

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. Announcement Number | 2. <u>Title, Series, Grade, Salary</u> | 3. Tour of Duty | 4. <u>Duty Station</u> |
|--------------------------------|---|---------------------|--|
| MP-09-0045-DG | ELECTRONICS MECHANIC (PD# 09812A) WG-2604-10 \$22.88 to \$26.70 per hour | 7:30am - 4pm M-F | Facilities Management Services, Portland Division |
| 5. Type & Number of Vacancies | 6. Contact | 7. Opening Date | 8. Closing Date |
| Permanent 1 Full-time position | Human Resources Assistant 503-273-5236 | 11/05/08 | 11/26/08 |

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees of other VA facilities and permanent Title 38 Hybrid
 employees eligible under the interchange Agreement of their facilities. Included are permanent employees in VISN 20 area
 working in Willamette National Cemetery, Regional Office, Veterans Outreach Centers and Veteran's Canteens.
- Applicants with competitive status outside the VA i.e., those with transfer or reinstatement eligibility.
- Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service.
- Employees covered under the provision of the inter-agency Career Transition Plan (ICTAP) and Career Transition Assistance
 Plan (CTAP) (displaced VA Employees) eligibles will be given priority consideration for vacancies within the local commuting
 area for which they are well qualified. Applicants requesting this consideration must attach appropriate proof of the ITCAP
 eligibility with their application.

MAJOR DUTIES:

This position is located in the VA M&R Shop, Maintenance and Repair Section. Incumbent is solely responsible for installation, trouble shooting, adjustment, test, repair and preventive maintenance of all portions of complete operational electronic systems and equipment down to board level primarily fire alarm systems, intrusion detection systems, central radio system, nurse call system, telenote system, alarm systems, color television sets, intercom systems, public address systems, photo cells, amplifiers, relay control circuits, motors, solenoid operated air, water and steam valves, distillation processes, computer peripherals, electromechanical systems, electrical and electronic circuitry and various other related equipment.

The incumbent must independently determine the nature of the trouble and extent of repairs on the system to board level. Incumbent must be able to locate trouble and assess repair work and its impact in terms of outage time and extent of disruption. Incumbent must trouble shoot and restore system operation by replacement of system circuit boards and parts. Incumbent must initiate all orders for all parts or replacement boards and keep inventories up to demand levels.

Incumbent must apply a comprehensive knowledge of operating electronic principles such as circuitry elements, microminiaturized integrated circuits, signal behavior, transmission, oscillation, amplification and display. Incumbent must utilize, as well as be familiar with, the capabilities and limitations of various test equipment and measuring devices such as digital multimeters, dual trace oscilloscopes, special test i panels and various others, including performance of trouble shooting techniques involving signal tracing, wave form analysis, voltage, current and resistance checks and various others. Work in this area involves complex circuitry designed to accomplish or perform multiple functions inter-related with other electro-mechanical systems as well as other electronic functions. Because of these inter-relationships, the incumbent must consistently use sound judgment in achieving necessary accuracies, sensitivity and precise tolerances. In this position the incumbent must use high levels of judgment to determine what advanced trade techniques are to be used to solve unusually complex maintenance and/or operational problems.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualifications Standards for WG-4707-10 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: (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)

(Continued on next page)

- 1. Describe your electronic experience as it relates to various systems. (screen out element)
- 2. Describe you mechanical experience as it relates to various systems and individual components such as beds and
- 3. Describe you customer service (users, contractors, staff and co-workers) experience.
- 4. This position description entails emergency service calls, describe you ability to respond to such calls.

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.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- 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 reason an offer of employment may be denied.
- 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 12/04/08)
- 3. VAF 4667b, Supervisory Appraisal of Employee for Promotion is optional, but recommended. (due 12/04/08)
- 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 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. <u>VAF 4667b, Supervisory Appraisal of Employee for Promotion</u> 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

Non VA Applicants 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. OF-306, Declaration for Federal Employment (January 2001 version or later).
- 3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (member copy #4 for July 1979 or later editions) (For 5 Point Veteran's Preference).
 - b. SF-15, Application for 10-point Veteran Preference (December 2004 version or later)
 - c. VA letter of service-connected disability rating dated 1991 or later.
- SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
- 5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant not being referred for the position.
- 6. A copy of your college transcripts (Optional unless education is required).
- 7. ITCAP Applicants: Submit proof by including a copy of the agency notice, most recent Performance Rating and most recent SF-50 indicating current position, grade, level, and duty station.

All application packets must be received in Human Resources by Close of Business (COB) on 11/26/08 (except as noted above). 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-09-0045-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.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the
 education has been submitted to a private organization that specializes in the interpretation of foreign educational
 credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education
 programs.

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.