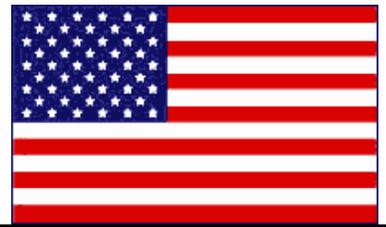




# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
 Vancouver, Washington Division  
 Community Based Outpatient Clinics  
 Salem, OR Bend, OR  
 Longview, WA Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY

<p>1. <u>Announcement Number</u></p> <p><b>MP-07-187-LS</b></p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p><b>Facilities Management Specialist          (601880)          GS-1640-11, target 12 or GS-12          \$55,256 to \$86,098 per annum          (Based on full-time employment)</b></p>	<p>3. <u>Tour of Duty</u></p> <p><b>Days          M-F</b></p>	<p>4. <u>Duty Station</u></p> <p><b>Facilities          Management          Service,          Portland Division</b></p>
<p>5. <u>Type &amp; Number of Vacancies</u></p> <p><b>Permanent          1 Full-time position</b></p>	<p>6. <u>Contact</u></p> <p><b>Human Resources Assistant          503-220-8262 x 57317</b></p>	<p>7. <u>Opening Date</u></p> <p><b>1/30/07</b></p>	<p>8. <u>Closing Date</u></p> <p><b>2/20/07</b></p>

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

This position is in the Projects Section of Facilities Management under the direct supervision of the Chief, Projects and Operations, PVAMC. The incumbent is responsible for planning, designing, specifying, and coordinating project activities with an estimated project workload of \$10 million dollars. To complete this work requires coordinating actions with all sections under the purview of the Chief, Projects & Operations that includes the Projects Unit, Energy Unit and the Grounds and Transportation Unit, with special emphasis on Projects and Energy sections. Functions as Chairman of architect/engineers (A/E) selection board committee. The purpose of the committee is to conduct interviews and evaluate perspective A/E firms for technical ability to provide the desired services specific to the project contemplated.

**THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-1640 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

#### Specialized Experience:

Examples of qualifying experience include:

- Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, military, or other special-purpose installations, including planning maintenance activities, and developing preventive maintenance programs.
- Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans.
- Performing maintenance or construction work, including estimating material and labor costs for a variety of construction or maintenance projects (such as construction or maintenance of brick, frame, structural steel, reinforced concrete, and other type structures ranging from one- or two-story buildings to larger structures), directing actual work operations, and maintaining appropriate contacts with the organization funding the project.

**Substitution of Education for Experience:** **GS-11:** Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree or LL.M., if related. Education at the graduate level in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet. **GS-12:** Generally not applicable. Undergraduate and/or graduate education must have major study in engineering, industrial arts, property management, or business administration.

## **BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))**

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Skill in applying knowledge of construction principles used in the mechanical, civil, electrical, architectural and structural disciplines to determine the feasibility of proposed changes/modifications/additions to the PVAMC
2. Ability to develop accurate cost estimates.
3. Ability to read and interpret blueprints and specifications in order to design and plan construction of new structures as well as renovation/alteration of existing structures.
4. Knowledge of Federal and VA regulations regarding medical facility operations, equipment, safety and health requirements, building and remodeling specifications, manufacturer's standard specifications, and industry standards in order to perform quality assurance and technical inspections.
5. Knowledge of federal and state guidelines such as National Fire Protection Association (NFPA), Life Safety Codes, National Electrical Codes (NEC), Joint Commission on Accreditation for Hospital Organizations (JCAHO), and other industry guidelines in order to plan projects and carry out Quality Assurance and inspection functions.
6. Ability to communicate both orally and in writing.

## **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

## **HOW TO APPLY:**

**All application packets must be received in Human Resources by Close of Business (COB) on 2/20/07.** Application forms may be obtained in Human Resources Office or on our internal website.

<http://vaww.portland.med.va.gov/Departments/CFO/HR/>

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-07-187-LS**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

**Portland VAMC employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after close of announcement)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional, but recommended. (due 7 days after close of announcement)
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

## **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

## **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**