

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

HRMS

1. Agency Position No.  
552-8469A

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		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 Remarks)		11. Position Is: <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code X01		14. Agency Use		15. Classified/Graded by		Official Title of Position	

a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review	Elevator Mechanic	WG	5313	11					4-22-97
e. Recommended by Supervisor or Initiating Office	Elevator Mechanic	WG	5313	11					

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

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Veterans Affairs	c. Third Subdivision Engineering Service
a. First Subdivision VHA	d. Fourth Subdivision Maintenance and Repair Section
b. Second Subdivision Medical Center	e. Fifth Subdivision Electrical Maintenance 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 <i>Larry Anderson</i>	Signature <i>Gary Abreu</i>
Date 4/11/97	Date 4/21/97

21. <b>Classification/Job Grading Certification.</b> 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 WG-5313 Elevator Service old s/74
Typed Name and Title of Official Taking Action CAROLYN G. GRAY Chief, Human Resources Mgmt. 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 <i>Carolyn G. Gray</i>	Date 4/24/97

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

24. Remarks  
no: 0065  
minor changes which do not affect current classification

## ELEVATOR MECHANIC

### I. INTRODUCTION

This position is established to perform maintenance and repair, and preventive maintenance of high-speed and low-speed automatic elevators transporting patients, employees, supplies and equipment at this Medical Center.

### II. DUTIES AND RESPONSIBILITIES

Maintains, repairs, and performs preventive maintenance on high-speed cable and low-speed hydraulic fully automatic elevators located at this Medical Center.

Takes immediate emergency action to return equipment to the condition meeting standards for safe operation.

Servises elevators of the high-speed type which have complex and complicated electronic dispatching/scheduling systems and computerized memory circuits.

Aligns and balances the power amplitude, polarity, or differential of circuits and components in multi-voltage elevator systems by adjusting with resistance to increase or decrease power capacity and rate of flow within predetermined limits.

Repairs or replaces faulty circuits and electronic components with original replacement parts or makes substitutions as the urgency of the situation may require. Must have skill to test, troubleshoot, and repair live circuits.

Analyzes and re-adjusts elevator control and drive systems including low and high-speed type systems, and systems converted to high-speed with modern electronic solid state devices, system components and control mechanisms.

Aligns and balances re-worked, interconnective power-control circuits, power connections, timing devices, limit switches, etc.

Modifies all types of elevator circuits to improve operations or correct design error.

### III. CONTROLS OVER WORK

Works under the administrative supervision of the Electrician Supervisor, who provides brief oral or written instructions, maintenance schedules, trouble calls or work orders. Guidelines include blueprints, schematics, engineering specifications, and various codes. Ability to complete work with little or no technical assistance.

## ELEVATOR MECHANIC

Completed work must adhere to appropriate guides. Some guidelines are not available for the more complicated high-speed, electronic dispatched elevators and require adaptability, originality and ingenuity on the part of the employee to troubleshoot and resolve the problems detected.

### IV. OTHER SIGNIFICANT FACTS

Work is performed in cramped and awkward areas, requiring kneeling, stooping, climbing, and working over, under and inside equipment and machinery. Duties require lifting, loading, and pulling tools and equipment weighing up to 100 pounds.

Exposed to abrasions, cuts, burns, shock, broken bones or other serious injury from slips and falls around moving machinery parts and equipment, high voltage components and electrical wiring while working in elevator shafts, machine rooms, and on top of elevators.

**POSITION REPORT**

NATURE OF PROPOSED ACTION

POSITION NO.

Redescription

8469A

**EXISTING**

CLASSIFICATION TITLE

Elevator Mechanic

SCHED.

SERIES

GRADE

WG

5313

11

ORGANIZATIONAL TITLE

NO. POSITIONS

NAME OF EMPLOYEE

SECOND ORGANIZATIONAL SUBDIVISION

Maintenance and Repair Section

STATION AND LOCATION

Dayton VAMC

THIRD ORGANIZATIONAL SUBDIVISION

FIRST ORGANIZATIONAL SUBDIVISION

Engineering Service

FOURTH ORGANIZATIONAL SUBDIVISION

**PROPOSED**

PROPOSED CLASSIFICATION TITLE

SCHED.

SERIES

GRADE

PROPOSED ORGANIZATIONAL TITLE

NO. POSITIONS

**EVALUATION SUMMARY**

CLASSIFICATION TITLE

Elevator Mechanic

SCHED.

SERIES

GRADE

WG

5313

11

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

BACKGROUND

This position is located in the Maintenance and Repair Section of Engineering Service, and has been redescrbed to reflect current duties and responsibilities.

SERIES AND TITLE DETERMINATION

The WG-5313 Elevator Mechanic Series was used to determine the grade of this position. This position is placed in the WG-5313 series and titled Elevator Mechanic since it is designed to provide for the inspection, maintenance, and repair of elevators.

GRADE DETERMINATION

This position exceeds the WG-10 grade level because the incumbent is involved with the inspection, maintenance, and repair of high speed and low speed elevators. Because blueprints and or specifications are not always available, the incumbent must be able to troubleshoot and modify or correct design errors. By comparison, WG-10 grade level mechanics are only concerned with moderate or low speed elevators. In addition, WG-10 mechanics are subject to in progress safety checks, whereas, the the incumbent's completed work is spot checked only for adherence to guidelines.

CONCLUSION

Based on the above evaluation, the appropriate grade for this position is WG-5313-11.

ICUR

DATE

EVALUATED BY

DATE

CHARLES P. BROWN

WILLIAM A. THOMPSON, JR

8/13/87

TITLE AND OR ORGANIZATIONAL LOCATION

Assistant Chief, Personnel Service

TITLE

Personnel Management Specialist