

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
552-1757-0

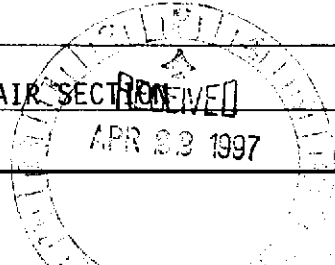
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location DAYTON, OHIO		5. Duty Station VAMC		6. 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 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 Remarks) <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 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 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	Door Systems Mechanic	WG	5364	10		4-29-97
e. Recommended by Supervisor or Initiating Office	DOOR SYSTEMS MECHANIC	WG	5364			

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

17. Name of Employee (if vacant, specify)
MELISSA J. JEFFERY

18. Department, Agency, or Establishment VETERANS AFFAIRS		c. Third Subdivision ENGINEERING SERVICE	
a. First Subdivision VSHRA		d. Fourth Subdivision MAINTENANCE AND REPAIR SECTION	
b. Second Subdivision MEDICAL CENTER		e. Fifth Subdivision ELECTRICAL UNIT	



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
LARRY ANDERSON
ELECTRICIAN SUPERVISOR

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
GARY ABREU
CHIEF, ENGINEERING SERVICE

Signature: Larry Anderson Date: 4/11/97

Signature: Gary Abreu Date: 4/21/97

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
JGS for Electronics Mechanic WG-2604
JGS for Power Support Systems Mechanic
JGS for Trades + Labor Occupations
6/93

Typed Name and Title of Official Taking Action
CAROLYN GRAY
CHIEF, HUMAN RESOURCE 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: Carolyn D. Gray Date: 5/2/97

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

24. Remarks
JGS: 0065

DOOR SYSTEMS MECHANIC
WG-5364

I. INTRODUCTION

This position is established to perform maintenance, preventative maintenance and repair of all fully automatic, hydraulic, pneumatic, electrical and electronic door operators and controls on the Center. Incumbent must be a certified Safety Inspector.

II. DUTIES

Accomplishes maintenance and repair of automatic doors which includes dismantling, rebuilding, overhauling, adjusting, cleaning, inspecting and reassembly of power-operated pedestrian doors and fire doors which work in conjunction with the fire alarm system.

Responds to emergency calls for service to power-operated pedestrian doors, takes action to return equipment to conditions meeting ANSI Standards for safe operation. Repairs are normally made at the location, except when major repairs require removal to the shop.

On a daily basis, incumbent conducts a walk-through inspection of all electronic doors at this Medical Center.

Incumbent maintains fire door closures which are mechanically/electrically operated in conjunction with the fire alarm system. Periodically, the fire door checks must be checked for proper adjustment to remain functional.

III. SKILLS AND KNOWLEDGE

Incumbent must have extensive knowledge of the following door systems, all of which are in use at this Center:

- a. Electro/mechanical
- b. Hydraulic
- c. Pneumatic
- d. Computerized

Incumbent must have broad knowledge of the following controls and safety devices:

- a. Microwave radar motion sensors
- b. Photoelectric safety beams

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28/10/19

DOOR SYSTEMS MECHANIC
WG-5364

- c. Active infrared presence sensors
- d. Passive infrared motion sensors
- e. Microprocessors
- f. Pulsed infrared holding beams
- g. Ultrasonic presence sensors

Must have knowledge of various materials used for a given repair. Must be skilled in the use of a variety of test equipment and measuring devices (e.g. voltmeter, ohmmeter, ammeter, soldering irons, solder) to maintain, test, adjust hydraulic, pneumatic, mechanical, speed reduction and acceleration mechanisms.

Must have a broad knowledge of electric/electronic door theory and operation, drawings and schematics of different units, recognizing the function and interconnection of assemblies, troubleshooting the system from schematics and following signal paths through a complex of interconnections.

IV. RESPONSIBILITIES

Incumbent of the position works under the administrative supervision of the Electrician Supervisor, who provides brief oral or written instructions, maintenance schedules, trouble calls or work orders. Works in accordance with blueprints, schematics, drawings, specifications, and technical orders. Has the ability to complete work with little or no technical assistance.

Uses own judgement and makes decisions regarding method and procedure for repairing and maintenance on all doors. Uses own initiative to improvise tools and techniques, staying within ANSI safety standards, to maintain integrity of doors to avoid costly replacement.

Will determine work sequence, select proper test equipment, locate the malfunction and complete repairs. Will make proper alignments to ensure equipment is functioning properly.

May be called on as needed to travel to other VA facilities in the Network area to perform repairs and safety inspections of automatic door systems.

V. PHYSICAL EFFORT

Work assignments involve standing, climbing, bending and

DOOR SYSTEMS MECHANIC

WG-5364

occasionally cramped and awkward positions. Continually handles objects weighing from 10 to 40 pounds, and occasionally, objects in excess of 40 pounds.

VI. WORKING CONDITIONS

Work is usually done inside well-lighted areas. Work outside is normally done in good weather. However, emergency situations sometimes require working in wet, cold, inclement weather conditions. Incumbent is exposed to the possibility of cuts, bruises, scrapes, broken bones, and burns caused by electrical shock and hot components. Works in and around patient care areas requiring discretion, tact and diplomacy.

POSITION REPORT

NATURE OF PROPOSED ACTION

Reassignment

POSITION NUMBER

1757-0

EXISTING

CLASSIFICATION TITLE

Door Systems Mechanic

SCHED.

WG

SERIES

5364

GRADE

10

ORGANIZATIONAL TITLE

NO. POSITIONS

NAME OF EMPLOYEE

SECOND ORGANIZATIONAL SUBDIVISION

MAINT. & REPAIR SECTION

STATION AND LOCATION

VAMC DAYTON

THIRD ORGANIZATIONAL SUBDIVISION

ELECTRICAL UNIT

FIRST ORGANIZATIONAL SUBDIVISION

ENGINEERING SVC

FOURTH ORGANIZATIONAL SUBDIVISION

PROPOSED

PROPOSED CLASSIFICATION TITLE

SCHED.

SERIES

GRADE

PROPOSED ORGANIZATIONAL TITLE

NO. POSITIONS

EVALUATION SUMMARY

CLASSIFICATION TITLE

Door Systems Mechanic

SCHED.

WG

SERIES

5364

GRADE

10

ANALYSIS AND EVALUATION (Use additional blank sheets if more space is required.)

Background: This position is located in the Electrical Unit of the Maintenance and Repair Section of Engineering Service.

Series and Title Determination: This position is placed in the WG-5364 Door Systems Mechanics series and titled Door Systems Mechanic because the incumbent works on all types of doors on the Medical Center.

Grade Determination: No job grading standard has been published for the Door Systems Mechanic Series, therefore, the Electronics Mechanic (WG-2604) standard and the Powered Support Systems Mechanic (WG-5378) standard were used to determine the grade of this position.

WG-2604- The Electronics Mechanic Standard is used to evaluate the electronics work in repairing the doors as they contain solid-state circuitry boards. This position exceeds the WG-8 level as the WG-8 worker usually works as a team member in the repair of complete systems performing the more simple and routine tasks. In addition, the WG-8 works under close supervision and receives detailed instructions. Their work is spot checked while in progress and upon completion. The incumbent works independently using a knowledge of electronic door theory and operation, as well as drawings and schematics to repair the doors. The incumbent must troubleshoot problems to determine the nature of repair without supervisory assistance. Some problems are discussed with the supervisor for opinions or decisions on special or complicated problems. These

INCUR

Ron Sutton

DATE

5/1/97

EVALUATED BY

William D. Thompson

DATE

4-29-97

TITLE AND/OR ORGANIZATIONAL LOCATION

Supv PMS

TITLE

Personnel Mgmt Spec

duties and responsibilities compare closely to the WG-10 grade level. The WG-11 grade is not met as the incumbent is not required to have a knowledge of a wide range of electronic principles and practices, nor does he/she repair the variety electronic equipment that is required at the WG-11 grade level. The electronic duties are evaluated at the WG-10 grade level.

WG-5378 - The powered Support Systems Mechanic Standard is used to evaluate the electric/hydraulic, and pneumatic systems repair. This standard provides grade level criteria at the WG-10 grade level only. The standard refers to large elevating and/or door opening systems with sequencing circuitry and components. This compares closely with the duties and responsibilities found in this position description.

Conclusion: This position is appropriately classified as Door Systems Mechanic, WG-5364-10.