

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
8123- 0

6. OPM Certification No.

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) PD # 08123-A Maintenance Inspector, WG-4749-10 dated 1-14-04		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location VAM&ROC	5. Duty Station Wichita, Kansas	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		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 _____) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <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-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code X04
14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gr	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	MAINTENANCE INSPECTOR	WG	4749	10	dw	5/7/04
e. Recommended by Supervisor or Initiating Officer	Maintenance Inspector	WG	4749	10		

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Robert J. Dole VA Medical and Regional Office Center

a. First Subdivision
Facilities Management

b. Second Subdivision
PSE and Utility Systems

c. Third Subdivision

d. Fourth Subdivision

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
Charles McCurdy, Maintenance Supervisor

Signature: Stan Domann for Date: 4/21/04

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

Signature: Stan Domann Date: 4/21/04

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 not published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
JGS Maint Mech WG-4749. TS-30 dtd 5/75
JGC A/C Equipment WG-5306 TS-17 dtd 6/71
JGS Electrician WG-2805 dtd 6/89 TS-55

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/inheredance annuals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Typed Name and Title of Official Taking Action
JOHN M. MOON, Network Human Resources Mgr.

Signature: Dawn Weeman Date: 5/7/04

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

24. Remarks

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

**POSITION DESCRIPTION
MAINTENANCE INSPECTOR**

**VAM&ROC #452
WICHITA, KANSAS**

1. PRINCIPAL DUTIES AND RESPONSIBILITIES

The incumbent works in the utilities section of Engineering Service under the immediate supervision of the Maintenance and Repair Supervisor and general supervision of the Facility Manager. The employee is guided by the supervisor as to work assignments, work schedules, operating policies and procedures. As employee becomes familiar with the duties of the position he/she is expected to function with minimum guidance. The incumbent works alone most of the time and mostly on his own initiative. His work is subject to spot checks for adherence to policies, quantity, and quality of work.

The incumbent inspects, tests, and makes adjustments and minor repairs on various types of Building Service Equipment and Systems which include medical and dental gas and vacuum systems that are composed of air compressors, air dryers, dew point monitors, vacuum pumps, medical gas manifolds, piping, zone valves, area and master alarm systems, system controls (high/low set points), medical gas outlet stations and other associated equipment that are components of the medical and dental gas and vacuum systems. Employee will be responsible for the testing, modification and maintenance of the facilities fire sprinkler system and fire pumps. This includes sprinkler heads, flow and tamper alarm switches, post indicator valves, dry valves and all other components of these systems. Incumbent will test, inspect and maintain water treatment systems such as reverse osmosis and distilled water systems.

Incumbent inspects and makes adjustments and minor repairs on all classes of Personal Property that is electrically or mechanically operated. This includes, but is not limited to, medical equipment (mechanical beds, wheelchairs, gurneys, etc.), time and date recording machines, card embossing machines, air compressors, vacuum pumps, dental chairs, ward and patient furniture, etc. Employee will perform routine greasing, change oil and filters, adjust belt tensions and make minor adjustments to all major types of equipment. Incumbent is required to document findings on inspection sheets and report the need for repairs that are not in the scope of his inspection duties by initiating a work order request for repairs. Employee will follow up on the work orders that he has issued for the repair of major equipment.

Employee makes daily inspections of ward areas and makes minor repairs to buildings, equipment (Personal property and Building Service) as well as minor electrical repairs. Incumbent makes regular inspections of all other buildings on the facility on a scheduled basis to assure proper operations of all building equipment and components and provide general upkeep.

Incumbent works with the Account Clerk in adding all new Building Service Equipment into the facility's computerized equipment inventory and preventive maintenance program, initiates the turn in process on excessed equipment and insures that accurate and current cost records are kept on existing equipment.

In the performance of official duties the employee has regular access to printed and electronic files containing sensitive data which must be protected under provisions of the Privacy Act of 1974 and other applicable laws, federal regulations and VA statutes and policies. The employee is responsible for protecting the data from unauthorized release, loss, alterations, deletion and the release of access codes to computerized files.

2. SKILLS AND KNOWLEDGE REQUIRED

Incumbent must be skilled at the journeyman level in mechanical maintenance work and also have a strong electrical background. He/She must be skilled in testing, adjusting and evaluating the need for repairs on all types of equipment assigned to him/her. Employee will make minor repairs to equipment and systems that need attention and will issue electronic work order requests for any equipment that require additional repairs. Employee must have the skills to interpret technical manuals and follow manufacturers recommended methods for start up, maintenance, troubleshooting and preventive maintenance on major equipment. Employee must be able to work from blueprints, wiring schematics, shop drawings and follow written and verbal instructions. He/She must be able to interpret and

abide by the numerous codes, policies and regulations that govern the routine operation of the hospital. These include but are not limited to NFPA 99, Health Care Facilities, NFPA 13, Wet Pipe Sprinkler Systems, and the JCAHO Standards for the Environment of Care.

3. RESPONSIBILITIES

The incumbent inspects equipment to insure that nothing breeches the integrity of the safety and environmental standards of the hospital. This involves monitoring, inspecting, and maintaining complex equipment with critical requirements and functions. Employee documents and maintains records on all inspections and maintenance for all equipment and systems. This documentation and record keeping is vital for the hospital's accreditation with JCAHO and other governing authorities. Many of these inspections are of a serious nature since they involve the safety of patients, visitors and staff at this hospital. Incumbent is responsible for making suggestions and recommendations on changes in tasks and techniques of Preventive Maintenance Inspection Standards to meet operating requirements of equipment at this facility. This could involve changes in frequency of inspections and check points. Incumbent is responsible for conducting his work in a safe manner to prevent injury to others in the area. The employee will be required to assist other craftsmen in other trades as the need arises.

4. PHYSICAL EFFORT

Incumbent works from ladders, scaffolding and platforms and in areas where the equipment is in hard-to-reach places. This requires the incumbent to stand, stoop, bend, kneel, climb and work in tiring and uncomfortable positions. The incumbent lifts, carries and sets up parts and equipment that weight up to 40 pounds. Occasionally, the incumbent is required to lift items in excess of 40 pounds. Considerable manual manipulations are required and physical strain is encountered in performing tedious repairs in hard to get to places. Muscular effort is expended in lifting, pulling or pushing while putting on repairs or working on parts of heavy equipment.

5. WORKING CONDITIONS

The work is done inside and outside and is usually dirty, dusty and greasy. The incumbent is sometimes required to work outside in bad weather and in areas that are noisy. Incumbent occasionally is exposed to the possibility of broken bones, electrical shock and burns. Incumbent is frequently exposed to the possibility of cuts, bruises, scrapes and infections. Incumbent assists other trades with maintenance tasks in steam tunnels, attics, crawl spaces and trenches where he is exposed to possible burns from hot water and steam, danger of falling from scaffolding or ladders.

VA Veterans Administration			
POSITION REPORT	Nature of Proposed Action Redescription	Position No.	
Existing			
Classification Title Maintenance Inspector	Sched. WS	Series 4749	Grade 10
Organizational Title	No. Positions 2		
Name of Employee	Second Organizational Subdivision Facilities Management Service Line		
Station and Location Wichita, Kansas	Third Organizational Subdivision		
First Organizational Subdivision	Forth Organizational Subdivision		
Proposed			
Proposed Classification Title Maintenance Inspector	Sched. WS	Series 4749	Grade
Proposed Organizational Title	No. Positions 1		
Evaluation Summary			
Classification Title Maintenance Inspector	Sched. WS	Series 4749	Grade
Analysis and Evaluation (Use additional blank sheets if more space is required)			
Ref:			
<p>Background: This position was last classified Maintenance Inspector, WG-47499-10 using the FWS Maintenance Mechanic standard dated 5/74. The FWS WG-4749 standard to evaluate a redescription position description for this position. Since the original classification reorganizations have occurred. Following is a thorough analysis to support the determined title, series and grade of this position.</p> <p>Series & Title Determination: These duties meet the definition of work classified to the WG-4749 Maintenance Mechanic standard. Approved VA PAID and OPM title for positions in the WG-4749 series at the WG-9 grade level and above is Maintenance Mechanic.</p> <p>Grading Determination: In the WG-4749 Standard - The WG-10 maintenance mechanic performs a variety of tasks involved in the upkeep of buildings grounds, and related structures, fixtures, and utilities. Typical work assignments include the performance of visual examinations and operational tests to determine the need for, and the performance of, repair work on a level of difficulty and responsibility of trades for which the kinds and levels of work performed.</p> <p>The incumbent inspects, tests, and makes adjustments and minor repairs on various types of Building Service Equipment and Systems which include medical and dental gas and vacuum systems that are composed of air compressors, air dryers, dew point monitors, vacuum pumps, medical gas manifolds, piping, zone valves, area and master alarm systems, systems controls (high/low set pints) medical gas outlet stations and other associated equipment that are components of the medical and dental gas and vacuum systems. Employee is responsible for testing, modification and maintenance of the facilities fire sprinkler system and fire pumps. This includes sprinkler heads, flow and tamper alarm, switches, post indicator valves, dry valves and all other components of these systems. Incumbent will test, inspect and maintain water treatment systems such as reverse osmosis and distilled water systems.</p> <p>Incumbent works at and must be skilled at the journeyman level in mechanical maintenance work and also have a strong electrical background.</p> <p>This meets the WG-10 level as described in the WG-4749-Series.</p>			
Final Classification - Maintenance Inspector - WG-4749-10			
Concur	Date	Evaluated By Diane Wiseman	Date 05/07/04
Title and Organizational Location VISN15/NBO/HRMD		Title Human Resources Specialist	

Facilities Management

Updated February 26, 2004

Organizational Chart

DOLE VA - Wichita, KS

Direct FTEE

37.75

Liason FTEE

0

TOTAL FTEE

37.75

Facilities Management	
1 Facility Manager	0366-0 GS-0801-13
1 Engineering Tech	8746-A GS-8023-09
1 Secretary/OA	7600-0 GS-0318-06
1 Program Assistant	8210-A GS-0303-05
4 TOTAL	

Medical Media	
1 Visual Info Specialist	0083-A GS-1084-11
0.75 Visual Info Specialist	8896-A GS-1084-09
1.75 TOTAL	

Boiler Plant	
1 Supv Boiler Plant Opr	7993-0 W5-5402-09
4 Boiler Plant Eq Mech	7923-A WG-5309-10
5 TOTAL	

Medical Equipment	
1 Supervisory Biomedical Engineer	GS-0858-12
2 Med Equip Rep	9257-A WG-4805-11
1 Med Equip Worker	8859-A WG-4805-8
4 TOTAL	

Stan Dommann
 STAN DOMMANN, Facility Manager
 Date 2/22/04

Vicki G. Bondie
 VICKI G. BONDIE, Acting Associate Director
 Date 3/1/04

Nancy J Gerstner
 NANCY J GERSTNER, HR Manager
 Date 3-1-04

Maintenance and Repair	
1 Maint Supv	7794-0 W5-4701-10
1 TOTAL	

BSE and Utility Systems	
1 Maint Leader	8827-0 WL-4749-10
1 Maint Inspector	8123-A WG-4749-10
1 A/C Equip Mech	9058-A WG-5306-10
1 A/C Equip Mech	0065-A WG-5306-10
1 (Elec Controls Mech) A/C Mechanic	0226-0 WG-5306-10
1 Pipe fitter	0106-0 WG-4204-10
2 Electrician	8269-A WG-2805-10
1 Plumber	0142-0 WG-4206-09
2 Maint Worker	9273-A WG-4749-08
11 TOTAL	

Building and Structures	
2 Carpenter	8141-A WG-4607-09
2 Painter	8150-A WG-4102-09
1 Maint Mech Helper	9142-0 WG-4746-05
1 Maint Mech Helper	9289-A WG-4749-05
6 TOTAL	

Interior Furniture Moves/Landscaping	
1 Transp & Grounds Supvr	9204-0 WS-6907-04
1 Tractor Operator	8561-A WG-5705-06
2 Laborer	9268-0 WG-3502-04
1 Motor Veh Oper	9121-A WG-5703-05
5 TOTAL	

Tom Sanders
 THOMAS J. SANDERS, CHE, Director
 Date 3/1/04