

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **07166A**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) LER, WG-5317-10 dtd. 5/4/98		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAMC Battle Creek	5. Duty Station 515/Battle Creek	6. OPM Certification
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 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. <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special		13. Competitive Level Code
				14. Agency Use	

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 Equipment Repairer	WG	5317	10	MK	3-10-06
e. Recommended by Supervisor or Initiating Office	LAUNDRY EQUIPMENT REPAIRER	WG	5317	10		

16. Organization Title of Position (If different from the official title) _____ 17. Name of Employee (if vacant, specify) _____

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Engineering Service
a. First Subdivision VA Medical Center	d. Fourth Subdivision Mechanical Maintenance Section
b. Second Subdivision Administrative Services	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
TONY L. GREENE, Mechanical Maintenance Supervisor
 Signature *Tony L. Greene* Date **3-1-06**

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
RANDY J. CRANDAL, Chief, Engineering Service
 Signature *Randy J. Crandal* Date **2/1/06**

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
Adnk for Dec Grady Families dtd 8/02
JCS for IEM. dtd 11/00 (TS-40)

Typed Name and Title of Official Taking Action
THOMAS GELONECK, Chief, HRMS
 Signature *Thomas Geloneck* Date **3/13/06**

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.

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 EQUIPMENT REPAIRER, WG-5317-10

INTRODUCTION:

The position is that of a Consolidated Textile Care Equipment Repairer in the VISN 11 Consolidated Textile Care Facility, Battle Creek, Michigan. This position involves the troubleshooting maintenance, modification, overhaul, fabrication, and/or repair of Consolidated Textile Care production equipment and support systems. This work requires knowledge of the practical application of mechanical, electrical, and electronics principles, the skills and ability to recognize improper operation, locate the cause, and determine the best method to correct the defect and the skill to disassemble, assemble and adjust mechanical and electronic equipment. The primary duties of the position are as follows:

GENERAL DUTIES:

Performs overhaul, installation, maintenance, modification, and repair of various types of equipment which is characterized by moderate complexity of design, construction, and function. Most laundry equipment is usually self-contained and functionally independent.

Performs electrical adjustment to the laundry equipment to compensate for drift from their original settings due to normal operational service. Adjustments made in accordance with the manufacturer's recommendations and specifications as prescribed in the equipment service manuals.

Performs mechanical adjustments and calibrations to correct operational variations which will change the mechanical functions of the equipment over a period of time because of vibration, normal wear, dirt and lint. Checking all mechanical function carefully for cleanliness and proper adjustment before making any electrical adjustments in accordance with and as recommended by the equipment manufacturer in the prescribed equipment service manuals.

Performs daily, weekly, monthly, semi-annual and annual preventive maintenance requirements on all Consolidated Textile Care production equipment in accordance to management system schedule for preventive maintenance. Some examples of preventive maintenance are: checking all drive chains daily to be sure they are properly seated on their sprockets and are not excessively tight or loose, insuring that drive chains are properly adjusted and lubricated in accordance with equipment manufacturers specifications; cleaning of an entire machine; checking and adjusting electric eye controls; checking all switches and counters; checking a unit for overall operation, etc.

Analyzes and trouble-shoots the equipment following instructions set forth and prescribed by the equipment manufacturer to aid in expediently located and correcting malfunctions of the equipment.

Works on components of the laundry production system such as washer/extractor, ironers, spreader feeders, folders, dryers, and associated control consoles, steam boiler and distribution

systems, circulating and distribution systems, water softening systems, regulated and unregulated power supply systems, water supply circulating and distribution systems, laundry chemical storage, distribution, injection and control systems. The systems and equipment are large and complex, which have a variety of complicated components and parts including micro processors and computer components. Systems that provide heat source, circulating flow rates and pressures, and control systems with critical and rigid requirements that are difficult to troubleshoot, adjust, calibrate, balance, and repair.

Maintenance and repairs of complex laundry systems and equipment including a wide variety of functions such as checking and tightening bolts throughout the system, examining and replacing bad worn parts, bearings and bushings; dismantling; cleaning and reassembling valves, checking and adjusting external and internal linkages; replacing defective gaskets, diaphragms, bellow, and worn-out valves; repairing valves by loose connections; re-packing and/or replacing gaskets and valve seats. Mounting connecting and adjusting transformers, motors, electrical and electronic relays, solenoids, switches, thermostats, rheostats,; repair and replacement of water regulators and boosters, oil and air supply control systems, blowers and draft motors; checking and testing of safety devices, trip switches and special governors; and replacement of bearings, caster, packings and seals. Fabricates and modifies parts when necessary. Technician always completes the job by adjusting, calibrating and testing the system for proper operation when the overhaul, installation, maintenance, modification, and repairs are completed.

Incumbent will attend Medical Center activities as workload permits.

SKILLS AND KNOWLEDGE:

Because the components and controls of this large automated laundry production system are numerous and more complicated, the incumbent must have some skills, knowledge and capabilities of performing at the journeyman skill level in the mechanical, electrical, and electronic trades in order to independently make calibrations, adjustments, troubleshoot, repair, and perform the required general maintenance activities necessary to sustain the uninterrupted operation and production of the automated hands-off laundry system and it's associated equipment.

Incumbent must be thoroughly skilled and knowledgeable of the operation and maintenance of all laundry equipment, including computerized electromechanical control systems, micro-processors, and computer boards.

Incumbent must have a thorough knowledge of mechanical, electrical and electronic systems. Have the ability to use hand tools and machine tools, test equipment used in the maintenance, troubleshooting, repair, calibration, adjustment, and modification functions of maintenance of sophisticated automated laundry production system.

Incumbent must have the knowledge and ability to read and interpret blueprints and sketches needed to perform the work required in maintaining all of the laundry equipment, control units, and support systems which are associated with the hands-off automated laundry production system.

Incumbent must have knowledge of standard construction, layout and circuit principles, and customary trade practices in the repair function of electrical, electronic and mechanical equipment. Knowledge of general electronics, electronic drawings, and schematics of moderated complexity standard troubleshooting procedures, and be skilled in diagnosing problems and determining corrective action required.

RESPONSIBILITIES:

The incumbent is under the general supervision of the Mechanical Maintenance Supervisor, but must act on his/her initiative in many instances in order to keep the laundry at peak efficiency and maximum productivity with minimal delay. Work is and can be initiated, assigned, and performed from laundry supervisory instructions, equipment malfunctions, preventive maintenance inspections, and work orders; and in all cases requires minimal supervision and direction.

The incumbent is responsible for practicing good housekeeping and safety habits. Responsible for determining and submitting to the laundry management written request containing all pertinent information required to order the needed laundry equipment repair parts and supplies in a timely manner.

The incumbent is responsible to individually evaluate the current situation regarding malfunctions, work assignments, and equipment failures, and exercise sound judgment in scheduling work and accomplishing tasks that will result in minimal disruption to the productive work force of the Consolidated Textile Facility. Work is spot-checked for compliance with directives, specifications, and accepted trade practices.

PHYSICAL EFFORT:

Incumbent is required to meet the normal physical demands of the mechanical, electrical and electronic maintenance mechanic tasks such as bending, stooping, kneeling, heavy lifting, pulling, and pushing, and must be able to work in high places from ladders and/or scaffolding.

WORKING CONDITIONS:

Normally works in a well-lighted, ventilated area, but at times must work in hot, cramped, confined quarters, outside in inclement weather, and is subject to contagious disease from soiled laundry; subject to accidental burns, scalds, bone fractures, electrical shock, etc., as a result of working around laundry equipment and associated systems.

ADP SECURITY:

In the performance of official duties, the employee has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and DM&S policy. The employee is responsible for protecting that data from unauthorized release or loss, alteration,

or unauthorized deletion, and following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in a computer agreement which the employee signs. This position is designated as ADP-III, non-sensitive (level 1).

POSITION REPORT

NATURE OF PROPOSED ACTION

Redescription

POSITION NUMBER

7166-A

EXISTING

CLASSIFICATION TITLE Laundry Equipment Repairer	SCHED. WG	SERIES 5317	GRADE 10
ORGANIZATIONAL TITLE	NO. POSITIONS 2		
NAME OF EMPLOYEE	SECOND ORGANIZATIONAL SUBDIVISION Maintenance Groups		
STATION AND LOCATION VAMC, Battle Creek, MI	THIRD ORGANIZATIONAL SUBDIVISION Mechanical Maintenance Section		
FIRST ORGANIZATIONAL SUBDIVISION Engineering Service	FOURTH ORGANIZATIONAL SUBDIVISION		

PROPOSED

PROPOSED CLASSIFICATION TITLE Laundry Equipment Repairer	SCHED. WG	SERIES 5317	GRADE 10
PROPOSED ORGANIZATIONAL TITLE	NO. POSITIONS 2		

EVALUATION SUMMARY

CLASSIFICATION TITLE Laundry Equipment Repairer	SCHEDULE WG	SERIES 5317	GRADE 10
ANALYSIS AND EVALUATION <i>(Use additional blank sheets if more space is required.)</i>			
<p>References: Handbook for Occupational Groups and Families dated August 2002 and Job Grading Standard for Industrial Equipment Mechanic, 5352, dated November 1980 (TS-40).</p> <p>Background: This redescription is being submitted to update the duties and responsibilities since the current position description is over 7 years old.</p> <p>Series and Title Determination: The WG-5317 and the title of Laundry Equipment Repairer is given to this position because the position involves the repairing and operating a variety of equipment and systems used in the VISN 11 consolidated laundry facility.</p> <p>Grade Determination: The WG-10 grade is assigned because the duties and responsibilities requires the skill and knowledge, responsibility, physical effort, and working conditions that matches the WG-10 level on pages 9 & 10 of the cross referenced standard.</p> <p>FLSA Determination: Nonexempt</p> <p>Conclusion: The appropriate Title, Series, and Grade for this position are Laundry Equipment Repairer, WG-5317-10.</p>			
CONCUR <i>[Signature]</i> Thomas Geloneck	DATE 3/13/06	EVALUATED BY Michael Knutson <i>[Signature]</i>	DATE 3-10-06
TITLE AND/OR ORGANIZATIONAL LOCATION Human Resources Officer		TITLE HR Specialist (Classification)	

POSITION RISK AND SENSITIVITY LEVEL DESIGNATION

STATION NUMBER/ORGANIZATION 515 VAMC Battle Creek, MI		
SUBJECT NAME (Optional)	POSITION TITLE/GRADE LAUNDRY EQUIPMENT REPAIRER, WG-5317-10	POSITION DESCRIPTION NUMBER (PD #) 07166-A

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 <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	B. SCOPE OF OPERATIONS: <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	C. PROGRAM RISK LEVEL <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

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

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. 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

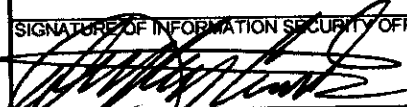
NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

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

SIGNATURE OF INFORMATION SECURITY OFFICER: 

DATE (MM/DD/YYYY): 4-18-07

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: <input checked="" type="checkbox"/> NO ADJUSTMENT <input type="checkbox"/> INCREASE RISK LEVEL TO: <input type="checkbox"/> MODERATE RISK <input type="checkbox"/> HIGH RISK	Sensitivity Level: <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

FINAL POSITION RISK LEVEL <input type="checkbox"/> HIGH RISK <input type="checkbox"/> MODERATE RISK <input checked="" type="checkbox"/> LOW RISK	FINAL SENSITIVITY LEVEL DESIGNATION <input type="checkbox"/> SPECIAL SENSITIVE <input type="checkbox"/> CRITICAL SENSITIVE <input type="checkbox"/> NON-CRITICAL SENSITIVE <input checked="" type="checkbox"/> NONSENSITIVE	DATE (MM/DD/YYYY) 4/25/07
SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR: 