

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

7244 A

2. Reason for Submission

- Re-description New
 Re-establishment Other

3. Service

- Hdqtrs Field

4. Employing Office Location

BEDFORD

5. Duty Station

518

6. OPM Certification No.

Explanation (Show any positions replaced)

No changes - Update PD - 2008
FMS to Environmental Management Service

7. Fair Labor Standards Act

- Exempt Nonexempt

8. Financial Statements Required

- Yes No

9. Subject to IA Action

- Yes No

10. Position Status

- Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. Position is:

- Supervisory Critical
 Managerial Noncritical
 Neither Nonsensitive

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	HOUSEKEEPING AID	WG	3566	2	JW	5/10/09
e. Recommended by Supervisor or Initiating Office						

16. Organizational 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

a. First Subdivision

HOSPITAL

b. Second Subdivision

Environmental Management Service

c. Third Subdivision

d. Fourth Subdivision

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

John W. Howarth
 Chief, Environmental Management Service (137)

Signature: *John W. Howarth* Date: 5-10-2009

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: _____ Date: _____

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

3566

Typed Name and Title of Official Taking Action

Stephen L. Kelley
 HRM Classification Specialist

Signature: *Stephen L. Kelley* Date: 5/10/09

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)

HOUSEKEEPING AID WG-2
PD# 6713A

I. SKILL AND KNOWLEDGE

- A. Incumbent must possess and utilize the following skills and knowledge while performing housekeeping duties in a specified area and within established times. With minimal instructions, performs cleaning and related duties to include but not limited to:
1. Floor maintenance, wall washing, doors, doorframes, baseboard corners, edges, and stairwells. Tasks are accomplished by sweeping, dust mopping, damp and wet mopping, scrubbing, stripping, refinishing, buffing, vacuuming carpets and carpet runners, spot washing areas, and high and low dusting. On a scheduled basis cleans office, lobby, and recreation room furniture following established cyclic cleaning procedures.
 2. Empties trash and wastebaskets, replacing liners. Transports refuse and trash to the established collection points.
 3. Replenishes supplies of paper towels, toilet paper, and soap in all areas where dispensers are located.
 4. Cleans rest rooms, bathrooms, and shower rooms ensuring that they are cleaned and meet acceptable standards.
 5. Moves and arranges furniture, patient wardrobes, beds, etc. in the assigned area to accomplish cleaning tasks.
 6. Provides bed-making services in-patient care areas, and OD rooms. Cleans the mattresses, springs and bed frames on an as needed basis following acceptable cleaning methods.
 7. May on occasion move all types of furniture, accessories, beds, small non-mechanical items, etc. using desk mover, file cabinet movers, carts between offices, patient wards and from Environmental Management storage areas.
- B. Incumbent may be assigned to perform duties through the Medical Center to include but not limited to normal cleaning duties such as:
1. Cleans stainless steel on storage instrument cabinets and counters, elevators in lobbies, wards, diet kitchens and nurses utility rooms.
 2. Transport general refuse, regulated medical waste and recycling to central collection areas following established procedures for waste management.
 3. Cleans ash trays, smoke stands, sand urns in designated smoke areas and water fountains as required.
 4. Periodically clean carpets using the carpet extractor, strips and refinishes floor as needed.
 5. Provides interim cleaning of windows and window ledges from the inside, cleans glass door and other glass surfaces.
 6. (6)Provides patients services to deliver food and pick up soiled trays before and after meals.
- C. Incumbent selects and uses special cleaning agents and germicidal solutions to remove stains from a wide variety of surfaces and to provide a bacteriological safe Medical Center environment.

- D. Incumbent must be able to understand and follow instructions. Must be mentally alert at all times particularly when operating power machines in order to prevent injury to self, patients, visitors, and employees or damage to government property. In addition, must be able to concentrate to accomplish required tasks within time limits and be familiar with and follow isolation techniques.
- E. Incumbent may regularly and for a substantial portion of time operates a variety of heavy power machines such as scrubbers, buffers, vacuum cleaners, water pick-up machines, etc., cleaning and adjusting, accomplishing minor maintenance on equipment as necessary.
- F. Incumbent must be mentally capable of absorbing and applying ever changing procedures regarding new innovations in cross infection control and improved cleaning equipment received through classroom training sessions and on the job training.

II. RESPONSIBILITY

- A. With only general supervision from the supervisor, and guidance from the team leader, the incumbent is responsible for maintaining acceptable sanitation standards in his assigned area in accordance with Medical Center policy. After initial general instruction, incumbent goes from task to task without constant supervision. Areas for which incumbent is responsible is inspected by the supervisor and team leader to note quality of work and adherence to sanitation standards and time schedules.
- B. Supplies and equipment such as scrubbers, buffers, vacuum cleaners and water pick-up machines are expensive items. Incumbent is responsible for economical and proper use of materials and careful operation of power machines in order to prevent loss or damage to equipment or furniture.
- C. Incumbent is responsible for reporting any safety or fire hazards to the immediate supervisor and observe prescribed safety regulations.

III. PHYSICAL EFFORT

The physical demands of the position require some heavy lifting (equipment and materials), movement of furniture are required along with the stamina to perform physical labor. Continuous walking, standing, stooping, bending, lifting and arduous physical effort is required in the performance of the manual tasks described; such as washing walls above five feet and operating powered equipment over extended periods of time.

IV. WORKING CONDITIONS

Working conditions such as ventilation and environment are satisfactory. Incumbent may be subject to occasional noise, skin irritations, cuts and bruises. The work performed requires continuous walking when making inspections in various areas. When performing cleaning tasks, moderated effort is expended. Must have a thorough knowledge of specialized cleaning and sanitation techniques, materials and equipment in order to accomplish the duties assigned this position.