

ELC
9-8-09

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Assay Position No.
502-5799-0

6. OPM Certification No.

2. Reason for Submission

- Redescription New
- Reestablishment Other

- Hdqtrs Field

4. Employing Office Location
VAMC Alexandria, LA

5. Location
VAMC Alexandria, LA

7. Fair Labor Standards Act
 Except Nonexcept

8. Financial Statements Required
 Executive Personnel Equalized Positions Department and Personal Interest

9. Subject to LA Action
 Yes No

Explanation (Show any positions replaced)

New PD for Pest Control Worker, WG-5026-05, to Replace
Abolished PD # 502--5705-0 for Housekeeping AID, WG-3566-03,
Dated: 07/05/07, IAW, OPM HRML # 05-06-08.

10. Position Status
 Compsitive
 Excepted (group) or
 SES (Gen.) SES (CS)

11. Position is:
 Supervisory
 Managerial
 Neither

12. Sensitivity
 High Sensitive Critical Sensitive
 Minimal Sensitive Special Sensitivity

13. Compsitive Level Code
X01

14. Agency List

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	Pest Control Worker	WG	5026	05	dm	09/04/09
e. Recommended by Supervisor or Initiating Office	Pest Controller	WG	5026			

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

Pest Controller

17. Name of Employee (If vacant, specify)

N/A

18. Department, Agency, or Establishment

Department of Veterans Affairs

c. Third Subdivision

Environmental Management Service

a. First Subdivision

VA Medical Center, Alexandria, Louisiana

d. Fourth Subdivision

b. Second Subdivision

Environmental Management Service

a. Fifth Subdivision

19. 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. Typed Name and Title of Immediate Supervisor

Donald Hardison, Chief, Environmental Management Service

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

Roger D. Welch, Associate Director

Signature

Donald Hardison

Date
7/16/09

Signature

Roger D. Welch

Date
7/16/09

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.

- (a) FWS/JGS Standard for Custodial Working, 3568, TS-2, 10/1/1988;
- (b) FWS/JGS Job Grading Standard for Laboring, 3502, HRCD-2, 2/1996;
- (c) FWS Grading Standard for Pest Controlling, 5026, TS-54 08/1987;
- (d) FWS/JGS Grading Standards for Trades Helper Jobs, TS-3 11/1968.

Typed Name and Title of Official Taking Action

Dock Miles III, HR Specialist (Classification)

VISN 16, CCT, Houston, TX

Signature

Dock Miles III

Date
09/04/09

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be used corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on execution 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 This is a newly classified position. Full performance level.

Planned Management Action to establish new position. Not an Accretion of Duties, due to change in Primary Duties, Position Title, Grade, Series; Certification Qualification and IAW with Merit Promotion Requirements 5 CFR, 335.103.

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

Automated Optional Form 8

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POSITION DESCRIPTION

Pest Control Worker WG-5026-05

I. INTRODUCTION

This position is located in the Sanitation Section of Environmental Management Service. The Incumbent is responsible to the Environmental Care Specialist and under the guidance of the WG-10 Pest Controller, for assisting with carrying out the Pest Control Program at the Veterans Affairs Medical Center, Alexandria, Louisiana. The Pest Control Worker activities/duties will comprise in excess of 75% of the Incumbent's time and he/she will be assigned other Environmental Management duties, such as housekeeping when not performing pest control functions.

II. DUTIES AND RESPONSIBILITIES

PEST CONTROL

The Incumbent is required to be certified by the State of Louisiana as a fully qualified operator in the specific areas of industrial, institutional, structural, health related and public health pest control. He/she is also expected to maintain certification and a self development program, which will lead to qualification/certification in other specific pest control fields that may be required in the future, such as ornamental turf pest control. The Pest Controller must:

Locate, recognize, and exterminate a wide variety of pests such as mosquitoes, flies, gnats, bugs, lice, fleas, termites, cockroaches, rats, ants, moths, beetles, snakes, and other pests/disease vectors, which are harmful to humans, vegetation, storage materials, and building structures on a scheduled program and/or emergency requests.

Select and mix chemicals or other media in accordance with approved formulations or directions for the specific pest or condition.

Select and set traps, baits, repellants, etc., for the effective control of pests such as small animals, birds, rats, snakes, etc.

Use hand sprayers, pumps, dusters, and other types of tools and equipment in the control of pests and vermin. Must be able to perform first level mechanical operations necessary to maintain these in prime condition.

Plan and schedule pest control activities from the beginning to ending stages under the guidance of the Senior Pest Controller.

Be cognizant of current federal, state, and local regulatory agencies to ensure the Medical Center Pest Control Operations comply with their requirements.

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Maintain accurate and adequate records of materials used, areas treated, methods employed, etc. Prepare requests for needed supplies and equipment.

Establish and maintain work schedules and coordinate implementation of routine inspections or corrective action with responsible personnel in all areas throughout the Medical Center.

Incumbent determines which locations require special treatment, such as clean-outs of patient lockers and beside stands.

The Incumbent assumes all duties/responsibilities of the Senior Pest Controller during his/her absence, maintaining a working knowledge of pest control operations in order to facilitate a smooth operation of the program.

HOUSEKEEPING

The Incumbent performs housekeeping aid duties 25 percent of the time annually. He/she is responsible for dust mopping, damp or wet mopping, trash collection, cleaning ash and trash receptacles, cleaning and disinfecting toilets, showers and bathrooms in assigned area which may consist of patient occupied areas, offices, clinics, laboratories, recreational areas, and non-housekeeping building. The Incumbent is responsible for replenishing toilet tissue dispensers, paper towels, and soap dispensers, dusting and washing walls, light fixtures, windows, doors, stairwells, partitions, fans, air conditioning front cover and radiators. He/she is also responsible for dusting and polishing elevators, furniture in lobbies, dayrooms, conference rooms, and offices.

III. SKILLS AND KNOWLEDGE

The Incumbent must be able to read, write, and follow written and verbal instructions. He/she must pass the State or Federal examination in pest and rodent control and be licensed in the specialized categories to perform the functions of this position.

Extensive knowledge of the chemicals used for pest control methods in order to select chemicals, equipment, and the appropriate application techniques.

Ability to recognize apparent lack of effectiveness of chemical and treatment methods.

Familiar with the life cycles, reproduction patterns, and sources of pest infestations and physical characteristics of a wide variety of pests and their stages of development.

Knowledge of how seasonal weather changes affect different species and the ability to predict future infestations and recognize unusual species.

Knowledge of the current disposal procedures for cleaning equipment and empty containers.

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Skill to avoid contamination of food and other edible products while using exterminating chemicals for pest control purposes.

IV. RESPONSIBILITY

The Pest Control Worker works under the minimal supervision of the Environmental Care Specialist and receives guidance from the WG-10 Pest Controller, but may receive occasional supervision/instructions from a Housekeeping Supervisor. He/she works alone for the most part and is guided by general or written directions. Accomplished work is monitored through inspections, review of reports and records. Due to multiple shifts involved in this program, the Incumbent checks in and out with various Housekeeping Supervisors depending on the shift being worked for attendance purposes. The Environmental Care Specialist is responsible for the employee's rating and evaluation.

V. PHYSICAL EFFORT

The Incumbent is required to be continuously walking, bending, crawling and climbing while performing duties. He/she frequently lifts materials weighing up to 50 pounds and occasionally lifts materials weighing between 50 to 75 pounds. Materials weighing in excess of 75 pounds are normally transported with the use of hand trucks or dollies.

VI. WORKING CONDITIONS

The Pest Control Worker must wear cumbersome and uncomfortable protective gear and is consistently subject to scratches and bruises as well as bites and stings from animals and insects. He/She is subjected to dusts, sprays, fogs, etc., while treating areas. The Incumbent is expected to work both inside and outside, and is subject to extremes of temperature while working under poorly ventilated buildings. There is a hazard of absorption through skin and inhalation of poison dusts, sprays, fogs, etc., if protective clothing is not worn. He/she must work in, on/over, and/or under buildings often in cramped crawl spaces, which may present miserable conditions of excessive heat, cold, and/or humidity.

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OTHER SIGNIFICANT FACTS

CUSTOMER SERVICE

The Incumbent meets the needs of customers while supporting the Medical Center and Service Missions. Consistently communicates and treats customers (patients; visitors, volunteers, and all Medical Center Staff) in a courteous, tactful, and respectful manner. He/She provides the customer with consistent information according to established policies and procedures. Incumbent handles conflict and problems in dealing with the customer constructively and appropriately.

ADP STATEMENT

In the performance of official duties, the Incumbent has regular access to printed and electronic files containing sensitive data, which must be protected wider the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHA policy.

The Incumbent is responsible for (1) protecting that data from unauthorized release or from loss, alteration, or unauthorized deletion and (2) following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in a computer access agreement which the Incumbent signs.

AGE SPECIFIC COMPETENCY STATEMENT

The Incumbent provides patient care/support, which is appropriate to the cognitive, emotional and chronological maturation needs of the young adult (18-44 years old), middle adult (45-64 years old), and older adult (65-older) patients. The Incumbent must demonstrate the knowledge and skills necessary to provide care/support appropriate to the age of the patients served in the assigned service areas. The Incumbent must demonstrate the knowledge of the changes associated with aging and possess the ability to provide care/support based upon age related factors.

FIRE AND SAFETY STATEMENT

Complies with all safety/fire prevention rules/regulations, using protective equipment when required and provided. Promptly reports all accidents and notifies supervisor of unsafe/unhealthful conditions in the workplace. Incumbent attends scheduled training sessions and participates in facility/service level safety promotions as directed by supervisor. Incumbent knows fire drill and emergency plans for work area, including location of all emergency fire equipment He/she understands the facility disaster plan and coordinates section disaster drills.

Department of Veterans Affairs			
POSITION REPORT		NATURE OF PROPOSED A New	POSITION NUMBER 502-5799-0
EXISTING			
CLASSIFICATION TITLE	SCHED. WG	SERIES	GRADE
ORGANIZATIONAL TITLE	NO. POSITIONS 1		
NAME OF EMPLOYEE	STATION AND LOCATION 502- Alexandria, LA		
FIRST ORGANIZATIONAL SUBDIVISION Department of Veterans Affairs	SECOND ORGANIZATIONAL SUBDIVISION VA Medical Center		
THIRD ORGANIZATIONAL SUBDIVISION Environmental Management Service	FOURTH ORGANIZATIONAL SUBDIVISION		
PROPOSED			
PROPOSED CLASSIFICATION TITLE Pest Control Worker	SCHED. Control Wc	SERIES 5026	GRADE 5
PROPOSED ORGANIZATIONAL TITLE Pest Controller	NO. POSITIONS 1		
EVALUATION SUMMARY			
CLASSIFICATION TITLE Pest Control Worker	SCHED. WG	SERIES 5026	GRADE 5
ANALYSIS AND EVALUATION (Use additional blank sheets if more space is required.)			
SEE ATTACHED:			
EVALUATED BY DOCK MILES III <i>Doc Miles III</i>	DATE 9/4/2009		
TITLE AND/OR ORGANIZATIONAL LOCATION HR Specialist (Classification) V16/CCT, Houston, TX			

Replaces VA Form 3963

June 1997R

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POSITION EVALUATION
Pest Control Worker
WG-5026-05

Background: A re-description PD number 502-5705, Housekeeping Aid, WG-3566-03 was submitted for classification review and to be established as Pest Controller Helper, WG-5026-05. This is considered a Planned Management Action, resulting in a significant change in primary duties, Title, Grade, and Series. The above mentioned PD is abolished and replaced by new position description number. The classification review will determine the appropriate title, grade, series and if this is a new position.

References: (a) Federal Wage System Job Grading Standard for Custodial Working, 3566, TS-2, September 1968; (b) Federal Wage System Job Grading Standard for Laboring, 3502, HRC2-2, December 1996; (c) Federal Wage System Grading Standard for Pest Controlling, 5026, TS-54 August 1987; (d) Federal Wage System Job Grading Standards for Trades Helper Jobs, TS-3 November 1968.

Series And Title Determination: The Incumbent serves as Pest Control Worker and is required to be certified by the State of Louisiana as a fully qualified operator in the specific areas of industrial, institutional, structural, health related and public health pest control. He/she is also expected to maintain certification and a self development program, which will lead to qualification/certification in other specific pest control fields that may be required in the future, such as ornamental turf pest control. The Pest Control Worker must locate, recognize, and exterminate a wide variety of pests on a scheduled program and/or emergency requests. Select and mix chemicals or other media in accordance with approved formulations or directions for the specific pest or condition. Select and set traps, baits, repellants, etc., for the effective control of pests. Use hand sprayers, pumps, dusters, and other types of tools and equipment in the control of pests and vent. Plan and schedule pest control activities from the beginning to ending stages under the guidance of the Senior Pest Controller. Be cognizant of current federal, state, and local regulatory agencies to ensure the Medical Center Pest Control Operations comply with their requirements. Maintain accurate and adequate records of materials used, areas treated, methods employed, etc. Prepare requests for needed supplies and equipment. Establish and maintain work schedules and coordinate implementation of routine inspections or corrective action. Incumbent determines which locations require special treatment, such as clean-outs of patient lockers and beside stands.

The Incumbent performs housekeeping aid duties 25 percent of the time annually. He/she is responsible for dust mopping, damp or wet mopping, trash collection, cleaning ash and trash receptacles, cleaning and disinfecting toilets, showers and bathrooms in assigned area which may consist of patient occupied areas, offices, clinics, laboratories, recreational areas, and non-housekeeping building.

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The Incumbent is responsible for replenishing toilet tissue dispensers, paper towels, and soap dispensers, dusting and washing walls, light fixtures, windows, doors, stairwells, partitions, fans, air conditioning front coven and radiators. He/she is also responsible for dusting and polishing elevators, furniture in lobbies, dayrooms, conference rooms, and offices.

Reference (a) this standard is used for grading jobs made up of janitorial and custodial work, such as sweeping, scrubbing, and waxing floors; washing windows and walls; dusting and polishing furniture and fixtures; and emptying waste cans. Work is done by hand or with powered equipment.

Reference (b) this standard is used for work that primarily requires physical efforts and ability to perform laboring duties that involve little or no specialized skill or prior work experience. The Incumbent performs housekeeping aid duties 25 percent of the time annually. This standard describes work typical of grades 1, 2, 3, and 4. If work performed substantially exceeds the skills, knowledge, and work requirements described in this standard, it should be graded using the most appropriate job grading standards that describes the work being performed. The work should be titled according to the primary purpose of the position.

Reference (c) work involved in the control and prevention of insects pests , vertebrate pests, and plant pest. Pest Controller make visual inspections for pest or evidence of their presence, mix and apply pesticides, and accomplished specialized pest control procedures in accordance with product lable directions, handbooks, training texts, and regulatory requirements. The work requires knowledge of pest species and the aultra low dosage hydraulic and hand sprayer, subslab injectionbility to locate and recognize them, skill in the use and handling of toxic materials, and knowledge of efficient and environmentally sound preventive measures and techniques of pest control. In accomplishing this work, Pest Controllers must be able to use both manual and power tools and equipment such as ultra low dosage hydraulic and hand sprayers, subslabs, injectors, dusters, pneumatic roto-hammers, animal traps, and other devices. Job graded by this standards at the grade 7 level and below are titled Pest Control Worker. Jobs above this grade are to be titled Pest Controller. Pest Controllers are generally certified in a full range of pest control categories and are consequently able to perform most types of pest control procedures and applications.

Reference (d) this standard is used to grade jobs of employees assisting journey workers, at grade 9 and above, in one or more of the skills trade occupations by performing the simpler and more routine duties of the trade and working with the journeyman as instructed. Jobs graded by this standard have similar types of duties and tasks even though the work is in different trade occupations.

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Therefore, this standard does away with the need for separate grade-level definition of these types of jobs within each trade job grading standard. The adjective title Helper is to be added to the journey worker job title of the occupation in which the duties are performed. The helper is required to learn the common and most typical tasks of the trade so that he/she can assist the journey worker. Occasionally, the helper perform more difficult work under close supervision.

The duties of this Pest Control Worker position is performed 75% of the time. Based on the analysis, this position has been assigned to the GS-5026 series, based on the above description and series definition. The appropriate VA title for this position is Pest Control Worker, WG-5026. Agency may use parenthical titles to further describe the duties of the position.

Grade Determination: Reference (d) ths standard is used to grade jobs of employees assisting journey workers, at grade 9 and above, in one or more of the skills trade occupations by performing the simpler and more routine duties of the trade and working with the journeyman as instructed. The Pest Control Worker and is required to be certified by the State of Louisiana as a fully qualified operator in the specific areas of industrial, institutional, structural, health related and public health pest control. He/she is also expected to maintain certification and a self development program, which will lead to qualification/certification in other specific pest control fields that may be required in the future, such as ornamental turf pest control. All helper jobs in skilled trade occupations will be graded at grade 5 level. Based on the above, the appropriate grade is WG-05.

Classification Conclusion: Based on the above analysis, the position is determined to be properly classified as Pest Control Worker, WG-5026-05.

FLSA Determination: The position does not meet the exemption criteria as defined in 5 CFR, Part 551 and subsequent guidance and is therefore determined to be FLSA nonexempt.