

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

1. Agency Position No.  
**402-8443-A**

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>VAM&amp;ROC, TOGUS, ME</b>		5. Duty Station <b>VAM&amp;ROC, TOGUS, ME</b>		6. OPM Certification No.	
Application (Show any positions replaced) <b>Application of new class. SFJ. Replaces #402-6247-A Classified 11/15/89</b>				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) <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	

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		<b>FIREFIGHTER (STRUCTURAL)</b>		<b>GS</b>		<b>081</b>		<b>6</b>		<b>WJ</b>		<b>6/16/92</b>	
e. Recommended by Supervisor or Initiating Office		<b>Firefighter/Driver Operator</b>		<b>GS</b>		<b>0081</b>		<b>06</b>					

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

17. Name of Employee (if vacant, specify)  
**Carroll / Green / Cunningham / Kramer**

18. Department, Agency, or Establishment  
**DVAM&ROC**

a. First Subdivision  
**TOGUS, ME**

b. Second Subdivision  
**ENGINEERING SERVICE**

c. Third Subdivision  
**FIRE DEPARTMENT**

d. Fourth Subdivision  
**Hanson / Parent / Rioux / Roberts**

e. Fifth Subdivision

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 <b>RICHARD BEAUSOLEIL FIRE CHIEF</b>		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) <b>E. R. PAULHUS CHIEF, ENGINEERING SERVICE</b>	
Signature <i>Richard Beausoleil</i>	Date <b>3/17/92</b>	Signature <i>E. R. Paulhus</i>	Date <b>3/17/92</b>

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  
**GS-081, TS-108, Sept 1991**

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	
a. Employee (optional)													
b. Supervisor													
c. Classifier													

24. Remarks  
**Application of New STANDARDS**

FIREFIGHTER/DRIVER OPERATOR

GS-6

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position involves shift work, 25-39 hours actual work and the remaining hours on standby duty.

Serves as driver-operator of motorized firefighting vehicles to combat fires in residences, hospital and office buildings, warehouse, fuel storage area, engineering shops, and other related structures, brush and wooded areas. Drives vehicle to scene of fires following pre-determined routes or selecting alternative routes. Positions vehicle with respect to wind direction, water sources, potential hazards. Operates pumps, foam generators, and other equipment, determining and monitoring pressure needed for distances to be pumped and number of lines to be used. Monitors water levels in self-contained tanks. Maintains proficiency equivalent to that required by NFPA 1002, Fire Apparatus Driver/Operator Professional Qualifications.

Performs daily preventive maintenance inspections of vehicles and equipment, performing operator maintenance. Assists in training other firefighters in driving and operating equipment. Acts as rescueman when not operating vehicles and uses first aid and CPR skills to assist injured victims. In the absence of Crew Chief, may act as Crew Chief during appropriate shift, keeping logbook of activities and making incident reports on abnormal occurrences.

Apply theories necessary for effective firefighting and equipment operation and techniques of firefighting.

Apply the specialized techniques required for particular hazards involved at this Center.

Controls and extinguishes fires, operates hose lines, makes forced entries, ventilates structures, performs or assists in rescue operations. Performs salvage and overhaul. Uses a variety of hand tools, hydraulic and manual.

Performs advanced fire protection inspections throughout the area noted above for violating fire regulations and for potential fire hazards. Inspects electrical systems and equipment, flammable materials, storage, oxygen and compressed gas storage. Checks fixed fire suppression systems, both wet and dry systems. Makes sure that the systems are operative. Inspects alarm systems and resets after alarms have been received and cleared. Inspects all firefighting equipment throughout his area of responsibilities. Responds to all trouble calls after normal working day. When required, makes minor repairs, calls in Engineering Department personnel to work overtime to correct trouble calls. During snow storms, calls in the snow removal crews. Participates in investigating causes of fires by inspecting damage, and makes out fire forms and accident forms. Participates in normal maintenance and cleaning of fire station. Operates security and fire alarm panels, rotates watch on control panel. Is required to train in firefighting tactics a certain number of hours per year as required by MP-3.

SUPERVISORY CONTROLS:

Incumbent is under direct supervision of the Crew Chief and general supervision of the Fire Chief. Work is spot checked for adequacy of inspections and operation of equipment. Guidance is given on difficult problems regarding correction of hazards and methods of operation. Is guided by NFPA and VA firefighting regulations.

OTHER SIGNIFICANT FACTS:

Work may be performed under conditions of heavy physical exertion, extreme heat, smoke, and dust, in high and enclosed areas, in all kinds of weather. Must conform to MP-3 standards for physical fitness.

EMPLOYEES:

**SAFETY:** The incumbent will apply all established safe practices, will report unsafe conditions and unsafe practices to the supervisor, and will report any occupational injury or illness as promptly as practical.

**ADP SECURITY:** In the performance of official duties, the incumbent has responsibility for ADP Security. He/she 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 VHS policy. The employee is responsible for (1) protecting that data from unauthorized release or from loss, alteration, or unauthorized deletion and (2) following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in a computer access agreement which the employee signs.

<u>Position Description #</u>	<u>Title</u>
08174A	Biomedical Engineering Technician
07645A	Electronics Technician
75150	Biomedical Engineering Tech (Radiology Equip. Spec)
07616A	Biomedical Engineering Tech
8368A	Maintenance Mechanic Leader
8443A	Firefighter (Structural)
8276-0	Gardener (Motor Vehicle Operator)
4749	Maintenance Mechanic Leader
7665A	Maintenance Worker (window)
06702A	A/C Equipment Mechanic
8066A	Maintenance Mechanic
8361A	Maintenance Mechanic
5317	Laundry Equipment Mechanic
8067A	Maintenance Worker
8290	A/C Equipment Mechanic
72680	Maintenance Controller
8337	Secretary
8151	Budget & Fiscal Clerk
7496A	Civil Engineer
8078-0	Engineering Technician
8325-0	Draftsman
8032	Safety & Occupational Health Specialist
8542-0	Office Automation Assistant
7665A	Maintenance Worker (Window)

ADDENDUM

ORGANIZATION *Engineering*  
POSITION NUMBER 402-8443-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.



POSITION REPORT

NATURE OF PROPOSED ACTION

Application of new class. 1765

POSITION NO.

402-8443-A

EXISTING

CLASSIFICATION TITLE

FIREFIGHTER (STRUCTURAL)

SCHED.

GS

SERIES

081

GRADE

5

ORGANIZATIONAL TITLE

NO. POSITIONS

NAME OF EMPLOYEE

SECOND ORGANIZATIONAL SUBDIVISION

Fire Dept.

STATION AND LOCATION

THIRD ORGANIZATIONAL SUBDIVISION

VAM + ROC TOGUS, ME

FIRST ORGANIZATIONAL SUBDIVISION

FOURTH ORGANIZATIONAL SUBDIVISION

ENGINEERING SERVICE

PROPOSED

PROPOSED CLASSIFICATION TITLE

Firefighter / Driver Operator

SCHED.

GS

SERIES

081

GRADE

6

PROPOSED ORGANIZATIONAL TITLE

NO. POSITIONS

EVALUATION SUMMARY

CLASSIFICATION TITLE

FIREFIGHTER

SCHED.

GS

SERIES

081

GRADE

6

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

This action is the result of the issuance of new position class, Fire Protection + Prevention Series, GS-081, TS-108, Sept. 1991.

Classification: The main purpose of this position is to serve as driver-operator of motorized firefighting vehicles to combat fires in residences, hospital & office buildings, warehouse, fuel storage area, engineering shops, & brush & wooded areas. In accordance with p. 30 of the standard, driving & operating firefighting vehicles equates to grade GS-6.

Final Classification: Firefighter GS-081-6

ONCUR

DATE

EVALUATED BY

DATE

N. Lorens [Signature]

6/16/92

TITLE AND OR ORGANIZATIONAL LOCATION

TITLE

AP0 (as)

**POSITION RISK AND SENSITIVITY LEVEL DESIGNATION**

STATION NUMBER/ORGANIZATION

402

SUBJECT NAME (Optional)  
*R. Cunningham* K. Dumort  
 B. Carroll; L. Hanson; D. Parent;  
 T. Park; *K. Roberts*; *D. Walker*

POSITION TITLE/GRADE  
 Firefighter (Structural), GS-081-6

POSITION DESCRIPTION NUMBER (PD #)  
 402-8443-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

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

<b>A. IMPACT ON EFFICIENCY OF SERVICE</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED	<b>B. SCOPE OF OPERATIONS:</b> <input type="checkbox"/> WORLDWIDE <input type="checkbox"/> GOVERNMENTWIDE <input type="checkbox"/> MULTI-AGENCY <input checked="" type="checkbox"/> AGENCY	<b>C. PROGRAM RISK LEVEL</b> <input type="checkbox"/> MAJOR <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> MODERATE <input checked="" type="checkbox"/> LIMITED
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**STEP 2 - POSITION RISK POINTS**

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

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

**STEP 3 - POSITION SENSITIVITY LEVEL**

National Security Classified Information

**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

<input type="checkbox"/> SPECIAL SENSITIVE	<input type="checkbox"/> CRITICAL SENSITIVE
<input type="checkbox"/> NON-CRITICAL SENSITIVE	<input type="checkbox"/> 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

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SIGNATURE OF INFORMATION SECURITY OFFICER  
*Micheel Tranel*

DATE (MM/DD/YYYY)  
 8-31-06

**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*  
 Cheryl Foss, Human Resources Specialist

DATE (MM/DD/YYYY)  
 1/13/06