

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
402-7353-A
6. OPM Certification No.

| | | | | | | | |
|--|--|---|--|--|--|---|--|
| 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 type="checkbox"/> Field | | 4. Employing Office Location VAM&ROC Togus, ME | | 5. Duty Station VAM&ROC, Togus, ME | |
| Explanation (Show any positions replaced) Replaces 402-7353-A Classified 11/5/90 | | | | 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 | |
| 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 checked="" type="checkbox"/> Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive | |
| 9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | | |
| 13. Competitive Level Code | | | | | | | |
| 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 | HIGH VOLTAGE ELECTRICIAN | WG | 2810 | 10 | WJ | 10/19/95 |
| e. Recommended by Supervisor or Initiating Office | ELECTRICIAN (HIGH VOLTAGE) | WG | 2810 | 10 | | |

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

17. Name of Employee (if vacant, specify)
Normandeau

| | |
|--|--|
| 18. Department, Agency, or Establishment VAM&ROC | c. Third Subdivision Electrical Shop |
| a. First Subdivision Togus, Maine | d. Fourth Subdivision |
| b. Second Subdivision Engineering Service | e. Fifth Subdivision |

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

Signature of Employee (optional)

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 DENNIS BYRAS ELECTRICIAN FOREMAN | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) D. L. GARRISON ASSISTANT CHIEF, ENGINEERING SERVICE |
| Signature | Signature |
| Date | Date 8/24/98 |

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
IGS for High Voltage Electrician, TS-74, 5/95

Typed Name and Title of Official Taking Action
**WILLIAM A. LORING
PERSONNEL MANAGEMENT SPECIALIST**

Signature

Date
10/19/95

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.

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

24. Remarks

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

ELECTRICIAN (HIGH VOLTAGE)
WG-10

I. GENERAL:

Incumbent will install, modify, and replace generation and distribution equipment in substations, power-generating facilities, transformer vaults, and/or distribution centers.

Incumbent will clean, adjust, and repair electrical equipment such as air and oil circuit breakers and remote control supervisory and telemetering equipment.

Incumbent will construct and install rigid conduits. Pull in conduits, assemble bus bars, and phase out and connect conductors.

Incumbent will troubleshoot distribution circuits and generating and controlling equipment to locate and correct the causes of outages and improper operation. Make emergency cutouts and substitutions of power lines and equipment, sometimes working on distribution systems when they are energized.

Incumbent will visually check the work of contractors for compliance with contract specifications on new construction.

Incumbent will, in some installations, program and monitor electronic control equipment and operate computerized diagnostic and digital test equipment as part of high voltage electrical system maintenance and troubleshooting duties.

Incumbent will troubleshoot overhead and underground cable systems to locate shorts, opens, grounds, crosses, electrolysis damage, capacitance imbalance, or cable breaks. Locate and mark electrical underground utilities prior to excavation.

Incumbent will string wires and hoist conductors up to the cross arms. Pull wires to proper tension or sag based on space, length, type and size of conductors, prevailing temperature, and loading district. Install and pull cable underground from source of feed-through ducts.

Incumbent will direct the installation of poles and replacement of cross arms.

Incumbent will check condition of transformers, switches, capacitor equipment, and cables. Test insulating oil from transformers and oil switches for breakdown and contamination. Check transformer operating temperatures and voltage at secondary terminals and make repairs to defective, loose, or corroded connections.

Incumbent will visually check for cracks or breaks in walls of manholes or vaults. Pump water from manholes, remove debris, and

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ELECTRICIAN (HIGH VOLTAGE) WG-10

repair ground bonds. Check ground wire connections and cables for cracks, breaks, corrosion, and punctures.

Incumbent will install, maintain, repair all types of electrical wiring in buildings, including lighting systems, emergency power systems, etc. Incumbent works on street lights and alarm systems, pulls low-voltage cables, installs switches, lighting fixtures, sensors, motor-operated valves, electrical thermostats, etc. and any other low-voltage systems as required.

Incumbent troubleshoots and repairs uninterruptable power supply systems (UPS), automatic transfer switches, and emergency generator switchgear.

II. SKILLS AND KNOWLEDGE:

Incumbent will have knowledge of commonly used high voltage electric power-generating and distribution equipment, such as generators, transformers, switches, circuit breakers, recording instruments, and control systems.

Incumbent will have skills to replace and adjust mechanical contacts and tripping and time-delay intervals of circuit breakers and relays, using feeler gages, dressing tools, and timing devices or to program electronic relays, timers, and trips using microprocessor programming equipment.

Incumbent will possess the skill to plan and carry through the troubleshooting and repair of high voltage generating, controlling, and distributions systems, such as repairing switch gear, installing and hooking up transformers, locating defects in cables, or selecting materials to make installations or repairs.

Incumbent will possess the skill to read and understand circuit diagrams of interconnects such as the generators, buses, switches, and circuit breakers in a power-generating facility or the feeders, substations, transformers, and interconnections of a distribution system, in order to diagnose problems in the electrical system. In some installations, they will possess the skill to read electronic schematics in order to diagnose problems in the electronic control circuitry.

Incumbent will possess skill in the use of test equipment such as: oscillators, meggers, phase sticks, phase rotation meters, digital test equipment, and cable locating and fault finding equipment.

Incumbent will possess the skill to diagnose and determine corrective action for electric power-controlling equipment such as switch gear, transformer banks, and circuit breakers in

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substations and power-generating facilities.

Incumbent will have the knowledge of the complete distribution system of the activity, including normal routing, parallel feeders, possible interconnections, and capacity of lines and equipment.

Incumbent will possess knowledge of transformers, series and parallel circuits, line loading, line losses, and dielectric or conductive operating limitations of equipment, in order to calculate circuit values, determine when operating limitations of equipment are exceeded, or recognize excessive current flow or other signs of improper systems.

Incumbent will have knowledge of the National Electric Safety Code and types and sizes of wires/cables, conduits, transformers, and other electrical equipment and circuit elements, and the skill to integrate them into electrical systems and equipment worked on to insure proper operation.

Incumbent shall possess the skill to read circuit diagrams and perform troubleshooting layout, and complete installation, modification, and repair on high voltage distribution systems such as repairing switchgear, installing transformers, and locating defects in cables.

Incumbent will possess the skill to splice wires/cables by removing insulation, scraping clean, twisting together and soldering, or connecting conductors with mechanical connectors, splicing clamps, and tape. Skill to form and seal various types of cable joints such as straight, bridge, cap sleeve, vertical, disc, or knuckle joints. May splice lead covered cable.

Incumbent will possess a working knowledge of electronics to troubleshoot and replace circuit boards in the controls of equipment such as electronic reclosers and other similar devices.

Incumbent will possess skill in the use of hot-line tools and protective equipment such as wire tongs, wire tong supports, insulated tension links, tie sticks, insulated hoods/covers and tools, and rubber gloves, sleeves, and insulating blankets.

Incumbent will possess the skill to install, maintain, and repair street and airfield lighting systems and traffic signals and controllers.

III. RESPONSIBILITY:

High voltage electricians receive work assignments from their supervisor. They plan the sequence of work and determine the

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ELECTRICIAN (HIGH VOLTAGE) WG-10

nature of maintenance or repair needed. They are responsible for determining the effects that alterations will have on the total system and for insuring that lines and equipment function properly. Work is subject to spot-checks during progress and upon completion by their supervisor for compliance with instructions. They report to the supervisor all special occurrences such as emergency outages and corrective actions taken to maintain service. They may also be responsible for providing technical assistance to lower grade workers. They will respond to any emergencies in connection with the failure of our high voltage distribution system.

IV. PHYSICAL EFFORT:

High voltage electrical workers frequently perform moderately heavy lifting, pulling, and carrying of equipment and material weighing up to 18 kilograms (40 pounds) and occasionally, they lift or pull heavy cables and equipment weighing more than 23 kilograms (50 pounds) with the help of weight handling equipment or with assistance from other workers. They use block and tackle, pulleys, or other lifting devices. They crouch, stand, kneel, and stoop while installing, repairing or testing electrical equipment in confined spaces such as enclosed switch gear, or in structures such as overhead bus and conduit assemblies. Workers at work above ground from aerial bucket trucks and poles, at ground level, and in trenches, or manholes. Work requires bending, stooping, climbing, and standing for long periods while installing, repairing, and testing electrical equipment in manholes and on overhead distribution lines.

V. WORKING CONDITIONS:

High voltage electrical workers work indoors and outdoors. They are exposed to danger from explosions of equipment and cables in manholes and vaults, as well as danger from high voltage electrical shock, burns from solder, broken bones, cuts, and bruises. They are exposed to heat and noise when working in substations or power-generating facilities, to extremes of weather when working outdoors, and to unpleasant odors and wet slippery surfaces when working in manholes. They are subject to electrical burns while working around high voltage electrical lines, broken bones from falls from poles, and strains from awkward work positions. They are exposed to chemicals such as insulating oil from transformers and oil switches. They use protective devices such as ear plugs, safety hats, and nonconductive gloves and footwear.

ADDENDUM

ORGANIZATION *Engineering*
POSITION NUMBER *402-7353-A*

MANAGEMENT OF THE ENVIRONMENT OF CARE - The incumbent will comply with all hospital and service policies regarding the Management of Care in order to assure a safe, functional, and effective environment for patients, staff and others in the organization.

| | | |
|--|---------------------------|----------------------------|
| VETERANS ADMINISTRATION POSITION REPORT | NATURE OF PROPOSED ACTION | POSITION NO. 402-7353-A |
|--|---------------------------|----------------------------|

EXISTING

| | | | | |
|---|--|---|-----------------------|--------------------|
| CLASSIFICATION TITLE <i>Electrician (High Voltage)</i> | | SCHED. <i>WG</i> | SERIES <i>2810</i> | GRADE <i>10</i> |
| ORGANIZATIONAL TITLE <i>—</i> | | | NO. POSITIONS | |
| NAME OF EMPLOYEE <i>—</i> | | SECOND ORGANIZATIONAL SUBDIVISION <i>Engineering Service</i> | | |
| STATION AND LOCATION <i>VAM + ROC Togus, Me</i> | | THIRD ORGANIZATIONAL SUBDIVISION <i>ELECTRICAL SHOP UNIT</i> | | |
| FIRST ORGANIZATIONAL SUBDIVISION <i>DMS</i> | | FOURTH ORGANIZATIONAL SUBDIVISION | | |

PROPOSED

| | | | | |
|-------------------------------|--|--------|---------------|-------|
| PROPOSED CLASSIFICATION TITLE | | SCHED. | SERIES | GRADE |
| PROPOSED ORGANIZATIONAL TITLE | | | NO. POSITIONS | |

EVALUATION SUMMARY

| | | | | |
|---|--|---------------------|-----------------------|--------------------|
| CLASSIFICATION TITLE <i>Electrician (High Voltage)</i> | | SCHED. <i>WG</i> | SERIES <i>2610</i> | GRADE <i>10</i> |
|---|--|---------------------|-----------------------|--------------------|

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

This report is being prepared as part of the Position Classification Systematic Review of Engineering Service, March 1985. Although the position was written in Jan 1980 apparently a position report was never prepared.

Title/Series Determination: The primary responsibility of this position is to install, test, repair & maintain transformers, converters, regulators, switches, circuit breakers, recording instruments & other circuit elements. Works on overhead & underground high voltage primary distribution systems. This type of work is described in the WG-2810 series. Therefore, the title and series is determined to be Electrician (High Voltage) WG-2610

Grade Determination: Duties & responsibilities performed match those described at the WG-10 level where incumbent

| | | | |
|-----------------------------------|------|--------------------------------------|--|
| INCUR | DATE | EVALUATED BY <i>W. FORNIG WJF</i> | DATE <i>12-6-85</i> <i>3/29/85</i> |
| FL AND/OR ORGANIZATIONAL LOCATION | | TITLE <i>Per's Unit Spec</i> | |



STATION NUMBER/ORGANIZATION

Togus VA Medical Center, Augusta, ME (402)

SUBJECT NAME (Optional)

Richard Normandeau
Richard Theberge

POSITION TITLE/GRADE

High Voltage Electrician, WG-2810-10

POSITION DESCRIPTION NUMBER (PD #)

402-7353-A

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

B. SCOPE OF OPERATIONS:

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

C. PROGRAM RISK LEVEL

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

| LINE NO. | RISK FACTOR | RISK POINTS |
|----------|--|-------------|
| 1. | Degree of Public Trust | 3 |
| 2. | Fiduciary Responsibility | 1 |
| 3. | Importance to Program | 3 |
| 4. | Program Authority | 1 |
| 5. | Supervision Received | 3 |
| 6. | Total Risk Points (Sum of Lines 1-5) ▶ | 11 |

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO: MODERATE RISK HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

ce: / 50

SIGNATURE OF INFORMATION SECURITY OFFICER

DATE (MM/DD/YYYY)

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:
 - MODERATE RISK
 - HIGH RISK

Sensitivity Level:

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:
 - NONCRITICAL SENSITIVE
 - CRITICAL SENSITIVE
 - SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

- HIGH RISK
- MODERATE RISK
- LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

Cheryl Foss, Human Resources Specialist

DATE (MM/DD/YYYY)

5/18/06