

<b>TITLE 5 VACANCY ANNOUNCEMENT</b>					
<b>Announcement Number:</b>	<b>2004-152</b>	<b>Opening Date:</b>	<b>09/24/04</b>	<b>Closing Date:</b>	<b>10/15/04</b>
<b>Position/Position Number:</b>	<b>LEAD MOTOR VEHICLE OPERATOR WL-5703-3 #4404</b>	<b>Organizational Location:</b>	<b>FACILITIES MANAGEMENT SERVICE TEMPLE</b>		
<b>Salary Range:</b>	<b>\$10.87 – \$12.69 per hour</b>	<b>Area of Consideration:</b>	<b>Current CTVHCS &amp; VCS permanent employees</b>		
<b>Duties and Responsibilities:</b>					
<p>Hours of duty: 8:00 a.m. –4:30 p.m. Monday - Friday. Incumbent participates actively in Facilities Management Service by performing the following duties: Coordinating the valet parking service. Greeting visitors, answering phone, route calls, parking vehicles and taking messages. Manages the valet service, coordinating employees and volunteers that work in the valet and greeting service. Solves recurring and on an as need basis non-recurring problems keeping Chief/Supervisor informed. Incumbent is responsible for developing new, reviewing and revising the valet parking program. Stays current on laws and regulations governing parking visitor's cars and other regulations that are pertinent to the job. Closely working with using services and maintaining good working relationships with services and volunteers are of utmost important. Incumbent operates vehicles which typically has an approximate gross weight of up to 10,000 pounds while performing duties within the Valet Parking Section. Incumbent operates such vehicles as pickup trucks, panel trucks, sedans, jeeps, station wagons, and vans. Vehicles are driven from a standard location to and from a designated parking lot as part of a customer service function- Valet Parking. May use two-way radio to receive and transmit messages. He/She will operate shuttle van or tram, driving patients/visitors to other buildings or to their vehicles. Will assist visitors/patients with getting in and out of vehicles. Required to assist in loading/unloading personal wheelchairs or belongings from vehicles. Maintains communication with CTVHCS transport coordinator utilizing proper channels of communication.</p> <p><b>Physical effort:</b> Light physical effort required in bending, reaching, turning, or moving hands, arms, feet and legs to operate foot and hand controls. Moderate physical effort is required in handling patients in wheelchairs and cargo weighing up to 50 lbs. Incumbent required assisting patients in lifting in and out of wheelchairs, the lifting of wheelchairs for storage.</p> <p><b>Working conditions:</b> Incumbent is required to work outside and is occasionally exposed to adverse weather conditions. Drivers must be neat and courteous at all times and have the agility to deal effectively with people in a hospitable manner. Performs other duties as assigned.</p>					
<b>Qualification Requirements:</b>					
<p>Qualifications are derived from Office of Personnel Management (OPM) Handbook X-118 or X-118C, available in Human Resources Management Service (HRMS). <b>Applicants must have sufficient training and experience to be trusted to perform duties on own initiative under general supervision. APPLICANTS MUST POSSESS A VALID STATE DRIVERS LICENSE APPLICANTS MUST ALSO COMPLETE AND SUBMIT CSC FORM 665 (ABILITY TO DRIVE SAFELY). THIS IS A DESIGNATED RANDOM DRUG TESTED POSITION, AND SELECTEE WILL BE SUBJECTED TO RANDOM DRUG TESTS. Selectee must successfully complete a pre-employment physical.</b></p>					
<b>Rating and Ranking:</b>					
<p><b>Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:</b></p> <p>Element1: Ability to do the work of the position without more than normal supervision (screen-out element).  Element 6 A: Skill in operation of appropriate vehicle  Element 86A: Record of safe driving.  Element 87. Reliability and dependability</p>					
<b>How to apply:</b>					
<p>Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <a href="http://www.texvet.com/HRMS/forms.htm">http://www.texvet.com/HRMS/forms.htm</a> <b>VA FORM 5-4078, MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITHIN (7) SEVEN DAYS OF THE CLOSING DATE OF</b></p> <p>Please refer questions to Lili A. Sims, Human Resources Specialist, extension 40785</p>					
<p>If patient needs arise, the incumbent of the above position may be reassigned within the Central Texas Veterans Health Care System. 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 specialist listed above.</p>					
<p>THIS IS A <b>BARGAINING</b> UNIT POSITION.</p>					
<p>CTVHCS IS A SMOKE-FREE ENVIRONMENT.</p>					
<p>IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO OR MARLIN OR TEMPLE INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.</p>					
<p>EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.</p>					