

**POSITION DESCRIPTION** (Please Read Instructions on the Back) 1. Agency Position No. 4046

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)	3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Northampton	5. Duty Station 631	6. OPM Certification  9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <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"/> Supervisor <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	

15. Classified/Graded by	Official Title of Position					Pav Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management										
b. Department, Agency or Establishment										
c. Second Level Review										
d. First Level Review	<u>Kitchen &amp; Bakery Equipment Repairer</u>					<u>WG</u>	<u>5310</u>	<u>9</u>	<u>pkp</u>	<u>6/30/03</u>
e. Recommended by Supervisor or Initiating Office	KITCHEN & BAKERY EQUIP. REPAIR					WG	5310	09		

16. Organization Title of Position (If different from the official title)  
 KITCHEN & BAKERY EQUIP REPAIRER

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPT. OF VETERANS AFFAIRS	c. Third Subdivision ADMINISTRATIVE SERVICES
a. First Subdivision V.H.A.	d. Fourth Subdivision FACILITIES MANAGEMENT
b. Second Subdivision MEDICAL CENTER	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 ED THORNTON, SUPR. MAINTENANCE	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) DAVID LAWSON, Facilities Manager
Signature: <u>[Signature]</u> Date: <u>6-12-03</u>	Signature: <u>[Signature]</u> Date: <u>6/12/03</u>

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:  
FLS JGS for Electrical Equipment Repairing, 2854, TS-12, 4194; Individual Equipment Mechanic, 5352, TS-10, 1118; and Official Appearance Repairing, 4206, TS-9, 1119.

Typed Name and Title of Official Taking Action PATRICIA K. PIPCZYNSKI, Human Resources Specialist	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.
Signature: <u>[Signature]</u> Date: <u>6/30/03</u>	

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

24. Remarks

Description of Major Duties and Responsibilities (See Attached)

**KITCHEN & BAKERY EQUIPMENT REPAIRER**  
**WG-09**

**I. PRIMARY DUTIES:**

This position is located in Facilities Management, M&O Section, Structures Section. Primary purpose of this position is to perform preventive maintenance and repair tasks on all types of kitchen and bakery equipment and other types of electro-mechanical-pneumatic equipment throughout the Medical Center.

**II. SKILLS AND KNOWLEDGE:**

Specifically, the incumbent must be skilled in the major overhaul and repair of ovens, dishwashers, ranges, fryers, steam operated appliances, coffee urns, garbage disposal, mixers, heating, ventilating, recovery systems and other dietetic equipment.

Must be knowledgeable of techniques used to adjust and calibrate temperature controls for air conditioning/refrigeration and ventilation systems.

Must be skilled in adjusting and calibrating critical temperature controls use to correctly cook food and to sterilize dishes and utensils. Keep abreast of new equipment ad manuals.

Incumbent must have journeyman level electro/mechanical/pneumatic knowledged and skills comparable to what would be acquired by completion of a plumbing, steam fitting, electrical, mechanical training program at an accredited trade school.

**III. RESPONSIBILITY:**

Incumbent reports to Maintenance Supervisor who assigns tasks verbally or by work order.

Must perform preventive maintenance tasks and insure documentation is completed. Lubrication schedules are critical.

May supervise other mechanics or laborers on specific tasks.

Observes equipment in operation to insure units are correctly and safety functioning.

Instructs operators and supervisors to properly use equipment.

Subject to work on rotating shifts during vacations or emergencies.

May act as shop foreman during foreman's absence.

Must have driver's license.

Maintains and order stock of critical parts to minimize critical equipment down time.

**IV. PHYSICAL EFFORT:**

Incumbent must have a strong physique to perform heavy work.

**V. WORKING CONDITIONS:**

Incumbent will be exposed to varying temperatures indoors and outdoors.

Climbing onto roofs and air handling equipment is normal.

While working in confined areas, employee will be exposed to burns and cuts.

Working with cleaning solvents occurs also.

Occasionally may handle contaminated rubbish.

Incumbent must wear personal protective equipment as required.

## VI. Other Significant Facts:

Customer Service: Meets the needs of customers while supporting VA, Medical Center and Program missions. Consistently communicates and treats customers (veterans, their representatives, visitors, volunteers and all VA staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

ADP Security: Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations, VA statutes and policy, and VHS&RA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

Age Related Competency: Provides care and/or services appropriate to the age of the patients being served. Assesses data reflective of the patient's status and interprets the information needed to identify each patient's requirements relative to their age-specific needs and to provide care needed as described in the programs' policies and procedures.

Takes into consideration age-related differences of the various veteran populations with this institution, which include (a) Young adulthood (20-40). Persons in general have normal physical functions and lifestyles. Person establishes relationships with significant others and is competent to relate to others. (b) Middle age (40-65). Persons may have physical problems and may have changes in lifestyles because children have left home or change in occupation goals. (c) Older adulthood (65-75). Persons may be adapting to retirement and changing physical abilities. Chronic illness may also develop. (d) Middle old (74-84). Persons may be adapting to declines in speed of movement, reaction time, and sensory abilities. Also, persons may have increasing dependence on others. (e) Old (85 and over). Increasing physical problems may develop.

Uses the Veterans Health Information & Technology Architecture (VistA) to access information in the Medical Center Computer System.

# POSITION REPORT

NATURE OF PROPOSED ACTION  
Redescription

POSITION NUMBER  
4046

## EXISTING

CLASSIFICATION TITLE

Kitchen & Bakery Equipment Repairer

SCHED.  
WG

SERIES  
5310

GRADE  
9

ORGANIZATIONAL TITLE

Kitchen & Bakery Equipment Repairer

NO. POSITIONS

NAME OF EMPLOYEE

SECOND ORGANIZATIONAL SUBDIVISION

VHA

STATION AND LOCATION

Northampton VAMC, Leeds MA

THIRD ORGANIZATIONAL SUBDIVISION

Medical Center

FIRST ORGANIZATIONAL SUBDIVISION

Dept. of Veterans Affairs

FOURTH ORGANIZATIONAL SUBDIVISION

Facilities Management, Local Mgmt. Service Line

## PROPOSED

PROPOSED CLASSIFICATION TITLE

SCHED.

SERIES

GRADE

PROPOSED ORGANIZATIONAL TITLE

NO. POSITIONS

## EVALUATION SUMMARY

CLASSIFICATION TITLE

SCHEDULE

SERIES

GRADE

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

Series and Title: The incumbent performs preventive maintenance and repairs on all Medical Center kitchen and bakery equipment and appliances. The incumbent is responsible for independently determining the cause of breakdowns of electro-mechanical-pneumatic systems and for selecting the proper methods, procedures, tools and parts to restore them to working order. The incumbent works without instructions from the supervisor and while there is access to supervisory guidance, there are expectations that the individual will function as the technical expert. In addition, the individual performs repairs on other types of Medical Center equipment as required by Facilities Management workload and/or staffing needs. This includes air conditioning, refrigeration, medical and building service equipment. The appropriate title and series is Kitchen & Bakery Equipment Repairer, WG-4046.

Grade Determination: With the absence of a published standard with grade level criteria for the WG-5310 series, the duties and responsibilities of the position are evaluated by reference to the job grading standards for closely related trades. This position is most similar to the WG-9 level of the Electrical Equipment Repairer, WG-2854, where repairers disassemble, repair, modify, assemble and test a variety of electrical equipment to restore them to an operating condition. At the WG-7 level of this standard, this type of independent diagnosis is not required and a narrower range of types of equipment are assigned for repair. The incumbent functions as at the WG-9 level repairing major as well as small appliances and equipment of varying types without supervisory instruction or direction as to methods or procedures to be taken.

As in the standard for Office Appliance Repairer, WG-4806, the incumbent repairs equipment with both electrical and mechanical features, plans and lays out work and performs the full repair cycle independently. Repairs are complicated by a variety of automatic features and the interrelation of electrical components. Whereas at the WG-7 level, repairs are made on more basic office equipment with limited automatic parts usually not involving synchronizing of electrical and mechanical components. In addition, the WG-7 repairer receives instruction outlining the work to be completed and the work is spot checked while in progress and upon completion.

The incumbent's assignment and level of responsibility appears to fall between the WG-8 and WG-10 levels described in the standard for the Industrial Equipment Mechanic, WG-5352. The duties are not comparable to the WG-10 level where the incumbent independently troubleshoots and repairs large complex non-production industrial machinery and systems. However, the duties do appear to exceed the WG-8 level, where the repairer is assigned less complex machinery or assists higher graded mechanics with repairs to more complex systems and operates independently only on routine work. The incumbent's assignment appears to fall between these levels at the WG-9.

Kitchen and Bakery Equipment Repairer, WG-5310-9.

	DATE	EVALUATED BY PATRICIA K. PIPCZYNSKI <i>Patricia K. Pipczyński</i>	DATE 6/30/03
TITLE AND/OR ORGANIZATIONAL LOCATION		TITLE Human Resources Specialist	