

# POSITION DESCRIPTION (Please Read Attached Instructions)

1. Agency Position No. # 6766A  
6. OPM Certification No.

|   |   |  |                                |
|---|---|--|--------------------------------|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New<br><input type="checkbox"/> Reestablishment <input type="checkbox"/> Other                     | 3. Service<br><input type="checkbox"/> Hdqrs. <input checked="" type="checkbox"/> Field | 4. Employing Office Location<br>VAMC (Atlanta)   | 5. Duty Station<br>Decatur, GA |
| 7. Fair Labor Standards Act<br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt  |   | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel <input checked="" type="checkbox"/> Employment and Financial Interest   |                                |
| 10. Position Status<br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted (Specify in remarks)<br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) |   | 11. Position is<br><input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Neither<br><input type="checkbox"/> Managerial   |                                |
|   |   | 12. Sensitivity<br><input checked="" type="checkbox"/> 1-Non Sensitive <input type="checkbox"/> 3-Critical Sensitive<br><input type="checkbox"/> 2-Non Critical <input type="checkbox"/> 4-Special Sensitive |                                |
|   |   | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |                                |
|   |   | 13. Competitive Level Code<br>X01  |                                |
|   |   | 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                             | Electronics Mechanic       | WG       | 2604              | 11    | BT       | 8/20/03 |
| e. Recommended by Supervisor or Initiating office | Electronics Mechanic       | WG       | 2604              | 11    |          |         |

16. Organizational Title of Position (if different from official title)  
Electronics Mechanic (Industrial Controls)

17. Name of Employee (if vacant specify)

18. Department, Agency, or Establishment

Department of Veterans Affairs

a. First Subdivision  
Medical Center

b. Second Subdivision  
Facilities Service Line

c. Third Subdivision  
Maintenance and Operations Section

d. Fourth Subdivision  
Utility Management Unit

e. Fifth Subdivision  
Plant Operations

Signature of Employee (optional)

19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.

arvisory Certification. I certify this is an accurate statement of 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  
Brian Keller  
Maintenance Mechanic Supervisor

Signature: *Brian Keller* Date: 7/31/03

b. Typed Name and Title of Higher Level Supervisor or Manager (optional)  
Jeffrey A. Sage  
Manager, Facilities Service Line

Signature: *Jeffrey A. Sage* Date: 7/29/03

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  
USOPM FWS Job Grading Standard for Electronics Mechanic, WG-2604 (HRCD-4), Dated December 1997:

Typed Name and Title of Official Taking Action  
for William F. Lamm  
VISN 7 HR Manager

Signature: *William F. Lamm* Date: 8/20/03

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 of 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 | Initials | Date | Initials | Date |
|------------------------|----------|------|----------|------|----------|------|----------|------|----------|------|
| a. Employee (optional) |          |      |          |      |          |      |          |      |          |      |
| b. Supervisor          |          |      |          |      |          |      |          |      |          |      |
| c. Classifier          |          |      |          |      |          |      |          |      |          |      |

24. Remarks  
• Full Performance Level

25. Description of Major Duties and Responsibilities (See Attached)  
rec'd 8/6/03 BT

NSN 7540-00-834-4265 5008-105 OF8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295

**POSITION DESCRIPTION  
ELECTRONICS MECHANIC (INDUSTRIAL CONTROLS)  
WG-2604-11**

The Industrial Controls Electronics Mechanic provides the safe, reliable, efficient, and effective function of HVAC mechanic and maintainer of non-medical electronic instruments and devices used in the medical center. Electronic instruments and devices range from simple individual items to complex systems that span a number of occupational categories (i.e., electrical, mechanical, refrigeration, etc.) and employ high levels of technology. In addition, the incumbent specializes in electronic equipment used primarily in plant operation applications such as energy management systems, building automation systems, computer networking, HVAC controls, access controls, and security systems.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- A. The incumbent troubleshoots, repairs, calibrates, and maintains HVAC systems and non-medical electronic instrumentation and devices used in plant operation applications within the medical center and in other non-medical electronic applications as well. Plant operation applications include building automation systems, energy management systems, HVAC control systems, access control systems, and security systems. Many of these applications are under computer control. This work is performed on a routine and emergent basis.
- B. The incumbent performs and documents preventive maintenance and safety inspections to insure safe, proper, and reliable operation of these instruments and devices. He/she develops preventive maintenance procedures for new equipment and revises old procedures to reflect current accepted practices and changes which experience may dictate. The incumbent is responsible for functional equipment safety regarding the operator and any other affected equipment user.
- C. The incumbent modifies devices and systems as required by the user and medical center needs or for more reliable performance. He/she may compose and construct electronic devices and systems utilizing existing instruments and devices as required by medical center needs.
- D. The incumbent instructs other electronic mechanics, HVAC mechanics, equipment users, and others on the proper use, capability, and maintenance of electronic equipment. He/she usually provides instruction on the job but may conduct classroom instruction as well.
- E. The incumbent is required to service and/or repair other non-medical items as the Facilities workload requires.

**SKILLS AND KNOWLEDGE:**

- A. The incumbent has a detailed working knowledge of electronics, HVAC theory and mechanics including digital electronics, commercial HVAC systems, computer networking, microprocessor control applications, electromechanics, optics, pneumatics, and hydraulics. He/she must possess sufficient knowledge of mathematics to perform the primary duties. The incumbent has working knowledge of codes and standards (JCAHO, NFPA, VA, etc.) that apply to electronic devices and systems and their safety. He/she has a working knowledge of occupational safety including safety of electronic repair, confined space, lockout-tagout, infection control, safe power tool usage, and safe use of chemicals.

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- B. The incumbent is able to interpret technical documents (theory of operation, user guides, schematics, blueprints, or interconnections diagrams) to perform repairs on equipment where there may or may not be prior experience. In many cases, the incumbent must work with HVAC devices and systems where information is incomplete, misleading, or not available. He/she is capable of reading and understanding technical literature related to electronic devices and systems as found in trade and specialty journals.
- C. The incumbent utilizes common as well as complex test equipment in the performance of the primary duties. Such test equipment includes analog and digital multimeters, oscilloscopes, function generators, counters, power supplies, RC substitution boxes, general hand tools, micrometers, power line analyzers, stroboscopes, tachometers, signature analyzers, logic probes, logic analyzers, network analyzers, computer terminal simulators, specialized test fixtures, sound level meters, spectrum analyzers, and so forth.
- D. The incumbent diagnoses device or system malfunctions and takes proper corrective action to return the device or system to full operational level with a minimum of downtime based on medical center need, repair options, and costs. Whenever possible, the incumbent troubleshoots and makes repairs to the most basic component level. He/she often specifies and substitutes an acceptable component for a vendor supplied component to facilitate a more expeditious or economical repair utilizing substitution manuals, operational characteristics of the component, or previous repair experience.
- E. The incumbent modifies devices and systems as required by the user's needs or for more reliable performance. He/she may compose and construct devices and systems utilizing existing instruments and devices as required by medical center needs.
- F. The incumbent communicated effectively and courteously, orally and in writing, to supervisors, peers, manufacturers, technical service representatives, users, and patients regarding instrument problems, procedures, repair status, etc.

**RESPONSIBILITY:**

- A. The incumbent performs repair, preventive maintenance, and installation of HVAC and electronic devices and systems that require meeting tight calibration specifications (voltage, time, etc.) and whose proper function is essential to the proper functioning of the medical center. Frequently, this equipment is directly related to life safety issues that imposes stringent demands on the skill and judgment of the incumbent.
- B. The incumbent is a member of the Plant Operations and Maintenance Unit of Facilities Service Line and reports to the Plant Operations and Maintenance Supervisor. He/she establishes their own daily priorities on oral or written assignments to most effectively perform the primary duties. Performance is reviewed periodically for compliance with criteria of safe and effective electronic device operation, progress of assignments, adherence to applicable procedures, and supervisory direction and instruction as well as other requirements.
- C. The incumbent maintains his/her individual skill and knowledge levels at the highest level possible by reading pertinent publication in specific areas of responsibility, reviewing technical literature and directives, attending VA or manufacturer training courses when required, etc. He/she has a current familiarity, awareness, and understanding regarding Plant Operations procedures, medical center policies, acquisition guidelines, preventive maintenance program, etc., and utilizes this information in the performance of the primary duties.

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**PHYSICAL EFFORT:**

- A. The work requires good coordination, physical and mental health, and intense concentration for prolonged periods of time. He/she is often required to stand for long periods of time as well as perform tedious, precise procedures requiring good hand-eye coordination while seated. At times, the incumbent is required to remain in cramped or awkward positions, and must frequently lift or push equipment and devices in excess of 50 pounds.

**WORKING CONDITIONS:**

- A. The incumbent works primarily indoors and is subject to exposure to noxious chemicals, contagious diseases, and risk of infection. He/she is subject to exposure to hazardous situations involving lethal electrical voltages, rotating machinery, high pressures and vacuums, etc.
- B. The incumbent is subjected to stress caused by responsibility of performing the primary duties of insuring the safe, reliable, efficient, and effective function of electronic devices and systems in a medical setting.