program Authority (1), Supervision Received (1), Total Risk Points (Sum of Lines 1-5) (5).

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. SENSITIVITY LEVEL: SPECIAL SENSITIVE, CRITICAL SENSITIVE, NON-CRITICAL SENSITIVE, NONSENSITIVE (checked).

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems. CONCUR WITH RISK LEVEL (See STEP 2), INCREASE RISK LEVEL TO: MODERATE RISK, HIGH RISK.

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS: HIGH RISK, MODERATE RISK, LOW RISK/NONSENSITIVE (checked).

JUSTIFICATION SIGNATURE OF INFORMATION SECURITY OFFICER DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level: NO ADJUSTMENT (checked), INCREASE RISK LEVEL TO: MODERATE RISK, HIGH RISK. Sensitivity Level: NO ADJUSTMENT (checked), INCREASE SENSITIVITY LEVEL TO: NONCRITICAL SENSITIVE, CRITICAL SENSITIVE, SPECIAL SENSITIVE.

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL: HIGH RISK, MODERATE RISK, LOW RISK (checked). FINAL SENSITIVITY LEVEL DESIGNATION: SPECIAL SENSITIVE, CRITICAL SENSITIVE, NON-CRITICAL SENSITIVE, NONSENSITIVE (checked).

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR DATE (MM/DD/YYYY)
Deane Turley 6/22/06

JOB CLASSIFICATION EVALUATION STATEMENT

Current Classification: Laundry Machine Operator, WG-7305-3

Requested Classification: Laundry Machine Operator, WG-7305-3

I. REFERENCES

Federal Wage System Job Grading Standard for Laundry Machine Operating, 7305, TS-5, dated February 1969.

II. BACKGROUND

This evaluation is the result of a review relating to the reorganization of the Carl T. Hayden VA Medical Center. The supervisor of this job has certified that the duties are correct.

III. JOB AND TITLE DETERMINATION

The incumbent of this job is required to operate commercial-type laundry washers, extractors, or tumblers. This includes loading, unloading, and operating controls of machines. Such work is consistent with the job definition for Laundry Machine Operating, WG-7305. The approved title this job is Laundry Machine Operator.

IV. GRADE LEVEL DETERMINATION

This job grading standard has defined two grade levels: WG-3 and 5 Laundry Machine Operator. The grading of this job was derived from the most appropriate grade value, overall, of the total job and not the mechanical addition of the individual factors.

The incumbent must be thoroughly familiar with the technical/operational elements of both the gas and steam driers and have a general knowledge of how to load, program, and operate washer/extractors. The incumbent must coordinate with the washman to determine categories of items in the wash process, and plan ahead to sequence drying of items to assure an even or balanced flow of work in the machine folding and hand folding finishing areas. Physical stamina and strength is required to stand, walk, bend, stoop, push, pull and lift heavy loads to satisfactorily accomplish his/her duties. Working conditions is subject to extremes of heat, humidity, noise, and airborne lint. The grade for this job is determined to be WG-7305-3.

V. CONCLUSION

Job remains properly classified as Laundry Worker, WG-7305-3.

Vanessa Lawson, Human Resources Specialist Intern, 11/13/2007