

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission
 Redescription New Reestablishment Other
 3. Service Hdqtrs Field
 4. Employing Office: Mtn. Home, Tennessee 621
 7. Fair Labor Standards Act Exempt Nonexempt
 8. Financial Statements Required
 Executive Personnel Employment and Financial
 9. Subject to IA Action Yes No

1. Agency Position No. 7204-A
 10. Position Status Competitive Excepted (Specify in Remarks) SES (Gen.) SES (CR)
 11. Neither
 12. Sensitivity 1-Non-Sensitiv 3-Critical 2-Noncrit 4-Special
 13. Competitive Level Code **LO1**
 14. Agency Use **Bus Code 0065**

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 Establishment						
c. Second Level Review						
d. First Level Review	Maintenance Mechanic Leader	WL	4749	10		
e. Recommended by Supervisor or Initiating Office	Work Leader					

16. Organization 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 Medical Center
 a. First Subdivision: Veterans Health Administration
 b. Second Subdivision: James H. Quillen VA Medical Center
 c. Third Subdivision: Engineering Service
 d. Fourth Subdivision: Maintenance Unit A, B, or C
 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. Type Name and Title of Immediate Supervisor
 Daniel B. Snyder III, P.E., Chief, Engineering Service
 Signature: [Signature] Date: 11-07-2007
 b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 John W. McFadden, Associate Director
 Signature: [Signature] Date: 11/8/07

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.
 Patricia L. Hasson
 HR Specialist/Staffing & Classification
 Signature: [Signature] Date: 11/16/07
 22. Position Classification Standards Used in Classifying/Grading Position
 OPM standards: Maint. Mech. wg-4749, TS-30 dated May, 1974; Job Grading standard for Leader, TS-39 dated January, 1980
 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.

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

24. Remarks

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

**MAINTENANCE MECHANIC LEADER
WL-4749-10**

I. PRINCIPAL DUTIES AND RESPONSIBILITIES

Incumbent is the work leader in one of the two building systems/equipment units or the building maintenance/minor renovation unit in Engineering Service. The units support maintenance and repair for the medical center.

Employee performs trades work at the WG-10 journeyman level and leads three or more workers to accomplish trades work. Employee performs work along side of those employees he leads. The work unit is comprised of: Electricians, WG-10; A/C Mechanic, WG-10; Pipefitter, WG-10; Welder/Sheet Metal Mechanic, WG-10; Carpenter/Painters, WG-9; and Painter/Plasterer, WG-9.

Work Direction: Incumbent passes on to other workers the instructions received from supervisors, and assigns the immediate tasks to be performed by individual members of the group led. Incumbent works along with the other workers, setting the pace of work, demonstrating proper work methods. Ensures that needed plans, blueprints, materials and tools are available, and that needed stock is obtained from supply locations. Incumbent obtains needed information or decisions from the supervisor on problems or issues that come up during the work. Incumbent sees to it that there is enough work to keep everyone busy; checks work in progress and when finished to see whether the supervisor's instructions on work procedures, and deadlines have been met. Employee maintains a current knowledge and answers questions of other workers on policies, work procedures, written instructions, and other directives.

Leads employees engaged in the installation, maintenance, and repair of the following:

1. Electrical distribution systems (high and low voltage), electrical/mechanical operated, dietetic equipment, electrical operated lifts, elevators and dumbwaiters, lighting systems, radio, nurse call public address and fire alarm systems, electrical heating equipment, office equipment, sight lighting systems, electrical operated doors and other electrically operated equipment.
2. Medium and low pressure steam and condensate systems (steam heating, radiators, circulating pumps, etc.), understand the purpose of relief valves, check valves, pressure reducing valves, shut off valves, expansion joints and similar devices and how these items control flow, pressure, circulation, and expansion within these systems. Aligning pipes, valves and fitting to reassemble portions of systems requiring repairs or modifications, braces and supports to control movement, expansion or contraction, and vibration of piping systems.
3. Skilled mechanic in the installation, repair, modification, and preventive maintenance of most refrigeration equipment. This factor includes following local and national safety rules and guidelines, efficient use of all specialized tools used in the refrigeration trade such as measuring equipment (refrigeration gauges, electrical meters, air measuring

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devices), hand tools (torches, vacuum pumps, refrigerant recovery devices), and any other specialized tool unique to the HVAC trade.

4. The incumbent must have knowledge of laying floor tile; door hardware maintenance; installing ceiling tile, lights and light fixtures, receptacles, and switches; plastering, painting and carpentry work; plumbing, such as minor repair of water and heating systems; repairing of chairs; installing door closures and door stops; hanging bulletin boards, pictures, mirrors, fans, clocks, etc.; installing casters on desks, chairs, food carts, etc.; mounting paper towel holders, signs, and corner guards; installing safety treads on steps; installing storage cabinets and x-ray view boxes. Incumbent is also involved in the moderately skilled use of general and some specialized tools and equipment of various building trades. He makes inspections of patient wards as it pertains to general maintenance of these areas.

Provides assistance to the Supervisor to maintain a written preventative maintenance program as called for by the VA Engineering Performance Standard and Policies. Assists the supervisor in overseeing this program to ensure all equipment and systems within the area of incumbent's responsibility will be maintained according to the established schedule including appropriate documentation.

The incumbent will estimate and draft orders for supplies and materials for all assigned tasks and projects. Inspects work during progress and upon completion. Reports on work accomplished, time spent, materials used, status and progress of work, causes for delays, etc.

Planning: On occasion when the Supervisor is absent, incumbent plans daily and weekly work schedules from work orders. Works with the Supervisor to specify personnel needed, time required to perform job, equipment and materials required for individual work orders. Provides formal requests for supplies and materials. Obtains supplies and materials for work units to complete each assigned task. Provides progress reports to the Supervisor on work assignments. Informs a higher-level supervisor of the need to revise work schedules, requests authority to adjust work assignments and to use overtime, equipment and materials to meet established schedules. Participates with higher-level supervisors in the initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work.

Safety: Incumbent ensures that safety and housekeeping rules are followed, e.g., ensures that tools, equipment and machines are used properly. Answers questions of supervisors on overall work operations and problems, such as identifying additional training needed by individual employees.

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II. SUPERVISORY CONTROLS OVER THE POSITION

Incumbent reports to the Maintenance Supervisor of the assigned unit. Assignments are generally in the form of work orders with responsibility for working out details. Work is subject to check at any time for the quantity, quality, and timeliness of work accomplished; however, work is judged mainly in terms of results and adherence to specific instructions.

statutes and policy, and VHA 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.