

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. **3-3411A**

2. Reason for Substitution: Redescription New Reestablishment Other

3. Service: Hdqtrs Field

4. Employing Office Location: **VAPSHCS**

5. Duty Station: **Seattle American Lake**

6. OPM Certification

7. Fair Labor Standards Act: Exempt Nonexempt

8. Financial Statements Required: Executive Personnel Employment and Financial

9. Subject to IA Action: Yes No

10. Position Status: Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)

11. Neither

12. Sensitivity: 1-Non-Sensitiv 2-Noncriti 3-Critical 4-Special

13. Competitive Level Code: **X01**

14. Agency Use: **0065**

Explanation (Show any positions replaced):
MVO WG-5703-06
3-3411A dtd 1/24/04
 Redescribe Pos 3-3411A
 PD is 8 years old

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or						
c. Second Level Review						
d. First Level Review	Engineering Equipment Operator	WG	5716	7	RLL	03/15/04
e. Recommended by Supervisor or Initiating Office	Engineering Equipment Operator	WG	5716			

16. Organization Title of Position (If different from the official title): **Equipment Operator**

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

18. Department, Agency, or Establishment: **Department of Veterans Affairs**

c. Third Subdivision: **Facilities Management Service**

a. First Subdivision: **VHA**

d. Fourth Subdivision:

b. Second Subdivision: **VA Puget Sound Health Care System**

e. 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. Type Name and Title of Immediate Supervisor: **Jerry Parypa, M&O Supervisor**

Signature: _____ Date: _____

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional): **Philip S. Fesmire, P.E., Facility Manager**

Signature: *[Signature]* Date: **3/15/04**

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: **Tractor Operator, WG-5705; Motor Vehicle Operator, WG-5703; Engineering Equipment Operator, WG-5716; Fork Lift Operator, WG-5704***

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.

Typed Name and Title of Official Taking Action: _____

Signature: *[Signature]* Date: **3/15/04**

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

24. Remarks: ***Laboring, WG-3502; Cemetery Caretaking, WG-4754.**

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

**ENGINEERING EQUIPMENT OPERATOR
SERIES 5716**

Factor I. Skill and Knowledge:

A. Vehicle Operations:

Incumbent must be in possession of the appropriate commercial drivers license with the proper endorsements to operate the following equipment: buses, vans, dump trucks and trucks in excess of 29,000 lbs. Incumbent will maintain records of service and will complete all other paper work in connection with all station vehicles. A portion of your time will be involved with administrative functions associated with this duty.

B. Equipment Operations:

Occasionally the incumbent will operate heavy equipment i.e. front end loader to push, pile, and load materials such as sand, gravel, refuse and debris into dump truck and haul to specific locations on campus. Incumbent shall also be skilled in the proper operation of backhoe to dig within close tolerance to make repairs on electrical and water lines. Incumbent must be able to dig out stumps, backfill ditches, cover debris, move structures and pull tress or stumps. Incumbent must be able to operate retractable boom lifts, scissor lifts and the like to reach roof tops and gutters for cleaning or tree tops for pruning. Incumbent must be able to operate forklifts of various tonnage to load materials for hauling. Incumbent will be required to operate a street sweeper and have skills necessary to use the various gear ratio transmissions. Incumbent will operate equipment necessary to pick-up and deliver station laundry, trash, waste and debris.

C. Patient Transporting:

Some of incumbent's time will be the transporting of patients, staff, and visitors to and from the medical center over public highways and within the grounds of the medical center. Incumbent will also make delivery of mail, personnel records, specimens and the like between the two campuses of the Puget Sound Health Care System.

D. Grounds Maintenance Operations:

The majority of the incumbent's time will be performing grounds maintenance manually or with the proper equipment. Incumbent will mow lawns with riding mowers as well as push mowers. Incumbent will pick up leaves and debris by us of rakes, picks, shovels or with motorized equipment. Incumbent will operate tractors of various sizes with attachments to perform lawn, roads and grounds maintenance. Often time will be spent with power tools such as weed eaters, edger's, blowers, etc. as required to keep the grounds in an orderly fashion. Incumbent will be expected to perform minor maintenance and repairs on grounds equipment. Incumbent will fertilize lawns with hand spreaders and ensure that lawns are watered as needed. Incumbent will also be required to help other trades with concrete work and demolition work. Incumbent will maintain record of gas/diesel usage of equipment utilized on hospital grounds. Incumbent may be called upon to manually move and rearrange heavy pieces of office, medical, engineering equipment as well as other types of machinery.

Factor II. Responsibilities:

Incumbent works under the general supervision of the Maintenance and Operations Foreman. All work is performed in accordance with verbal or written instructions. Incumbent is individually responsible for the vehicles, equipment, tools and materials required to perform assignments to prevent their loss or damage. Incumbent is responsible for the knowledge, observance, and enforcement of all safety rules and regulations to prevent injury to incumbent or others. Incumbent must operate vehicles in safe manner at all times and obey both station and State traffic regulations. Incumbent must be alert and able to recognize malfunctions of the equipment operated and report it to the supervisor for corrective action. Incumbent will follow all applicable laws, regulations and policies regarding confidentiality, computer security and software licensing, protect hardware and all sensitive information both on screen and computer printouts). Incumbent will follow regulations and guidelines as outlined in the computer access notification. Incumbent will ensure that the volunteer CWT, IT and summer help are properly trained with the proper safe use of hand held equipment and record of such is attainable. Incumbent will ensure that all collection points of garbage and debris are cleaned regularly and that records of such are maintained.

Factor III. Physical Effort:

Incumbent must possess the physical qualifications required to secure a vehicle operators permit. Required to have good muscular coordination of foot, legs, eyes, hands, and arms in the safe operation of the vehicle. Must possess the physical strength required to operate a large truck, change tires, install chains, load cargo and have the strength and endurance to perform heavy physical labor. The physical requirements of this position are equal to those of an outdoor construction mechanic. Besides the adverse demands of rainy and cold weather, incumbent is required to climb at considerable heights to clean roofs and gutters, operate chain type mechanical timber saws, pike poles, wrecking bars, block and tackles, assorted rigging devices, heavy pneumatic drills and concrete breakers, lift and handle heavy objects and other appurtenances required for the daily execution of the duties outlined above. In addition to the exterior work, incumbent must be able to lift and carry heavy objects of furniture, crates, bulky materials, heavy fixtures and other similar items of fixed equipment and the like.

Factor IV. Working Conditions:

Work is performed in all types of weather conditions. Duties are performed outdoors in all kinds of weather. Bad weather or hazardous conditions of roads prohibits the use of bus to transport patients. Incumbent is subject to dust, grease, soiling of work cloths and skin surfaces. At frequent intervals, must work at considerable height, within earthwork excavations, in semi-hazardous timber removal, and in insecure operations of caterpillar equipment over rough terrain. Incumbent is subject to being hit by flying objects and debris. Appropriate personal protective equipment must be worn at all times when performing these duties. Incumbent will be responsible for the safe operations of all laws and regulations thereby avoiding any injury to patients, public, or self and avoiding damage to vehicles.



AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES LOCAL 498

AFFILIATED WITH AFL-CIO

AMERICAN LAKE MEDICAL CENTER

TACOMA, WASHINGTON 98493



Date: November 24th, 2009

To: Garry Pierre
S-005-HRMS

From: AFGE Local 498

Subj: KSA's and Task Statement

AFGE Local 498 has reviewed the KSA's and Task Statement for, Engineering Equipment Operator, WG-5716-07 PD# 3411A Nation Center for Eithics in Health Care, and concurs with them as written. Local 498 reserves the right to bargain on this position due to its location (Seattle only).

Michael Freeman
President
AFGE Local 498



RECEIVED

Engineering Equipment Operator, WGS 5716-070 PM 12:33
PD # 3-3411A

Environmental Management Service Line
VA PSMCS
AM LAKE DIV. HRMS (05)
TACOMA, WA 98493

KSA's and related major functions

Element 1. Ability to do the work without more than normal supervision (SCREEN-OUT).

- Work independently, make decisions, plan operations, show job responsibility, exercise initiative, etc.
- Does pre-determined rounds of vehicle and maintenance according to schedule without direction by supervisor
- Works as part of a team covering for other drivers and grounds staff as needed

Element 86A. Record of Safe Driving

- Safe driving record with no infractions.
- Possession of the appropriate commercial drivers license

Element 6A. Skill in operation of appropriate vehicles.

- Operation of buses maintains safety training and stays current at all times
- Operates vehicles safely and using the correct personal protective equipment
- Immediately reports issues that could constitute a danger to passengers, employees, patients and others and follows up to ensure they are corrected

Element 87. Reliability and Dependability as an Engineering Equipment Operator.

- Showing attendance at assigned job sites
- Well planned and prepared for trips to mobile clinic sites so that delays are avoided
- Willing to step in for other drivers as needed
- Consistent and reliable in completing the tasks of the position

AFGE 3197 _____ Date: _____

AFGE 498 Michael Deenon Date: 11/20/09

Subject Matter Expert, John J. K... .. Date: 11/18/2009

Technical Advisor, ... Date: 11/18/09



Department of Veterans Affairs

POSITION SENSITIVITY LEVEL DESIGNATION

SUBJECT OF DESIGNATION	POSITION TITLE/GRADE
	Engineering Equipment Operator/WG-5716-7
	POSITION DESCRIPTION NO. (PD #)
	33411A

STATION NUMBER/ORGANIZATION
663/138

NOTE: Each position within the VA requires a designation of its position sensitivity. The of 5 risk factors relating to the efficiency of the service: Degree of Public Trust; Fiduciary VA procedures involve as a first step, the designation of the program in which the position is (Monetary) Responsibility, Importance to Program; Program Authority Level; and placed. This is accomplished first by assessing the program's impact on the efficiency of the Supervision Received. Risk points are assigned under each risk factor. The number of service at 1 of 7 impact descriptions ranging from Maximal to Minimal. The program's points assigned under each factor varies from 7 points for greatest risk to 1 point for least scope of operations in terms of the efficiency of the service is then determined at 1 of 7 risk. The total risk points for the position in combination with the program's placement scope descriptions ranging from Worldwide to Areawide. Designation of the program's determines placement of the position. Final adjustment factors upward or downward are placement is accomplished by converting the combined impact and scope descriptions to a made to determine the final position sensitivity level.

STEP 1 - PROGRAM PLACEMENT

NOTE: Step 1 involves designation of the program for its impact and scope as related to the efficiency of the service. VA Handbook 0710, Appendix A, describes a program placement description conversion chart and specific criteria for determining the placement of each program. Using the criteria as referenced, determine the programs below.

IMPACT ON EFFICIENCY OF SERVICE (Major, Substantial, Moderate, Limited)	SCOPE OF OPERATIONS FOR EFFICIENCY OF SERVICE (Worldwide, Governmentwide, Multi-agency, Agency)
Limited	Agency

NOTE: The total program placement is determined by combining the Impact on Efficiency of Service and Scope of Operations for Efficiency of Service descriptions.

TOTAL PROGRAM PLACEMENT (Major, Substantial, Moderate, Limited)
Limited

STEP 2 - POSITION PLACEMENT

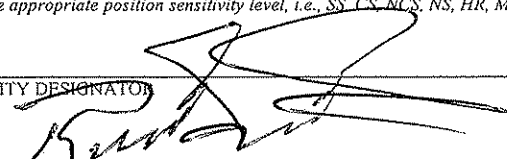
NOTE: Step 2 involves designation of the position for its degree of risk upon the program in terms of the efficiency of the service. In designating position placement, the duties and responsibilities of the position must be considered in the context of the program, and the risk of position has for damage or abuse to the program. The procedure requires a determination of the impact on the program under each of the five risk factors and the assignment of points under each risk factor. Using the criteria as referenced, determine the programs:

LINE NO.	RISK FACTORS (VA handbook 0710, Appendix A)	RISK POINTS	
1.	Degree of Public Trust	3	
2.	Fiduciary (Monetary) Responsibility	1	
3.	Importance to Program	3	
4.	Program Authority	3	
5.	Supervision Received	1	
6.	TOTAL (Lines 1 thru 5) >		11

STEP 3 - FINAL ADJUSTMENT

NOTE: Some positions, by the very nature of the duties and responsibilities of the program or the positions, will require designation at certain levels of sensitivity. Final adjustment in the designation process must take into account unique factors specific to positions, and the organizational need for uniformity of operations. VA Handbook 0710, Appendix A, contains special factor adjustment criteria covering these types of positions.

FINAL SENSITIVITY LEVEL DESIGNATION (Select the appropriate position sensitivity level, i.e., SS, CS, NCS, NS, HR, MR, LR)
Low Risk

SIGNATURE AND TITLE OF VA POSITION SENSITIVITY DESIGNATOR:  DATE: A1/WACI
R.M. Seale March 26, 2004