

HUMAN RESOURCES

COPY

POSITION DESCRIPTION <i>(Please Read Instructions on the</i>				1. Agency Position No. 652-08902A	
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Extension <input type="checkbox"/> New Position <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtr <input checked="" type="checkbox"/> Field		4. Employing Office Location VAMC, RICHMOND	
5. Duty Station RICHMOND, VA		7. Fair Labor Standards <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		6. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and	
		8. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Manager		12. Sensitivity 1-Non-Sensitive 2-Noncritical 3-Critical <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
		13. Competitive Level Code		14. Agency Use	

15.	Official Title of Position	Pay Plan	Occupational	Grade	Initial	Date
a. U.S. Office of Personnel						
b. Department, Agency or						
c. Second Level Review						
d. First Level Review	<i>Electrical Equipment Repairer</i>	<i>WG</i>	<i>2854</i>	<i>9</i>	<i>RP</i>	<i>9/13/95</i>
e. Recommended by	ELECTRICAL EQUIPMENT REPAIRER	WG	2854	9		
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	
a. First Subdivision VA MEDICAL CENTER, RICHMOND		d. Fourth Subdivision	
b. Second Subdivision PROSTHETIC TREATMENT CENTER		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		knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and is true or misleading	
a. Typed Name and Title of Immediate Supervisor JUDY A. JOHNSON, CHIEF, ORTHOTIC LABORATORY		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) C. CEZETTE AYLETT, ASSISTANT CHIEF	
Signature <i>Judy Johnson</i>		Signature <i>C. Cezette Aylett</i>	
Date 8-29-95		Date 8/29/95	

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 <i>WG 4805 June 1976</i> <i>WG 4806 Nov 1969</i>	
Typed Name and Title of Official Taking Action ROBERT L. PARKER, POSITION CLASSIFICATION SPECIALIST		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 <i>Robert L. Parker</i>			
Date 9/13/95			

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

24. Remarks

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

ADDENDUM TO POSITION DESCRIPTION

Addendum to Position Description Number ELECTRICAL EQUIPMENT REPAIRER, GS-9
08902A

Duties: Add the following statement.

For positions with ADP access:

If the employee has access to printed and/or electronic files containing sensitive information in the performance of official duties, all information or data must be protected under the provision 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, alteration, 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 access agreement and VA Policy Memorandums.

ELECTRICAL EQUIPMENT REPAIRER, WG-9

I. Principle Duties and Responsibilities

Incumbent serves as a Wheelchair Repairperson in the Prosthetic Treatment Center (PTC). He/she will provide complete wheelchair repair service(s) to inpatients and emergency repairs to wheelchairs provided to eligible beneficiaries for outpatients from the clinic of jurisdiction assigned to the PTC. This will involve, but not necessarily limited to, repairs to mechanical and electric wheelchairs, mechanical and motorized litters as well as battery chargers.

Incumbent works in an health care environment in providing items and services to a myriad of customers. The customers served consist of individuals of all ages, backgrounds, disabilities as well as both sexes. The incumbent must have knowledge of a wide variety of disabilities both physical and psychological and the impact of these disabilities on our customers.

Incumbent is responsible for insuring that manufacturers approve all aftermarket modifications and design changes which may be necessary to accommodate an individual's disability. He/she must possess basic electro-mechanical skills and knowledge of electrical and mechanical hand tools and specialized wheelchair devices which may be used for straightening wheels and frames. Familiarization with acetylene welding equipment and the ability to weld, braze, and silver solder to repair frames and accessories as necessary. Knowledge of electronics must be sufficient to trouble shoot circuitry with electronic testing equipment in order to identify and replace defective or malfunctioning components and must include but not be limited to familiarization with electrical hardware such as relays, switches, couplings, shunts, armatures, etc. In addition, it is imperative that the incumbent be able to interpret all relevant electrical schematics and technical data associated with this field.

Incumbent is responsible for providing a complete service to the patient. He/she may be required to contact the physician or other healthcare professional directly and confer with them and may be asked to assist in reaching the correct wheelchair prescription or requests for repairs and/or modifications.

Duties will often consist of, but not necessarily limited to, routine repairs such as tire and upholstery changes, but trouble shooting and diagnostic work is required for motorized equipment and plays a significant role in the incumbent's day to day duties and responsibilities. Self motivation, initiative, innovation and tenacity are essential for the design and/or installation of controls (hand controls, nudge, head control, sip and puff).

Incumbent will be flexible to the extent that he/she will meet all requirements of the workload at any time deemed necessary to reasonably protect the safety and continuous outpatient treatment of veteran beneficiaries.

In addition to routine contacts with Prosthetic staff members, the incumbent may have daily contact with veterans and/or their families, Physical Medicine and Rehabilitative Service personnel, medical staff and other health care professionals. The incumbent must have knowledge of a myriad of complex disabilities and their effects both physically and emotionally on the customers we serve.

Contact with hospital personnel will be for the purpose of, but not necessarily limited to, obtaining "feedback" and to determine the nature of requests for repairs and modifications. On rare occasions, special situations may require the incumbent to make a home visit with other members of the Prosthetics, Physical Medicine and Rehabilitative Service, or Engineering staff.

Incumbent will be required to do a great deal of stooping and bending while inspecting and repairing chairs. It will frequently be necessary to assist veterans and their families in lifting equipment in and out of their cars when equipment is brought to the Medical Center. In addition, visits to the wards will involve a great deal of walking.

The most hazardous aspect of this position will be handling and maintaining batteries. Batteries are explosive and filled with acid. This will require the incumbent to be extremely safety conscious. Battery maintenance must take place in well ventilated areas where there is little chance of battery gases contacting sparks or open flames. Safety equipment such as goggles, rubber gloves and aprons shall be utilized for this work. Caution must be exercised to avoid electrical shock when performing maintenance on battery chargers.

Operation of all power equipment and welding equipment is hazardous and will require the incumbent to approach with extreme caution. Caution must be exercised to avoid electrical shock when performing maintenance on electric components or installing electrical equipment. Incumbent must always seek assistance when lifting heavy equipment in order to prevent injury to him/herself, co-workers and veteran beneficiaries.

If the employee has access to printed and/or electronic files containing sensitive information in the performance of official duties, all information or data must be protected under the provision 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, alteration, 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 access agreement and VA Policy Memorandums.

II. Supervisory Controls

This position is designed for a self-starter and highly motivated individual who does not require a great deal of direct supervision. Supervision will be provided by the Chief, Orthotic Laboratory.

III. Other Significant Facts

Incumbent will be required to operate a GSA van/truck within the clinic of jurisdiction of the PTC, in order to complete local deliveries and/or pick-ups when necessary. The truck will also be utilized to obtain or deliver necessary equipment from or to the vendor authorized to provide home pickup and delivery of durable medical equipment.

Incumbent will be responsible for accurate submission of completed work orders or other documents as requested within allowable timeframes to the Chief, Orthotic Laboratory.

Incumbent will be responsible for notifying appropriate Prosthetic staff regarding manufacturer issues and/or concerns. This notifications necessary to insure that appropriate corrective action may be taken.

Duties will require a great deal of driving, stooping, bending, and lifting of equipment either physically or via the use of loading or lifting devices. Incumbent will request assistance when necessary to left wheelchairs and litters.