

HR Copy

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No. 39850

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>(Show any positions replaced)</i>	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Madison, WI	5. Duty Station Madison, WI	6. OPM Certification No.
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input 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 type="checkbox"/> Yes <input checked="" 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 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>	
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	Electrical Ldr	WL	2805	11	MFN	10-29-95
e. Recommended by Supervisor or Initiating Office	Electrical Work Leader	WL	2805	11		

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

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

18. Department, Agency, or Establishment Department of Veterans Affairs	c. Third Subdivision Maintenance and Repair Section
a. First Subdivision Wm. S. Middleton Memorial Veterans Affairs	d. Fourth Subdivision Electrical Unit
b. Second Subdivision Engineering Service	e. Fifth Subdivision
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.	

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 GERALD P. KILEY M & O Foreman	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) MICHAEL S. FRAZIER Assistant Chief, Engineering Service
Signature: <i>Gerald P. Kiley</i> Date: 11-3-95	Signature: <i>Michael S. Frazier</i> Date: 11/3/95

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
Job Grading Std for Leader
IS-39 480

Typed Name and Title of Official Taking Action Michael L. Watson HR Specialist	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>Michael L. Watson</i> Date: 11-3-95	

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)

Position Description
BUILDINGS/ELECTRICAL/MECHANICAL WORK LEADER
WL-XXXX-X

I. PRIMARY DUTIES

- A. The three (3) work leader positions are located in the Buildings Division and in the Electrical and Mechanical Units of the Utilities Division, and are under the immediate supervision of the Maintenance & Operations Foreman. This position description serves as an addendum, as duties are in addition to those already assigned to the incumbents.
- B. The incumbent assesses submitted work requests, and as required, visits work sites to determine extent of requested work, estimate manhour requirements, necessary work task sequencing or coordination with other trades, and estimate material requirements.
- C. Assigns specific duties to respective workers in the leader's work unit/division. Monitors assigned work of the unit/division, through physical inspection and/or through use of the computerized Engineering Work Order Module. Generates work order reports as needed, and informs supervisor of day-to-day progress, incomplete work orders, unanticipated delays, etc.
- D. Incumbent works as a team member with the other Work Leaders, the Operations Management Coordinator, Customer Service Representative, the Maintenance & Operations Foreman, and other Engineering staff members.

II. SKILL AND KNOWLEDGE:

- A. Ability to plan, program, schedule, coordinate, and direct a group of skilled tradesmen in the performance of maintenance, repair, overhaul, installation, and troubleshooting in a hospital setting.
- B. Knowledge of a variety of craft disciplines within the respective unit/division. This includes carpentry, locksmith, and machinist trades in the Buildings Division; Electrical and electronics trades in the Electrical Unit; and Pipefitting, HVAC & R, and industrial equipment maintenance trades in the Mechanical Unit.
- C. Computer skills associated with the Engineering AEMS/MERS computing system for tracking work orders and generating reports.
- D. Knowledge of and ability to apply sound safety procedures and practices within the shop and in a hospital environment.
- E. Communication skills, both verbal and written, to effectively communicate with shop personnel, supervisors, and other hospital staff.

Electrical/Mechanical/Buildings Work Leader
WL-XXXX-X

III. RESPONSIBILITY:

Incumbent is responsible for the overall production of the employees within the respective unit/division. This involves assigning of necessary instructions to shop tradesmen, properly inspecting work progress, and communicating appropriately with the M&O Foreman regarding work progress and delays, etc. Incumbent is expected to complete assignments with minimal guidance from his supervisor, but with occasional technical assistance. Supervisor may spot check work by the incumbent, to determine the quality and quantity of work produced. Incumbent uses own initiative for completion of recurring tasks and assignments.