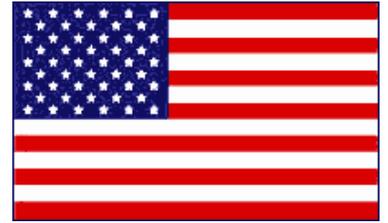




**PORTLAND VA MEDICAL
CENTER**

*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 align="center">MP-10-0154-ML</p>	<p>2. <u>Title, Series, Grade, Salary</u></p> <p align="center">Engineering Technician (PD# 7964) GS-0802-8 \$45,289 – \$58,872 per annum (Based on Full-Time Employment)</p>	<p>3. <u>Tour of Duty</u></p> <p align="center">7:30AM-4PM M-F</p>	<p>4. <u>Duty Station</u></p> <p align="center">Facilities Management Service, Portland Division</p>
<p>5. <u>Type & Number of Vacancies</u></p> <p align="center">Permanent 1 Full-time position</p>	<p>6. <u>Contact</u></p> <p align="center">Human Resources Assistant 503.273.5236</p>	<p>7. <u>Opening Date</u></p> <p align="center">5/14/2010</p>	<p>8. <u>Closing Date</u></p> <p align="center">6/03/2010</p>

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees, Veteran's Canteen Service and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement.

MAJOR DUTIES:

Reviews and screens work requested to insure work is Department related and adequately described. Work request are received electronically, verbally by phone or in person. When necessary customer contact is required for clarification on occasion, the incumbent will site visit to properly describe work required. If request is appropriate the incumbent will determine which shop it will be assigned to and will often make the technician assignment based on guidelines provided by supervisors. The incumbent provides the entry identification number if one is not present on the work request. This entry identification number is necessary to track the work history on each piece of equipment of repair and is extremely important to the maintaining of complete documentation of repairs on the Medical Center's equipment inventory. The incumbent adds information such as acquisition date, cost center, life expectancy, and acquisition value and work history to the work request. If the equipment is suspected of being old beyond repair, aide the worker in determining the dollar amount available for repairs or prepares a "Beyond Economical Repair" memorandum to be forwarded to the requesting service. In addition, the incumbent determines the level of priority of work orders and may need to expedite work by communication directly with shop personnel to establish revised priorities or to expedite the work schedule. The incumbent must recognize and evaluate an emergency situation (sometime multiple) and take prompt and decisive action. The incumbent must use considerable initiative in exercising the authority to assign/schedule emergency or priority work directly to section personnel. The incumbent oversees the input of data regarding work performed through the close out of the work order. Periodic searches through equipment entries to maintain the integrity of Medical Center's equipment inventory. The incumbent must be able to handle numerous, stressful tasks at one time. All calls to the work order office, ranging from emergency calls, i.e. chemical spills, negative air pressure alarms, average calls require quick and professional response and the progress of each call tracked for the satisfaction of the customer. Production of custom reports upon request from supervisors, project engineers, maintenance foreman and work leaders for statistical compilation of total labor and material costs associated with work orders and projects. The incumbent is cross-trained to assist the Preventative Maintenance Coordinator with their respective duties.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualifications Standards for GS-802 series applies and may be reviewed in the Human Resources Management Division office. Applicants must meet the basic requirements, specialized experience, and certification requirements as described below.

Basic Requirements:

CERTIFICATION: Engineering technicians may be certified by the National Institute for Certification in Engineering Technologies, an organization sponsored by the National Society of Professional Engineers. Certification by the Institute will be helpful as a measure of the technician's quality of experience.

Specialized Experience: One (1) year of specialized experience equivalent to the next lower grade. Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to; Use of AutoCad

programs including architectural design, mechanical and electrical design, fire sprinkler design, lighting design, plumbing, heating, air conditioning, ventilation design and asbestos abatement design.

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 work independently and complete tasks, including compiling and summarizing information, organizing work and setting priorities in support of the work order program.
2. Ability to communicate effectively both orally and in writing to co-workers, supervisors, Medical Center Staff, VISN and outside agencies in a working environment dealing on a daily basis with Federal, State, local government officials and/or outside agencies
3. Ability to manage multiple priorities and respond to demands from competing sources.
4. Ability to demonstrate initiative in the resolution of complex problems and contingency situations.
5. Ability to do the work of the position without more than normal supervision.

CONDITIONS OF EMPLOYMENT:

- Applicants without prior federal service will be appointed at step one of the grade
- 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.
- 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 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 **06/10/2010**)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due **06/10/2010**) is optional but recommended.
4. OF-12, Resume and/or MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

All application packets must be received in Human Resources by Close of Business (COB) on 6/03/2010 (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-10-0154-ML
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.