

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
646-9163A

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 #9163A		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location VAPHS		5. Duty Station Pittsburgh, PA		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 checked="" type="checkbox"/> Yes <input 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	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Grade	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<i>Electronic Digital Computer Mechanic</i>	<i>WG</i>	<i>2608</i>	<i>11</i>	<i>BOW</i>	<i>7/25/02</i>
e. Recommended by Supervisor or Initiating Office	Electronic Digital Computer Mechanic	WG	2608	11		

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Engineering Section
a. First Subdivision VA Pittsburgh Healthcare System	d. Fourth Subdivision Electronics Unit
b. Second Subdivision Facilities Management Service Line	e. Fifth Subdivision Heinz/Highland Drive/University Drive
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 ROBERT SHAFER, Electronic Supervisor Signature: <i>[Signature]</i> Date: <i>7-11-02</i>	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) MARY DERISO, Engineering Program Manager Signature: <i>[Signature]</i> Date: <i>7/11/02</i>
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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

Typed Name and Title of Official Taking Action
WILLIAM H. MILLS, HR Program Manager
Signature: *[Signature]* Date: *7/25/02*

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/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	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

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

POSITION DESCRIPTION
ELECTRONIC DIGITAL COMPUTER MECHANIC
WG-2608-11

I. INTRODUCTION

This position is located in the Electronics Unit, Engineering Section of Facilities Management Service Line. The incumbent performs maintenance, repair, and installation of electronic equipment throughout the Medical Center and may be required to work at all three divisions – Heinz, Highland Drive, and University Drive.

II. PRINCIPLE DUTIES

The incumbent independently maintains, repairs, overhauls, and installs a variety of operational electronic digital equipment, that is interrelated with other electronic equipment and peripheral devices with multiple functions.

Types of equipment serviced include, but are not limited to, personal computers, laser printers, monitors, fax machines, and various other peripheral computer equipment; LAN systems including multiplexed central fire alarm systems and multiplexed security and video systems.

III. SKILLS AND KNOWLEDGE

Theoretical knowledge about the field of electricity, electronics and physics; knowledge of the capabilities, limitations, operation, design characteristics and functional use of a variety of types and models of electronic equipment and systems. The ability to understand how and why a specific device or system embodying electronic principles operates and knowledge and understanding of kinds of circuits to be used to produce specific results.

Must be capable of performing in-depth circuit analysis of analog and digital electronic systems by use of schematic diagrams and appropriate test equipment. Ability to troubleshoot PC boards in depth.

Working knowledge of sophisticated commercial test equipment such as dual-trace oscilloscopes, transistor testers, integrated circuit test sets, electrical safety analyzers, function generators, frequency counters and other instrumentation as required.

Knowledge of electronic integrated systems with a number of sensing sub-assemblies, one or more actuating subsystems and a central data processing system.

IV. RESPONSIBILITY

The mechanic is expected to perform as a competent skilled journeyman, using initiative; making reliable tests, measurements and adjustments, layout and planning of work with little reference to supervision, unless a highly unusual problem is encountered, or a significant departure from normal procedure is requested.

The incumbent completes job and equipment records, assembles parts and material lists needed for assigned work, and drafts purchase requests as necessary. Assesses needs and writes clear and concise work descriptions, and accurately accounts for time and material used.

The incumbent's work is subject to spot check of completed work, checking for quality, timeliness, and compliance with accepted trade practices by supervisor.

The incumbent must actively and continually keep himself informed of the latest and newest state of the art equipment as required, as well as conforming with appropriate government wide, agency, and local policies, procedures, rules, and regulations. Performs effectively as a team member by demonstrating flexibility, adaptability, and cooperation when working for or with others toward a common mission. Provides technical instruction, directs, and guides lower grade or less experienced personnel in skilled work methods and procedures when working together or giving on the job training.

The incumbent brings tools, equipment, and materials appropriate to the work assignment to and from the work site and shop and storage areas; keeps shop, work areas and equipment clean, secure and orderly, observes safe work practices, and safely disposes of waste, debris, and excess materials.

Normally, responsible for regular interpretation of work requests, assignments and priorities; exercises good judgment and a high degree of initiative; may be allowed considerable discretion in effectively and efficiently carrying out regular assigned duties and keeps the supervisor informed of activities and progress.

V. SUPERVISORY CONTROLS

Functions under the general supervision of the supervisor with work subject to review for quality, completeness, timeliness and adherence to policies.

The supervisor assigns complex work orally through work orders accompanied by building plans, shop sketches, blueprints or technical manuals, but the employee is relied upon to independently make proper judgments and decisions regarding unprecedented technical procedures and techniques without supervisory technical guidance or consultation including innovative methods of maintaining operational standards while complex systems are affected by modifications and changed operating conditions. The mechanic is responsible for knowing and judging the impact of repairs, adjustments, and modifications of related devices and equipment of the systems he is servicing. He is also responsible for making further test and alignments to ensure that the completed tasks are properly aligned and functioning properly and proper documentation of these changes.

The mechanic normally is responsible for regular interpretation of work requests, assignments, and priorities. He exercises good judgment and a high degree of initiative and is allowed considerable discretion in effectively and efficiently carrying out regularly assigned duties, keeping the supervisor apprised of activities and progress.

VI. PHYSICAL EFFORT

Technical and mental demands are high. The work is of a precise nature often requiring long periods of concentration. The incumbent often works under conditions of high stress, which can involve the life and well-being of patients and the necessity of meeting deadlines which are out of his/her control.

Work assignments involve bench and field work which often include bending, standing, and stooping in cramped and awkward positions. The incumbent usually handles objects weighing up to 40 pounds and occasionally weighing more than 40 pounds.

VII. WORKING CONDITIONS

The incumbent generally works inside areas that are well lighted, ventilated, and heated. The possibility exists for cuts, bruises, abrasions, broken bones, and serious burns. The incumbent is required to work in contaminated and contagious disease areas. The incumbent must work around high voltages, chemicals, and radiation-producing equipment.

VIII. OTHER SIGNIFICANT FACTS

The incumbent keeps informed on the latest and newest state of the art equipment in the field of digital electronics and computer systems.

The incumbent may be required to oversee and check contractors work for timeliness, workmanship, and compliance to specifications, drawings, and good engineering practice in his area. In addition the incumbent will work with contractors to complete systems installations and repairs.

The incumbent may be called upon to act as Electronic Shop Supervisor in his/her absence. The mechanic may be required to work at any of the three divisions of the VA Pittsburgh Healthcare System, as assigned by his/her supervisor and determined by workloads and emergencies that may arise.

The incumbent will be required at times to perform other duties as assigned by his/her supervisor that are not included in the position description due to changing technology, shop workload, and/or needs of the facility.

AIS LEVEL 3-NON-SENSITIVE

In the performance of official duties, the employee has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHSRA policy. The employee is responsible for: (1) protecting that data from unauthorized release or from loss, alteration, or unauthorized deletion, and (2) following applicable files, release of access codes, etc., as set out in a computer access agreement which the employee signs. Additionally, the incumbent is not permitted access in DHCP to his/her own records, nor is the incumbent permitted to make entries in his/her own record.