

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
6163A

2. Reason for Submission <input checked="" type="checkbox"/> Reassignment <input type="checkbox"/> New Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		4. Employing Office Location VAMC (Atlanta)		5. Duty Station Decatur, GA (508/138)		8. OPM Certification No.	
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 Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (SR)				11. Position to: <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-Non-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code 871	
14. Agency Use BUS - 0065				15. Classified/Graded by Official Title of Position		Pay Plan		Occupational Code	

describes Maintenance Worker, WG-4749-7, dated 2/8/94.
#6163A

18. 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 Worker	WG	4749	7	tlh	3/11/97
e. Recommended by Supervisor or Initiating Office	Maintenance Worker	WG	4749	7		
18. 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		e. Third Subdivision Facilities Management Service	
a. First Subdivision VHA		d. Fourth Subdivision Maintenance & Operations Section	
b. Second Subdivision Administrative Services		e. Fifth Subdivision Area Management Unit	

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

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 Area Management Unit Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Jeffrey A. Sage Chief, Facilities Management Service	
Signature	Date	Signature	Date
			2/21/97

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 Maintenance Mechanic WG-4749 (May 1974), Electrician WG-2805 (Jan 1968), Plumber WG-4206 (March 1969), Carpenter WG-4607 (April 1991).	
Typed Name and Title of Official Taking Action T. R. Heysek Human Resources Management Service		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		
	3/11/97		

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

Remarks

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

**POSITION DESCRIPTION
MAINTENANCE WORKER
WG-4749-7**

MAJOR DUTIES:

Under the general supervision of the Area Management Unit (AMU) Supervisor, the incumbent performs duties incidental to maintenance and repair of all buildings, utilities and facilities as a representative of the Area Management Unit.

FACTOR 1 - Skills and Knowledge:

The work of the incumbent includes the laying of floor tile; lock maintenance; installing ceiling tile, lights and light fixtures, receptacles, and switches; plastering and carpentry work; plumbing, such as minor repair of water and heating systems; repairing of chairs; installing door closures and door stops; hanging bulletin boards, pictures, mirrors, fans clocks, etc.; installing casters on desks, chairs, food carts, etc.; mounting paper towel holders, signs, and corner guards; installing safety treads on steps; installing storage cabinets and x-ray view boxes. He is also involved in the moderately skilled use of general and some specialized tools and equipment of various building trades. He makes inspections of, and performs maintenance to, assigned areas as it pertains to general maintenance of these areas on a predetermined cycle.

FACTOR 2 - Responsibilities:

Under the general supervision of the Area Maintenance Supervisor, the incumbent works within the framework of verbal and written instructions and various accepted trades practices, processes, and procedures while completing assignments. He also performs walk through inspections of buildings and initiates corrective action.

FACTOR 3 - Physical Efforts:

The incumbent frequently handles objects weighing up to 50 pounds. He also frequently works in awkward and cramped positions. Occasionally lifts weights over 50 pounds.

FACTOR 4 - Working Conditions:

The incumbent works inside many areas that may be dusty and dirty, and occasionally is outside in bad weather. He may be exposed to various degrees of temperature changes, noises, vibrations, noxious gases and fumes. He is required to occasionally work at various heights, using ladders, scaffolds, etc.