

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

1. Agency Position No.

4838-A

2. Reason for Submission

Redescription  
 Reestablishment  
 New  
 Other

3. Service

Hdqtrs.  
 Field

4. Employing Office Location

Medical Center

5. Duty Station

Ann Arbor, MI (506)

6. OPM Certification No.

7. Fair Labor Standards Act

Exempt  
 Nonexempt

8. Financial Statements Required

Executive Personnel  
 Financial Disclosure  
 Employment and Financial Interests

9. Subject to IA Action

Yes  
 No

10. Position Status (Show any positions replaced)

Competitive  
 Excepted (Specify in Remarks)  
 SES (Gen.)  
 SES (CR)

11. Position Is:

Supervisory  
 Managerial  
 Neither

12. Sensitivity

1-Non-Sensitive  
 2-Noncritical Sensitive  
 3-Critical Sensitive  
 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	Maintenance Helper	WG	4749	5	CB	7-23-96
e. Recommended by Supervisor or Initiating Office	Maintenance Helper	WG	4749	5		

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

Unit Maintenance Provider

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Veterans Affairs

c. Third Subdivision

DAY/NIGHT SHIFT PATIENT CARE HOUSEKEEPING

a. First Subdivision

Medical Center

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

As Appropriate/Designated  
Head Nurse

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

JO M. TIRONE, RN, MS  
Associate Medical Center Dir. for Patient Care

Signature

Date

Signature

Date

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

OPM'S FED. WAGE SYSTEM JOB GRADING STANDARDS for MAINTENANCE MECHANIC AND HELPER POSITIONS, WG-4749, TS-30, 5/74.

Typed Name and Title of Official Taking Action

THOMAS M. GELONECK  
Personnel Officer

**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

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor	JA	11/30/06								
c. Classifier	LC	1/30/06	T.B.	11/4/2011						

24. Remarks

THIS POSITION IS AT THE FULL-PERFORMANCE LEVEL. BARGAINING UNIT STATUS: 1272 (ELIGIBLE). POSITION SENSITIVITY: LOW RISK (NACI SECURITY CLEARANCE REQUIRED).

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

## UNIT MAINTENANCE PROVIDER

### POSITION DESCRIPTION

The position of Unit Maintenance Provider (UMP) is under *Facilities Management* services. The incumbent is responsible for maintaining environmental and sanitation aspects of the Patient Focused Care Unit (PFCU) at the Ann Arbor VA Medical Center. These responsibilities will be carried out 24 hours a day, seven days a week.

#### I. PRINCIPLE DUTIES AND RESPONSIBILITIES:

The UMP of the PFCU will provide services related to the cleanliness, maintenance and sanitation of the PFCU. The team member duties include but may not be limited to the following:

A. Plans daily schedule to routinely spot wash wall surfaces to remove finger prints, soap deposits, splash marks, body/fluid drainage, food spillage and furniture marks.

B. Inspects the unit at regular intervals to assure the cleanliness/sanitation of water fountains, windows and glass inserts, screens, light fixtures, fans, vents, shower curtains, cubicle curtains, venetian blinds, window shades, window curtains, brass and chrome, floors, walls, mirrors, furniture, mechanical equipment such as wheel chairs, beds, stretchers, refrigerators, appliance (built-in and free standing) fixtures, window sills, air conditioners, sinks, toilets, urinals, wash basins, bath tubs, shower stalls, doors and door frames, ceilings, telephones and art work. Removes and cleans ceiling and wall vents, steam coilgrids and surrounding area.

C. Prepares and inspects patient rooms prior to admissions and/or transfer of patients. Conducts terminal cleaning of rooms on transfer and discharge of patients. This duty entails making the bed, and assuring adequacy of linen and personal supplies.

D. Cleans and maintains the unit in accordance with Universal Precaution policy and procedure. Handles soiled textiles and linens, provides isolation cleaning in accordance with current infection control policies and practices.

E. Operates power cleaning equipment and accessory tools, including microstat wet-dry vacuums, scrubbing and buffing machines, battery powered scrubbing machines, wall washing equipment, steam cleaning equipment, hand tools (scraper, screwdriver, hammer, power drill, etc.) floor mops, treated dry mops, sponges, brushes, brooms and other related tools and equipment. The team member maintenance duties are at a helper's level and do not require certification or licensure.

F. Conducts and documents preventative maintenance checks and inventories for electrical safety outlets, patient call light system, hand rails, equipment, and tools as required.

2.

## Unit Maintenance Provider, Position Description

G. Performs basic repairs to built-in and free-standing general office furniture and mechanical equipment (not involving electrical or hydraulic repairs) such as beds, wheelchairs, chairs, cubicle curtain tracks, window shades/blinds, doors, door closures, latches, screens, handrails, and drainage obstructions (sinks, toilets, urinals), re-adheres cover base and corner guards.

H. Maintains an aesthetic and safe environment by replacing light bulbs, basic repairs to wall coverings, touch up wall painting, hanging signage, and wall decorations.

I. Obtains, uses and returns supplies of paint and wall paper on the same day of usage to meet VA safety policies and standards.

J. Collaborates with the unit manager and unit information coordinator to identify, plan and revise patient care supplies for linens, textiles, equipment, etc.

K. Communicates special or emergent patient care supply/equipment needs to other services in collaboration with the unit information coordinator.

L. Reviews the availability of supplies on a daily basis and supplements stock as needed with patient care services.

M. Communicates with patient care services for the return of soiled equipment and supplies.

N. With other team members, prepares the patient's bedside table for tray delivery, by cleaning stand, obtaining tray (from designated area), delivering tray to bed side, opening packets and beverages, placing straws in liquids, removing covers, and lids, cutting food, etc.

O. Microwaves prepared meals and distributes nourishment and supplements under patient care team member guidance.

P. With other team members, collects and returns soiled trays to the cart and places cart in designated area.

Q. Assists other team members in the transportation of patients to and from the PFCU to other areas of the medical center. Duty may include walking with patients, pushing wheelchairs and stretchers.

R. Delivers specimens, supplies, medical records, x-rays and other items for patient care needs.

3.

### Unit Maintenance Provider, Position Description

S. Utilizes the Decentralized Hospital Computer Program (DHCP) to enter work orders, supply requests and other actions. Informs unit information coordinator of needed follow-up or status of requests.

## II. RESPONSIBILITIES:

A. The team member is supervised by the Unit Manager and/or designee. The member receives assignments from the supervisor orally or in writing.

B. Performs and completes duties independently, sets priorities and adjusts schedule to meet patient care needs, assuring high quality performance.

C. Communicates independently with other teams and services to complete duties and assignments without delay.

D. Complies with VA Medical Center safety regulations and policies to prevent injury to patients, visitors, employees, and others.

E. Utilizes training in the cleaning and sanitation of different types of materials, equipment, floors, wall surfaces and other environment surfaces using Universal Precaution standards.

F. Complies with use and disposal of waste, to include contaminated, hazardous and textile materials.

G. Complies with Universal Precautions to prevent the spread of disease or cross-infection.

H. In accordance with the Privacy Act of 1974, the team member is responsible for protecting data from unauthorized release, loss, alteration, or deletion, and following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as stated in the computer access agreement.

I. Assists with the orientation of new UMPs.

## III. SKILLS AND KNOWLEDGE REQUIRED BY THE POSITION:

A. Knowledge of VA policies, procedures and various medical center services to effectively and skillfully carry out duties and orient and assist team members.

B. Knowledge of problem-solving strategies to facilitate smooth timeliness of problem resolutions.

4.

#### Unit Maintenance Provider, Position Description

C. Knowledge of the team building process. Functions as an integral member of the Patient Focused Care Team and assists with the ongoing team building process.

D. Demonstrates skill in listening techniques and verbal and written communication.

E. Knowledge of DHCP computer system to input and extract data.

F. Demonstrates skill in independently establishing job priorities, adjusting work schedule to meet patient care needs.

G. Knowledge and skill in sanitation procedure for patient focused care unit, equipment, and tools.

H. Knowledge of hazardous materials and procedures to follow to limit exposure.

I. Knowledge of preventive maintenance requirements. Knowledge of safety policies and procedures. Knowledge of emergency preparedness policies.

J. Knowledge and skill of basic maintenance repairs.

K. Skill in the operation of power tools, power cleaning equipment and accessory tools.

L. Knowledge of maintaining tools, equipment and appliances.

M. Knowledge of preventative maintenance requirements.

N. Skill in recognizing malfunctioning tools and equipment.

O. Knowledge and skill in the proper use of cleaning materials.

P. Working knowledge of the VA Medical Center inventory management system to maintain the PFCU supplies and equipment.

Q. Knowledge of correct diets, when delivering trays and using dietary checklist to ensure proper trays are received.

R. Knowledge of proper body mechanics in the transportation of patients.

S. Knowledge of the physiological and psychological changes in the patient population from young adult to the elderly to enhance appropriate interactions.

#### IV. PHYSICAL EFFORT:

5.

Unit Maintenance Provider, Position Description

The work requires a considerable amount of physical strain, including walking, grasping, lifting and carrying different sizes and weights of tools, equipment, waste and maintenance materials (up to 50 pounds). Requires pushing equipment and carts weighing up to 800 pounds. Work may require the use of extension ladders (up to 8 feet). Work may be performed in tiring positions, such as standing, stooping, kneeling, etc.

**V. WORKING CONDITIONS:**

Majority of work is performed on the PFCU in a controlled environment. May be exposed to communicable diseases, irritating fumes, hazardous materials, electrical shock, burns, cuts, bruises, falls from ladders, injury from lifting and carrying moderately heavy objects or injury on slippery washed/waxed, or spilled materials on floors, psychiatric and/or disturbed patients and families.



# POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION

306/VA Ann Arbor Healthcare System

SUBJECT NAME (Optional)	POSITION TITLE/GRADE Maintenance Helicopters WG-4749-5	POSITION DESCRIPTION NUMBER (PD #) 4838-A
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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

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

<b>A. IMPACT ON EFFICIENCY OF SERVICE</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	<b>B. SCOPE OF OPERATIONS:</b> <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	<b>C. PROGRAM RISK LEVEL</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED
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### STEP 2 - POSITION RISK POINTS

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

### STEP 3 - POSITION SENSITIVITY LEVEL National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	1
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	7

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. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

<input type="checkbox"/> SPECIAL SENSITIVE	<input type="checkbox"/> CRITICAL SENSITIVE
<input type="checkbox"/> NON-CRITICAL SENSITIVE	<input checked="" type="checkbox"/> NONSENSITIVE

### 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

### JUSTIFICATION

per series 4749

SIGNATURE OF INFORMATION SECURITY OFFICER: *[Signature]*

DATE (MM/DD/YYYY): 8-28-06

### 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.

<b>Risk Level:</b> <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE RISK LEVEL TO: <input type="checkbox"/> MODERATE RISK <input type="checkbox"/> HIGH RISK	<b>Sensitivity Level:</b> <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE SENSITIVITY LEVEL TO: <input type="checkbox"/> NONCRITICAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> SPECIAL SENSITIVE
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### STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

<b>FINAL POSITION RISK LEVEL</b> <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK	<b>FINAL SENSITIVITY LEVEL DESIGNATION</b> <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input checked="" type="checkbox"/> NONSENSITIVE	Reviewed: July 17, 2009 Approved: Tom Bixler, HR Spec. (Class.) for J. Scott Lodge, Dir., HRMS (05) Ref: VA Dir. 6500, dtd. 8/4/06 VA AAHCS Policy 40-17, dtd. 3/31/08
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SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR: *[Signature]* HRWO

DATE (MM/DD/YYYY): 8/29/06