



PORTLAND VA MEDICAL CENTER

Our mission is to honor America's veterans by providing exceptional health care that improves their health and well-being.



NOTICE OF VACANCY

POSITION TITLE: Motor Vehicle Operator

ANNOUNCEMENT #: MP-11-0071-ML

DIVISION: Facilities Management Service

LOCATION: Portland Division

SERIES & SALARY RANGE: WG-5703-7; \$20.31 – \$23.69/hour

OPEN DATE: 2/11/2011

CLOSE DATE: 3/4/2011

NUMBER OF VACANCIES: 1

POSITION INFORMATION: Permanent, Full-time, Tour of duty: 8am – 4:30pm

WHO MAY APPLY:

- VA Career or career conditional employees
- VA permanent Title 38, Title 38 Hybrid employees and Veterans Canteen employees eligible under the Interchange Agreement

BARGAINING UNIT POSITION: YES

MAJOR DUTIES: This position exists to transport patients, employees, records and supplies for the Medical Center. The individual operates such vehicles as para-transit, sedans, station wagons, trucks and buses. Individual may be required to operate other heavy machinery such as forklifts, bulldozers and tractors as needed. The trucks operated are up to 32,000 lbs. in gross weight and 32 feet in overall length. The buses are rated at 44 adults or 60 children capacity. Vehicles operated by this individual may have attachments such as hydraulic lifts and folding or sliding steps. This position requires a Class B Commercial Drivers License with the following endorsements: passenger, air brakes, cargo and general skills. The motor vehicle operator must operate the above mentioned vehicles in a safe professional manner. The operator shall practice defensive driving techniques at all times while operating the vehicles. The position requires skill in transferring from low speed ratio to high speed in dual speed differentials of trucks. Knowledge of the turning radius of large trucks and buses is required. The operator must maneuver the large trucks and buses in confined areas that are congested with other traffic. Requires backing the vehicles up to loading docks in such areas as mentioned above. The operator must have knowledge of the braking capacity of large vehicles being cognizant of the difference in load weights as it affects stopping distance. Requires the ability to quickly locate obscure addresses and select the proper route, for large vehicles, to the address. Must be knowledgeable with and obey local, state, federal, and agency regulations regarding vehicle operation. The motor vehicle operator is responsible for the safety of all passengers in the vehicle being operated. The operator is required to instruct all passengers in posted rules for riding the vehicle. The operator receives orders from the Motor Vehicle Operator Foreman and the dispatcher. Normally, operators are in constant two-way radio communication with the Motor Vehicle Operator Foreman and/or the dispatcher. The operator is responsible for proper loading and securing of cargo to prevent damage to the cargo or vehicle. Incumbent must have a courteous attitude toward patients, co-workers and visitors. Keep vehicles clean.

QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualifications Standards](#) for WG-5703 series applies. 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).
- **This position requires a Class B Commercial Drivers License with the following endorsements: passenger, air brakes, cargo and general skills.**
- **Basic Requirements:** Must be a U.S. citizen.
- **Basis for Rating: Knowledge, Skills and Abilities**
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

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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. Experience in the safe operations of Motor Vehicles to include but not limited to; buses, sedans, passenger vans, and various utility trucks (Screen-Out Element)
2. Ability to drive safely (Motor Vehicle)*
3. Ability to operate safely (Non-Motor Vehicle).
4. Ability to interpret instructions, specifications, etc. (related to the mobile equipment operation).
5. Ability to do the work of the position without more than normal supervision.

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.
- Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).

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:

Application forms may be obtained in Human Resources Management Service or on our [Portland VAMC](#) internet website.

Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 3/11/2011)
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due 3/11/2011)
4. Updated application; [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.
5. [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 Other 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

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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: (Required if Veterans Preference is being used for status)
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later) (if applicable)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later if applicable.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Special Hiring Authority documentation (if applying under ICTAP/CTAP, Schedule A, etc.)
6. Copy of latest performance appraisal (if applying as a current federal employee)
7. Responses to the KSA's. Candidates are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.

All application packets must be received in Human Resources by Close of Business (COB) on 3/4/2011.

- Applications may be emailed to: PortlandVAJobs@va.gov Subject: MP-11-0071-ML
- Received by Fax to: 503.273.5029 ATTN: MP-11-0071-ML
- Mailed to: PO BOX 1034, Portland, OR 97207 ATTN: MP-11-0071-ML
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit: [Portland VA Human Resources](#) or [USAJobs](#).

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