

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. AGENCY POSITION NO.  
1534

2. REASON FOR SUBMISSION <input type="checkbox"/> REDESCRIPTION <input type="checkbox"/> NEW <input type="checkbox"/> HDQTRS. <input checked="" type="checkbox"/> FIELD		3. SERVICE <input type="checkbox"/> HDQTRS. <input checked="" type="checkbox"/> FIELD	4. EMPLOYING OFFICE LOCATION Phoenix, AZ	5. DUTY STATION Phoenix VAHCS	6. OPM CERTIFICATION NO.
7. REESTABLISHMENT <input checked="" type="checkbox"/> OTHER EXPLANATION (Show any positions replaced)  Review of PD.		7. FAIR LABOR STANDARDS ACT <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NONEXEMPT		8. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE <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"/> SUPERVISORY <input type="checkbox"/> MANAGERIAL <input checked="" type="checkbox"/> NEITHER		12. SENSITIVITY <input checked="" type="checkbox"/> 1 - NON-SENSITIVE <input type="checkbox"/> 3 - CRITICAL SENSITIVE <input type="checkbox"/> 2 - NON-CRITICAL SENSITIVE <input type="checkbox"/> 4 - SPECIAL SENSITIVE	
				9. SUBJECT TO IA ACTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
				13. COMPETITIVE LEVEL CO	
				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	Laundry Mechanic	WG	5317	10		2/19/10
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	Laundry Mechanic	WG	5317	10		

16. ORGANIZATIONAL TITLE OF POSITION (if different from official title)


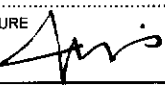
17. NAME OF EMPLOYEE (if vacant, specify)  
Alex Etheridge

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT Department of Veterans Affairs	C. THIRD SUBDIVISION Facilities
A. FIRST SUBDIVISION Veterans Health Administration	D. FOURTH SUBDIVISION Engineering
B. SECOND SUBDIVISION Phoenix VAHCS	E. FIFTH SUBDIVISION Pipefitting/Plumbing

19. EMPLOYEE REVIEW - This is an accurate description of the major duties and responsibilities of my position.

SIGNATURE OF EMPLOYEE (optional)

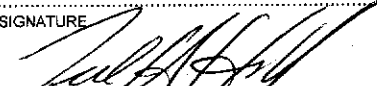
**SUPERVISORY CERTIFICATION:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with 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 TITLE OF IMMEDIATE SUPERVISOR Rick Peterson, Plumbing Supervisor	B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional) Brent Thelen, Chief, Facilities Services
SIGNATURE 	SIGNATURE 
DATE 9/14/10	DATE 9/14/10

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/GRAIDING POSITION  
Handbook of Occupational Groups & Families, 08/02; FWS JGS for Production Machinery Mechanic, 5350, TS-40, 11/80

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION  
Ted Hill, Human Resources Intern

SIGNATURE  


DATE  
2/19/10

**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  
Full performance level.

25. DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES (See Attached)

## POSITION CLASSIFICATION EVALUATION STATEMENT

**CURRENT TITLE/SERIES/GRADE:** Laundry Mechanic, WG-5317-10

**PROPOSED TITLE/SERIES/GRADE:** Laundry Mechanic, WG-4749-10

**FINAL TITLE/SERIES/GRADE:** Laundry Mechanic, WG-4749-10

**ORGANIZATIONAL LOCATION:** Engineering Division, Pipefitting/Plumbing Services, Phoenix VA Healthcare System.

**REFERENCES:** Handbook of Occupational Groups & Families, 08/02; FWS Job Grading Series for Production Machinery Mechanic WG-5350, TS-40, 11/1980.

**BACKGROUND:** Engineering Division provided an update to the current Maintenance Mechanic Supervisor PD (#1534) dated January 31, 2008. An updated PD was provided for all personnel within Pipefitting/Plumbing Services. A classification review was performed on this PD and related developmental PD's # 4171 and # 4172.

**FAMILY DETERMINATION:** The incumbent serves as a Laundry Mechanic under the Pipefitting/Plumbing section of Engineering Department in the Facilities Department. The primary purpose of this position involves installation, maintenance, and repair of industrial laundry equipment. The incumbent has full responsibility for the section assigned. In accordance with the series allocation and titling guidance in the Handbook of Occupational Groups and Families of August 2002 and The Federal Wage System Job Grading Series for Production Machinery Mechanic, Occupational Series WG-5350, dated November, 1980.

### **GRADE LEVEL DETERMINATION:**

The incumbent work involves installation, maintenance and repair of industrial laundry equipment. This includes industrial washers, dryers and domestic washers and dryers located in the Community Living Center and the Mental Health Department. The incumbent is responsible for the maintenance and repair of all laundry production equipment and maintains reliable and efficient operations of machinery and controls. The incumbent maintain an inventory of critical spare parts to ensure prompt restoration of equipment.

The incumbent must have the ability to troubleshoot mechanical, electrical and industrial control problems associated with laundry equipment. The incumbent must have the ability to correctly read and interpret prints, schematics, wiring diagrams, tables, charts, operational manuals, etc. The incumbent must have the ability to make extensive repairs to complex laundry equipment and control systems. Incumbent must demonstrate the ability to work with a wide variety of hand and power tools and have the expertise to rebuild pumps, motors and valves.

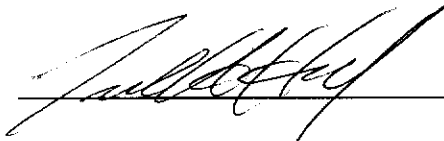
Incumbent is expected to work safely from ladders, scaffolding, platforms and scissor lifts, requiring the ability to work while standing, stooping, kneeling and other uncomfortable positions. Incumbent is

expected to lift, carry and set-up tools, equipment, parts, etc. weighing up to 80 lbs. without assistance. Incumbent is required to work in extreme hot and cold temperatures in various less than sanitary environments.

Since knowledge of various facets of mechanical repairs is required and the highest grade represented by the various trades in this mixed job is a WG-10, this position is graded at WG-10.

**CONCLUSION:**

Based on the analysis provided above, the job remains properly classified as a Laundry Mechanic, WG-5317-10.



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TED HILL, HUMAN RESOURCES INTERN

2/19/10

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DATE



STATION NUMBER/ORGANIZATION

644/Phoenix Veterans Affairs Healthcare System

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Laundry Mechanic Helper, WG-5317-10

POSITION DESCRIPTION NUMBER (PD #)

1534

NOTE: Each position within VA requires a designation of its risk or sensitivity level as described in VA Directive and VA Handbook 0710. Guidance for making such position risk and sensitivity designations is contained in VA Handbook 0710, Appendix A with Tables, and in 5 CFR sections 732.102 and 732.201.

STEP 1 - PROGRAM RISK LEVEL DESIGNATION (See VA Handbook 0710, Appendix A, Paragraph 2, and Table 1)

A. IMPACT ON EFFICIENCY OF SERVICE

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

B. SCOPE OF OPERATIONS:

- WORLDWIDE
- GOVERNMENTWIDE
- MULTI-AGENCY
- AGENCY

C. PROGRAM RISK LEVEL

- MAJOR
- SUBSTANTIAL
- MODERATE
- LIMITED

STEP 2 - POSITION RISK POINTS

See VA Handbook 0710, Appendix A, Paragraph 3; and Table 2

STEP 3 - POSITION SENSITIVITY LEVEL

National Security Classified Information

LINE NO.	RISK FACTOR	RISK POINTS
1.	Degree of Public Trust	1
2.	Fiduciary Responsibility	1
3.	Importance to Program	1
4.	Program Authority	1
5.	Supervision Received	3
6.	Total Risk Points (Sum of Lines 1-5) ▶	7

NOTE: All positions must be evaluated for National Security considerations. Sensitivity levels do not replace risk levels, but are an addition to risk levels if applicable. See VA Directive 0710, paragraph 4, VA Handbook 0710, paragraph 2b; VA Handbook 0710, paragraph 4, VA Handbook 0710, Appendix A, paragraph 9 and 11; and 5 CFR Section 732.102.

SENSITIVITY LEVEL

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

STEP 4 - RECOMMENDED ADJUSTMENT TO RISK LEVEL BY INFORMATION SECURITY OFFICER

NOTE: All positions are reviewed by Information Security Officer for access to VA information systems.

- CONCUR WITH RISK LEVEL (See STEP 2)
- INCREASE RISK LEVEL TO:
  - MODERATE RISK
  - HIGH RISK

RISK LEVEL AS DETERMINED BY TOTAL RISK POINTS

- HIGH RISK
- MODERATE RISK
- LOW RISK/NONSENSITIVE

JUSTIFICATION

SIGNATURE OF INFORMATION SECURITY OFFICER \_\_\_\_\_ DATE (MM/DD/YYYY) \_\_\_\_\_

STEP 5 - ADJUSTMENTS TO POSITION RISK LEVEL

NOTE: Some positions, by the very nature of the duties and responsibilities, will require adjustments to risk level designations. See VA Handbook 0710, Appendix A, paragraph 5, Adjustments. Additionally, some positions may temporarily require access to sensitive national security classified information. Such access will factor into the adjustment of the position sensitivity designation. See VA Handbook 0710, Appendix A, paragraph 11.

Risk Level:

- NO ADJUSTMENT
- INCREASE RISK LEVEL TO:
  - MODERATE RISK
  - HIGH RISK

Sensitivity Level:

- NO ADJUSTMENT
- INCREASE SENSITIVITY LEVEL TO:
  - NONCRITICAL SENSITIVE
  - CRITICAL SENSITIVE
  - SPECIAL SENSITIVE

STEP 6 - FINAL POSITION RISK/SENSITIVITY LEVEL DESIGNATION

FINAL POSITION RISK LEVEL

- HIGH RISK
- MODERATE RISK
- LOW RISK

FINAL SENSITIVITY LEVEL DESIGNATION

- SPECIAL SENSITIVE
- CRITICAL SENSITIVE
- NON-CRITICAL SENSITIVE
- NONSENSITIVE

SIGNATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

Ted Hill, Human Resources Intern

DATE (MM/DD/YYYY)

02/19/2010

**LAUNDRY EQUIPMENT MECHANIC**  
**WG-5317-10**  
**Plumbing & Mechanical Shop**

**PRIMARY DUTIES:**

This position is located in the Plumbing and Mechanical Shop of the Maintenance and Operations section. The incumbent is under the general supervision of the Plumbing and Mechanical Shop Supervisor. The work involves installation, maintenance, and repair of industrial laundry equipment. The incumbent must be competent in all aspects of laundry equipment repair including mechanical, electrical, and industrial controls. The equipment consists of: three 600 lb., one 450 lb., one 200 lb. and two 95 lb. Pellerin-Milnor washer-extractors, two 600 lb. gas Chicago Consolidated dryers, two Cissell drying and conditioning tumblers, one Braun spreader/feeder, one steam heated Braun flat work ironer with canopy, one Braun four lane folder with cross folder and stacker, one garment finisher tunnel, one Centra-stack drape and store, one Centra-fold Silverline blanket folder, one Timpac tying system, one Mildata wash system control, ten each weight carts, two automated lint collection and heat recovery systems, two Chicago small piece folders, one Braun small piece folder, five thermo patch heat seal and label machines, one flow rack 360 cart make up shelving, two sewing and button machines, four flatwork feed conveyors, one hydraulic 600 lb. cart dumper, 150 turn about ward exchange carts, twelve 200 sling carts, platform work station, incline soil sort conveyor, LBC break-up conveyor, 30-28 P.F. platform work station, one classified soiled storage 280 Sling-veyor, washer loader platform M-6000-W cart wash system, LBC transfer conveyor, LBC sorting conveyor, Durham Bush Duplex condensate station, Hot & Cold Digital flow-meters, 1050 gallon S/S reuse water storage tank, Immusion reuse water heating coil, assembled reuse water steam components, reuse water sump pump, 7.5 HP dual pump package, reuse water control console, reuse water digital flow-meter, remote status panel, stainless steel shake-out table, air lift 600 uniform conveyor (electric), TEA waste water heat recovery system, S/S hot water storage tank 2050 gallon capacity, Immerson condensate cooling coil, assembled hot water steam components, S/S tempered water storage tank 2050 gallon capacity, three 10 HP storage pumps, ATF folding tables, Hoffman air filtration centrifugal vacuum & exhauster system, Hoffman air filtration electrical components, eight Fairbanks scales, Smart exchange uniform vapor press with video and security systems, VS stitch line edger/hemmer machine, Cissell spotting board, communication and intercom system, seven speed air blow down devices, water, gas, steam, electric and sewer flow-meters, meter readers, software, report data saver, five speed check classified belt conveyors, two monorail systems consisting of 540 feet of rail plus pneumatic & lifts. Also included are domestic washers and dryers located in the NHCU and Mental Health Department. The incumbent will also assist other trades and perform other duties as assigned by the Plumbing and Mechanical Shop Supervisor.

The incumbent performs other duties as assigned by the Plumbing and Mechanical Shop Supervisor.

### **RESPONSIBILITIES:**

Incumbent is responsible for the maintenance and repair of all laundry production equipment and is expected to maintain reliable and efficient operation of the machinery and related controls. Incumbent will document maintenance in accordance with the Medical Center's PMI program. Equipment repairs will be documented utilizing the Medical Center's work order system. Maintain an inventory of critical spare parts to insure prompt restoration of equipment. Material inventory will be maintained by the laundry mechanic in accordance with the VA's Generic Inventory Program (GIP). The incumbent is responsible for keeping his supervisor informed of material requests by providing accurate and timely information to expedite material orders.

### **SKILLS AND KNOWLEDGE:**

Incumbent must have the ability to troubleshoot mechanical, electrical and industrial control problems associated with laundry equipment, have the ability to correctly read and interpret prints, schematics, wiring diagrams, tables, charts, operational manuals, etc. The laundry mechanic must have the ability to make extensive repairs to complex laundry equipment and control systems. Incumbent must demonstrate the ability to work with a wide variety of hand and power tools. The incumbent must have the expertise necessary to rebuild pumps, motors, and valves.

### **PHYSICAL EFFORT:**

Incumbent must work safely from ladders, scaffolding, platforms, and scissor lifts used to access hard to reach spaces. This requires that he be able to work while standing, stooping, kneeling as well as working in tiring and uncomfortable positions. Incumbent will be expected to lift, carry and set-up tools, equipment, parts, etc. that weigh up to 80 lbs with out assistance.

### **WORKING CONDITIONS:**

Incumbent will be required to work in ambient temperatures varying from 50 to 110 degrees. Machinery is often greasy, dirty and in is located in a noisy environment. Make of the equipment is located in an area containing potential fecal matter, urine, and other biological contamination. Production type machinery, which operates from remote start stations or duty cycle timers, requires that safety precautions are taken to prevent injury. Incumbent will work with and around hazardous materials and chemicals and will be responsible to comply with all applicable policies and regulations.

### **ADP SECURITY:**

Incumbent is responsible for protecting information maintained and accessed through the DHCP system and/or person computers from unauthorized release or loss, alteration or deletion. Employee is responsible for following applicable regulations and instructions regarding access to computer files and release of access codes per Department of Veterans Affairs Policies.