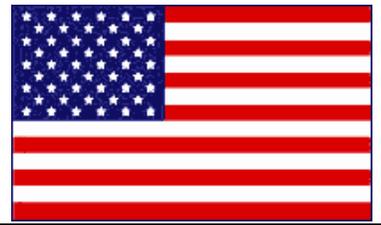




PORTLAND VA MEDICAL CENTER

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



NOTICE OF VACANCY

1. <u>Announcement Number</u> 2W-08-429-DG	2. <u>Title, Series, Grade, Salary</u> Motor Vehicle Operator (080810) WG-5703-6 \$17.94 to \$20.91 per hour	3. <u>Tour of Duty</u> Days M-F	4. <u>Duty Station</u> Facilities Management Service, Vancouver Division
5. <u>Type & Number of Vacancies</u> Permanent 2 Full-time positions	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 5/16/08	8. <u>Closing Date</u> 6/6/08

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid 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.
- Career or career conditional employees and permanent Title 38 employees of other VA facilities.

MAJOR DUTIES:

Incumbent is a team member of the Move Crew, assigned to the Housekeeping Section of Facilities Management Service for the Portland VA Medical Center. The position is responsible for the pick up, storage and distribution of supplies and furnishings for the Medical Center. This position supports the Portland and Vancouver Divisions, CBOC's and off campus warehouse. The position is under the supervision of the Housekeeping Supervisor and Housekeeping Officer. Incumbent works closely with and provides support for the Interior Designer and Project staff. Incumbent operates platform, van, stake, panel, flatbed, van, crew cab and pick up trucks as well as a forklift. Incumbent ensures supplies, linens, furniture/furnishings and cargo in general is protected from the weather and is properly secured to prevent damage while in transit. Incumbent is responsible for maintaining the furniture & supplies inventory in EMS's storage warehouses; the issue and receipt of new furniture, supplies, equipment and other required items. Incumbent will physically move furniture to area of request by utilizing furniture moving equipment such as hand trucks, carts, desks movers, file cabinet movers, etc. Evaluates and determines which excess furniture will be reissued, refinished, or discarded, incumbent will assist the Interior Designer and support staff in measuring rooms and windows that require carpet, window covering, and/or wall covering. Motor Vehicle Operator will coordinate with the Interior Designer or contractors/installers and move new, and/or excess items from storage areas of installations. Motor Vehicle Operator assists in coordinating movement and delivery of furniture and other items with officials from other services. May assist the Interior Designer and the Project Staff in reviewing requests for replacement furniture by performing physical inspection, and then make recommendations to them or the Housekeeping Officer for determination of appropriate action. The incumbent will participate in transporting furniture and/or furnishings throughout PVAMC locations.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualifications Standards for WG-5703 series applies and may be reviewed in the Human Resources Management Division office. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills, and abilities required for the position (see "Basis of Rating" below).

Applicant must be able to operate a motor vehicle up to 26,000 lbs. and possess a valid Washington or Oregon Drivers License.

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: (Applicants who clearly fail to meet the screen-out element will be rated ineligible without further review of their applications since this element measures the critical ability needed to successfully perform the duties of the job)

1. Ability to do the job w/o more than normal supervision.
2. Explain your experience with moving heavy equipment on a timeline. Give examples of specific material handling jobs you have performed and what difficulties you had to overcome to complete the assignment, (screen out element)
3. Describe your past experience working in a teamwork environment and what your contribution was in assisting the team to complete an assignment.
4. Describe your experience with furniture assembly and using the proper tools for the job.
5. Knowledge of operation of motor vehicles and other motorized equipment. Ability to drive safely.
6. Ability to assure vehicles and equipment are maintained and kept neat, clean and in order.

(Continued on next page)

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

Applicants without prior federal service will be appointed at step one of the grade

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

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

A drug test may be required for an applicant who is tentatively selected.

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:

Portland VAMC Permanent Employees must submit:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 6/13/08)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 6/13/08)
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

Other VA Permanent Employees must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended.
4. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
5. Latest SF-50, Notification of Personnel Action
6. Latest performance appraisal

All application packets must be received in Human Resources by Close of Business (COB) on 6/6/08 (except as noted above). Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>.

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: 3W-08-429-DG

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

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.**