

PD Tracking Number - 41353

Series, Title and Grade

5716, Engineering Equipment Operator Leader, WL-08

Department - NCA

Introduction Statement

This position is located at the Fort Snelling National Cemetery, Memorial Service Network IV. The primary mission of the cemetery is to meet the needs of veterans and their eligible family members by providing dignified burials and maintaining the cemetery as a national shrine.

The incumbent serves as Engineering Equipment Operator (EEO) work leader over 14 to 20 employees who accomplish all aspects of maintenance responsibilities throughout the cemetery organization.

Major Duties

As an Engineering Equipment Operator, Work Leader, leads 14 to 20 employees including: WG-10 Heavy Mobile Equipment Mechanic, WG-9 Maintenance Mechanic, WG-8 Maintenance Worker, WG-8 Gardener, WG-8 Automotive Worker, WG-5 Maintenance Worker, WG-5 Cemetery Caretaker, WG-2 Laborer and other cemetery caretakers and/or laborers as assigned. These staff accomplish all aspects of maintenance responsibilities throughout the cemetery organization. Incumbent exercises leadership responsibilities in addition to normal labor-related tasks as a member of the maintenance crew throughout the cemetery.

Using the goals and objectives established by the Cemetery Director and the Maintenance and Ground Supervisor, the incumbent plans, schedules, and monitors the general operations of his/her subordinates. Establishes deadlines and priorities on the basis of general work schedules, methods, and policies. Determines how many assignments can be done concurrently, and which ones must be delayed based upon interment schedule and unforeseen conditions; he/she will determine the number and types of equipment needed; consideration of skills and personnel available to do the work, and the availability of materials and equipment required.

Motivates subordinates to operate as an effective working unit. Selects individual workers and assigns the particular work or task to be performed. Explains work requirements, methods, and procedures as needed; defines the standard of quality and quantity to be met; instructs subordinates on difficult work operations; reviews work while in progress or on completion; and changes work plans, work assignments, and methods as necessary to reduce and control cost, and to accomplish the work of the unit as effectively as possible. Determines equipment, material, and maintenance required. Assures that material is ordered and delivered to work site so as not to delay work. Coordinates the work of the unit supervised with other units that may be involved.

The incumbent should have the working knowledge of computer and computer software to include but not limited to, Microsoft Windows, MS Word, MS Excel, MS Access, MS Power Point, ATLAS, and Outlook.

The incumbent performs on-the-job training to new employees, and recommends to the Cemetery Director any additional training needed by subordinates, thus guaranteeing that the mission of the cemetery will continue in his absence. He will advise the Cemetery Director of any potential maintenance problems, which may have a direct correlation in the manner that the cemetery grounds are maintained.

Factors

SKILL AND KNOWLEDGE:

Incumbent must have complete knowledge and understanding of Department of Veterans Affairs (VA) and National Cemetery Administration (NCA) regulations as they apply to cemetery operations for which he/she is responsible.

The incumbent must have a knowledge and proficiency in the maintenance and operation of the following types of equipment:

Ford and/or John Deere backhoes, Mustang and/or Terex earth haulers, John Deere Tractor with loaders and other attachments, John Deere mowers, Jacobson mowers, and any other lawn mowers and equipment used in lawn maintenance, as well as various types of hand tools and power equipment

Operates cemetery equipment to include, but not limited to, the following: tractors; towed equipment such as mulchers, sprayers, fertilizers, and spreaders; backhoes; front-end loaders; dump trucks to 5 tons GVW and over; mowers with or without attachments; passenger vehicles including vans and sedans as necessary; fork lifts; bobcats; street sweepers; pickup trucks; and other equipment as required by the position on a daily or as needed basis. Must possess a current valid driver's license from the state in which he/she resides and a Commercial Drivers License where applicable for specifically identified equipment.

In addition to the above, the incumbent must be able to read and recognize different topographical features using maps and blueprints. He/she must be able to identify obstructions such as water and electrical lines, avoiding such areas so as to eliminate hazardous

conditions. He/she must be able to recommend alternate locations as the case may demand.

The incumbent will work closely with the Cemetery Director, the Maintenance and Grounds Supervisor and Memorial Service Network IV (MSN IV) Horticulturist and/or local County Agriculture Extension Service Agents on the ordering of, and the using of pesticides and herbicides. He/she will work closely with the Cemetery Director, Memorial Service Network IV Horticulturist and/or local County Agriculture Extension Service Agents to insure proper amounts and types of defoliant, herbicides, insecticides, grass seeds and fertilizers are applied properly to the cemetery acreage.

The incumbent will be responsible for the inventorying and ordering all supplies to complete all maintenance tasks when they arise.

The incumbent will perform all assigned duties and related activities independently with only general supervision.

The incumbent must hold a valid state driver's license with the proper class or rating, or be able to obtain the required license within 90 days of being selected for this position. He/she must have a working knowledge of driving instructions, and safe operating procedures.

The incumbent must be able to lead and effectively control the work activities of subordinate employees. He/she will cross train the subordinate employees under his/her tutelage in all aspects of his/her sphere of influence.

Incumbent must be knowledgeable in all cemetery computer applications, such as BOSS, IBBA, ATLAS, Blotter Records, IFCAPS and Jet Form 51. This must be accomplished within 12 months of being selected for this position.

RESPONSIBILITIES:

The incumbent may personally perform a variety of tasks, including, but not limited to the following: identifying and opening new gravesite/burial sections, identifying monumentation and other pertinent layout guidelines, including the physical measuring and determination of gravesites; operates a heavy-duty industrial-type tractor (backhoe) equipped with hydraulic backhoe and bucket loader to open and dig graves; moves tractor to various locations in cemetery, places equipment in vicinity of gravesite for excavation or backfilling; operates hydraulic digging attachment (backhoe) and also front end loader bucket; operates controls to turn, lift, and lower bucket in excavation and filling of gravesites and other projects; loads and unloads dirt to and from truck or spoils pile, pushes or picks up dirt; exercises caution to avoid damage to gravesites, markers, shrubbery, visitors, and personnel working in the area; may instruct workers in squaring out corners of graves, leveling bottom, and removal of excess dirt, etc.

The incumbent identifies problems, needed repairs, and necessary maintenance by maintaining good relations with the subordinate personnel, or by observation. Directs repairs or maintenance of such equipment. Determines whether work can be performed in-house or must be contracted to best maintain equipment. Performs or oversees manual tasks such as filling and tamping sunken graves, preparing areas for seeding or sodding. Leveling soil, grading, or other similar duties; fertilizes, waters, and maintains landscaped areas. Polices areas, clearing or overseeing the clearing of flowers, related debris, leaves, snow, or other items as necessary to maintain the beauty of the cemetery. Assists or provides direction to interment crews as necessary; handles cremated or casketed remains. Assists or oversees the preparation of gravesites from the beginning to the closing of the site. Oversees marker maintenance and installation, and assists as required.

The incumbent passes on to other workers the instructions received from the Cemetery Director, and initiates work by assigning immediate task to individual members of the crew. Works with other employees while setting the pace, observing their activities and reviewing the quality of work as operations continue. Demonstrates appropriate and proper work methods to their crew members. Insures that tools, materials, plans and required technical manuals are available prior to the initiation of operations. Sets a personal example by operating equipment in a safe manner, using it properly in order to limit its exposure to damage.

Obtains needed information or decisions from the Cemetery Director on problem arising during operations. Maintains a current knowledge of all policies, procedures, written instructions and directives, relating to field operations and answers questions of crew members regarding their application. Evaluates the crew's workload and assigns or communicates from superiors additional task in order to keep the crew active. Assures the observance of safety and housekeeping. Reports to supervisors and evaluates the work performed to insure that the supervisor's instructions on work sequence, procedures, methods, and deadlines have been met.

He/she will be responsible for entering purchase card transactions into the automated system and reconcile same in a timely manner.

PHYSICAL DEMANDS:

Work includes walking, standing, sitting, bending, and carrying heavy loads. Work may be performed in closely confined areas. Moderate effort is required in operating various types of vehicles and equipment. Must use the full range of upper and lower body extremities. The incumbent will be operating power tools and equipment for extended periods of time. He/she will be exposed to noise levels exceeding 85 decibels. Incumbent will spend long periods sitting behind a computer monitor using computer equipment exposing him/her to repetitive motion injury and eyestrain.

WORK ENVIRONMENT:

Some work is performed in an office setting; however, most of the work is performed outdoors, with exposures to all types of

environmental factors including rain, sleet, snow, cold, heat, dust, etc. The incumbent will be required to wear protective clothing such as hard hat, goggles, breathing mask, and face shield, as well as protective hearing devices and safety shoes/boots. When performing Cemetery Representative duties will be required to wear dress suitable to attend funeral services and representation of the Cemetery Direction and government as prescribed in NCA regulations.

OTHER SIGNIFICANT FACTORS

CUSTOMER SERVICE:

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA customer consistent staff) in a courteous, tactful, and respectful manner. Provides the 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 NCA 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.