

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

1. Agency Position No.  
4514

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other on (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location Phoenix, VAMC, AZ	5. Duty Station Carl T. Hayden (644)	6. OPM Certification No.
		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 checked="" 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 <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code
				14. Agency Use	

WL-2502-10 Telecommunication Mech Leader

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	Telecommunications Mechanic	WG	2502	10	ST	5-15-08
e. Recommended by Supervisor or Initiating Office	Telecommunications Mechanic		2502	10		

16. Organization Title of Position (If different from the official title)

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

18. Department, Agency, or Establishment  
Department of Veteran Affairs

a. First Subdivision  
Carl T. Hayden, VAMC

b. Second Subdivision  
Facilities Services

c. Third Subdivision  
Engineering Department

d. Fourth Subdivision  
Maintenance & Operations Section

e. Fifth Subdivision  
Special Systems Shop

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  
Sam Pullano, Supervisor, Special Systems Shop

Signature: *Sam Pullano* Date: 4/30/08

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
Arthur G. Mantlik, Supervisor, Maintenance and Operations

Signature: *Arthur G. Mantlik* Date: 4/30/08

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  
FWS JGS for Telecommunication Mechanic, WG-2502. (9/93).

Typed Name and Title of Official Taking Action  
Diane Tinsley, Asst. HR Officer

Signature: *Diane Tinsley* Date: 5-15-08

**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

Description of Major Duties and Responsibilities (See Attached)

## **POSITION DESCRIPTION**

### **Telecommunications Mechanic, WG-2502-10**

## **INTRODUCTION**

The incumbent serves as the Telecommunications Mechanic. The incumbent is jointly responsible, with the Special Systems and M&O Supervisors, for the development, implementation and maintenance of the Medical Center's cabling infrastructure, voice and non-voice systems.

## **MAJOR DUTIES**

### **Installs a Range of Telecom/Cabling System Components 50 percent**

Applies a thorough knowledge of copper core and fiber optic transmission principles. Reviews work orders and layout sheets to select equipment and circuits required. Installs more complex equipment such as: panic alarm systems, annunciation equipment for fire, nurse call systems, security systems, trunk cards, line cards, and station cards to provide the desired number of lines and stations, as needed. Interconnects system components by applying a thorough knowledge of different electronic and solid state voice and data systems, including their capabilities, functions of their major circuits and the associated cables and wiring used. Manages and takes part in the running of security cables. Manages and takes part in the installation of cabling support systems. Assists with the fitting and terminating of security system devices (Detectors, Sirens, Cameras, and Nurse Call Points etc.). Assist with the design, testing and commissioning of these systems.

### **Maintains & Repairs Complex Telecom/Cabling Systems Equip 50 percent**

Maintains and repairs complex telecommunication equipment and supporting cabling sub-systems. Troubleshoots complex electronic and electromechanical systems, telecommunication system, data circuitry components and other related equipment and systems. Uses computer diagnostic equipment to analyze and restore faulty voice and non-voice circuits. Repairs complex telecommunication and security system components, such as: intercoms, nurse call, panic alarm, fire systems, security equipment and public address systems, interface/ancillary equipment, and local wire and cable in support of voice and non-ionic networks for computers, data, and alarm circuits. Complete any paperwork accurately as required. Report work progress on jobs to immediate supervisor. Document cabling installation and cable locations. Implement and maintain accurate cable registers and prints.

Performs other related duties as assigned.

## **Skill and Knowledge**

Knowledge of the characteristics and principles of AC and DC current and electronics to troubleshoot and repair electronic and electromechanical systems, data circuitry components, and other related equipment and systems. Expert knowledge of copper core and fiber optic transmission principles and systems. Knowledge of different electronic and solid state voice and data systems including their capabilities, functions of their major circuits, and the associated cables and wiring used to interconnect the systems. Knowledge of office automation software by using prepared data bases to program desired electronic systems as necessary. Ability to locate and determine the nature of trouble by tracing and measuring electrical current through circuits for continuity and proper operation of individual electrical and mechanical components. Ability to use such test equipment as telephone test sets, volt and ohmmeters, reflectometers, dial speed indicators, and ability to set up and follow test procedures.

Ability to read schematics on equipment systems and to utilize prints of cable runs to locate terminals.

Skill in using such hand tools as drills, screwdrivers, pliers, hammers and cable cutters Skill in installing, removing, maintaining, troubleshooting, and repairing intercom and public address systems; annunciation equipment; and electronic and electromechanical systems, interface/ ancillary equipment such as modem driven systems, line drivers, patch panels and local wire and cable in support of voice and non voice networks for computers, data, and alarm circuits, etc... Skill in the use of computer diagnostic equipment to analyze and restore faulty voice and non-voice circuits.

### **Responsibility**

Receives work assignments from the supervisor in the form of work orders, or on a project basis. Independently determines the work sequences, tools, and materials required. Follows or refers to layout sheets, building plans, floor plans, circuit schematics and descriptions, and manufacturer's technical guidance. Responsible for providing technical assistance to lower grade workers, as necessary. Abide by all relevant cable regulations and industry practices. Completed work may be subject to spot checks by the supervisor, but is usually checked by the efficiency in operation of the system repaired and/or installed. The supervisor provides technical advice or assistance on unusual or very difficult problems.

### **Physical Effort**

Frequently bends, pulls cables, works in awkward positions, walks and stands for long periods of time, and climbs ladders. Lifts and carries items weighing up to 9 kilograms (20 pounds) unassisted and occasionally up to 23 kilograms (50 pounds) with assistance of lifting devices or other workers.

### **Working Conditions**

Work is performed inside and outside in all types of weather. Inside work areas can range from well lighted, heated, and climatically controlled to poorly illuminated work areas such as attics, crawl spaces, and basements. Workers are exposed to dust, dirt,

and falls from ladders while installing cable. Workers are exposed to bruises and minor cuts from handling cable and equipment and from using hand tools.

### **Other Significant Facts**

#### **Customer Service**

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, 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 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.

**TELECOMMUNICATIONS MECHANIC  
WG-2502-10**

**Evaluation:**

**I. Reference:**

FWS JGS for Telecommunications Mechanic WG-2502, Sept. 93.

**II. TITLE AND SERIES DETERMINATION:**

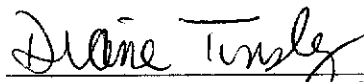
The position performs duties related to the repair, modification, installation, and maintenance of telecommunications equipment and systems. The duties and responsibilities are best reflected in the Telecommunications Mechanics WG-2502 series. The position has, therefore, been coded to the WG-2502 series and is titled Telecommunications Mechanic.

**III. GRADE DETERMINATION:**

Incumbent independently repairs complex telecommunication and security systems components, such as: intercoms, nurse call, panic alarm, fire systems, security equipment and public address systems, interface/ancillary equipment and local wire and cable in support of voice and non-ionic networks for computers, data and alarm circuits. The grade level credited for this position is WG-10.

**IV. PM&C Advisory Classification:**

Telecommunications Mechanic WG-2502-10



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Diane Tinsley, Asst. HR Officer



STATION NUMBER/ORGANIZATION

544/Phoenix VA Health Care System

SUBJECT NAME (Optional)

POSITION TITLE/GRADE

Telecommunications Mechanic, WG-2502-10

POSITION DESCRIPTION NUMBER (PD #)

4514

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	1
6.	Total Risk Points (Sum of Lines 1-5) ▶	5

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
  - NON-CRITICAL SENSITIVE
  - 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

NATURE AND TITLE OF FINAL RISK/SENSITIVITY LEVEL DESIGNATOR

DATE (MM/DD/YYYY)

*Diane Tinsley*

05/15/08