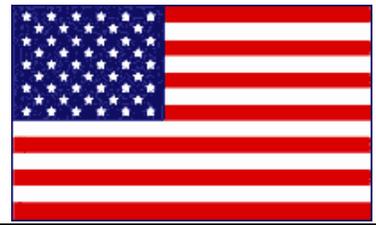




PORTLAND VA MEDICAL CENTER

*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> <p style="text-align: center;">MP-09-0034-DG</p>	2. <u>Title, Series, Grade, Salary</u> <p style="text-align: center;"> Laundry Machine Operator (8218A) WG-7305-3 \$14.25 to \$16.63 per hour </p>	3. <u>Tour of Duty</u> <p style="text-align: center;"> 6am – 2:30pm M-F </p>	4. <u>Duty Station</u> <p style="text-align: center;"> Facilities Management Service, Vancouver Division </p>
5. <u>Type & Number of Vacancies</u> <p style="text-align: center;"> Temporary Promotion 1 Full-time position Not to exceed 1 year </p>	6. <u>Contact</u> <p style="text-align: center;"> Human Resources Assistant 503-273-5236 </p>	7. <u>Opening Date</u> <p style="text-align: center;">10/29/08</p>	8. <u>Closing Date</u> <p style="text-align: center;">11/19/08</p>

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.

MAJOR DUTIES:

The incumbent functions as a laundry machine operator in the Medical Center Laundry, Vancouver, WA. The work consists of operating dryers, passet press, double/shuttle conveyer, washer/extractor (both manual and automatic), cart washer and drop rail on monorail system. The incumbent is also required to operate the Continuous Batch Washer (C.B.W.) and the liquid supply system. The incumbent must have a thorough knowledge of machine load requirements and acceptable temperatures, and time cycles for fabrics processed to achieve the desired moisture content for further processing. Duties also include the uploading of wet linens from a 400 lb. washer/extractor on the clean side, and elevating slings of dried or conditioned linens on the transporting monorail for continuous processing. The duties require the frequent maneuvering of heavy carts and slings of linens (some over 50 lbs.), and pushing, pulling, bending, stooping, standing, and walking continuously on cement surfaces. The complete description may be reviewed in the Human Resources Management Division. The duties and responsibilities are taken from the position description and are considered to be a brief extract.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualifications Standards for WG-7305 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).

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. Ability to do the work of the position without more than normal supervision (screen-out element)
2. Ability to operate laundry equipment.
3. Work practices (keeping work areas clean and in order).
4. Ability to follow oral and written directives/instructions.
5. Knowledge of materials (i.e. fabrics, detergents).
6. Dexterity and safety (i.e., following safe practices and avoiding accidents).

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.
- This position will be filled by detail or through temporary promotion. Incumbent selected for this position will be returned to their former position or other position of comparable grade and location after the assigned is completed.
- Position may be extended one (1) additional year without further competition.
- 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.
- 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](#) (due 11/19/08)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 11/26/08)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended. (due 11/26/08)
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
5. Responses to the KSA's

All application packets must be received in Human Resources by Close of Business (4:30 pm) on 11/19/08 (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: MP-09-0034-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

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.**