

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

**HUMAN RESOURCES (05)**

1. Agency Position No.  
PD#6049-0

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Ft. Meade, SD		5. <del>Duty Station</del> Ft. Meade, SD		6. OPM Certification No.	
6. Description of Laundry Worker Leader, WL-7304-2 <i>(Show any positions replaced)</i>				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	
				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 Sensitive <input type="checkbox"/> 4-Special Sensitive	
								13. Competitive Level Code	
								14. Agency Use	

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	Laundry Machine Operator Leader	WL	7305	5	lpj	5/28/98
e. Recommended by Supervisor or Initiating Office	Laundry Work Leader	WL	7304	5		

16. Organizational Title of Position (if different from official title) \_\_\_\_\_ 17. Name of Employee (if vacant, specify) \_\_\_\_\_

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Textile Care Section
a. First Subdivision VA Black Hills Health Care System	d. Fourth Subdivision
b. Second Subdivision Facilities Management Service	e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position. \_\_\_\_\_  
Signature of Employee (optional)

**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 DONALD J. SMITH Environmental Care Manager	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) WILLIAM A. BAKER Chief, Facilities Management Service
Signature: <i>Donald J. Smith</i> Date: 5/26/98	Signature: <i>W. Baker</i> Date: 5/27/98

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  
Job Grading Standards for Laundry Worker  
WG-7304 (TS-2, 09/68); Laundry Machine Operator, WG-7305 (TS-5, 02/69); Leader WL/NL (TS-39, 01/80)

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.

Typed Name and Title of Official Taking Action  
HERB V. DOERING  
Acting Chief, Human Resources Management

Signature: *Betty J. Schumacher* Date: 5/25/98

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

24. Remarks \_\_\_\_\_

## LAUNDRY WORK LEADER

### I. PRINCIPAL DUTIES AND RESPONSIBILITIES

- A. Incumbent is responsible to the Textile Care Manager for assuring that the work assignments of the other employees of the section are carried out.
- B. Distributes and balances the workload among employees in accordance with established work flow or job specialization. Assures timely accomplishment of the assigned workload.
- C. Monitors progress of work and makes day to day adjustments in accordance with established priorities. Obtains assistance from the Textile Care Manager as needed.
- D. Incumbent maintains records of work accomplishments and prepares production reports as required.
- E. Instructs employees in specific tasks and job techniques.
- F. Gives on the job training to new employees in accordance with established procedures and practices in conjunction with training program provided by the Textile Care Manager, with strong emphasis on safe work habits.
- G. May operate all power equipment, washer/extractors, dryers, or any laundry related equipment in the absence of the regular machine operator to cover any vacant positions due to vacations, sick leave, etc.
- H. Leads other employees in daily assignments and monitors the quality of work being performed.
- I. Incumbent approves leave in the absence of the Textile Care Manager.
- J. Informs employees of available services and employee activities.
- K. Resolves informal concerns of employees and refers others to the Textile Care Manager. Reports to the Textile Care Manager on performance, progress, and training needs of employees and on disciplinary issues.
- L. Makes suggestions to Textile Care Manager as requested concerning promotions, reassignment, recognition of outstanding performance, and personnel needs.

M. Incumbent assumes total responsibility in operation of laundry during absence of the Textile Care Manager due to vacation, sick leave, training and trips off station.

N. Other duties as assigned.

## II. FACTORS

### Skill and Knowledge

- A. Incumbent must have the ability to perform any work requirements that may arise in the laundry. Must be capable of testing any laundry item and formula used to determine acceptability in neatness, sanitary visual effect and effective timeliness of accomplishment of routine or procedure.
- B. Incumbent must possess a general working knowledge of the characteristics of durable press uniforms and linen items and an understanding of polyester cotton blends, resin treated and post cured and the difference between polyester and cotton fibers. Have knowledge of the variables of load size, temperature, and time pertaining to washing, extracting, and drying of all materials.
- C. Incumbent must possess ability to read and interpret instruction, labels, mixtures of formulas, and safety precautions. Must possess ability to communicate both orally and in writing.

### Responsibility

- A. Incumbent is responsible for the full range of normal duties in all assignments involved with the textile care operations.
- B. Incumbent will, as a general rule, work independently of direct supervision in the direct application of his duties. Incumbent is expected to produce work at an acceptable level of quality and quantity and apply all available time to assigned and approved duties. Responsible for the safe use and proper care of equipment, chemicals, and other materials used.
- C. Minimum supervision is required of position. Supervision is readily available in person or by phone. Independent decisions may be required of immediate work assignment. Work is periodically inspected by Textile Care Manager.

Physical Effort – Standing and walking on concrete floors. Subject to continuous stretching, stooping, pulling, and heavy muscular effort in loading and unloading machines.

Working Condition – Incumbent is required to work in a hot and humid atmosphere and in a production setting.

Position Report  
Laundry Machine Operator Leader  
WL-7305-5

**BACKGROUND:** New position description submitted for reclassification with request from Chief, Facilities Management Service for upgrade to the WL-5 level. Position has been previously classified as Laundry Worker Leader, WL-7305-2, at the Fort Meade Site. Position was established to lead the work of the following positions in the Laundry Section: Laundry Worker, WG-7304-2, Laundry Worker, WG-7304-3, Laundry Machine Operator, WG-7305-3 and WG-7305-5, Sewing Machine Operator, WG-3111-4, and Motor Vehicle Operator (.5), WG-4.

**REFERENCES:** Job Grading Standards for Laundry Worker, WG-7304 (TS-2, 09/68); Laundry Machine Operator, WG-7305 (TS-5, 02/69); Job Grading Standards for Leader WL/NL (TS-39, 01/80).

**GRADE EVALUATION:** Position requires knowledge, skills, and abilities to adequately lead, train and perform duties of all positions above in the Laundry Section. Position requires a working leader qualified to perform regular nonsupervisory laundry worker and laundry machine operator duties. The highest level of nonsupervisory work led is Laundry Machine Operator, WG-7305-5. Position description reflects that incumbent must be qualified and will perform nonsupervisory work as a Laundry Machine Operator, WG-7305-5 in addition to the working leader duties. Therefore, the position is classified as Laundry Machine Operator Leader, WL-7305-5.

**CONCLUSION:** Position is classified as Laundry Machine Operator Leader, WL-7305-5.

*Betty Schumacher*

Betty Schumacher  
Personnel Management Specialist  
05/28/98

**Addendum to Position Description: Implementation of Socioeconomic goals for purchase card users and certifiers:**

**Responsibility: Conducts or ensures required market research to initiate procurement action utilizing the businesses targeted by the socioeconomic goal categories with special emphasis on veteran-owned small business, service-disabled veteran-owned small business, but also includes other small businesses, small disadvantaged business, 8(a) businesses, woman-owned small businesses, and HUB-Zone businesses.**

# Position Designation of National Security and Public Trust Positions

## Position Designation Record

Agency **Department of Veterans Affairs**  
 Position Title **Laundry Machine Operator Leader**  
 Series and Grade/Pay Band **WL-7305-5**  
 Position Description Number **6049-0**

Duties	Degree of Potential for Compromise or Damage
<i>Government service delivery, including customer service and public liaison</i>	<b>Limited impact</b> Duties involve customer service responsibilities and/or public liaison that could cause limited damage to individuals, business entities, or government programs or operations

Adjustment for program designation and level of supervision	
<i>Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)</i>	Agency impact
<i>Adjustment for level of supervision or other controls</i>	Periodic, ongoing review - ability to act independently a lot of the time

Designation Level	Suitability	
	Investigation	Form Required
<b>Tier 1</b>	<b>NACI</b>	<b>SF 85</b>

Total Points Designation	
<i>Total Initial Position Designation Points from Step 2</i>	1
<i>Adjusted Position Designation Points from Step 3</i>	1

Signature: Elizabeth Schumacher Date: 8/24/2011  
 Name: Elizabeth Schumacher, HR Specialist

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