

## VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 (“VEOA”), as made applicable by the Congressional Accountability Act of 1995 (“CAA”). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns (“veterans”) may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans’ preference if the veteran cannot claim his or her veterans’ preference.

To be eligible for a veterans’ preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans’ Preference, which is available at [www.senate.gov/saaemployment](http://www.senate.gov/saaemployment).

If claiming a veterans’ preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans’ Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans’ Preference and supporting documentation by the closing date, the applicant’s claim for a veterans’ preference may be denied.

Applicants may obtain a copy of the Office’s Veterans’ Preference In Appointments policy by submitting a written request to [resumes@saa.senate.gov](mailto:resumes@saa.senate.gov).

Individuals who are entitled to a veterans’ preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans’ preference to preference-eligible applicants in accordance with the VEOA. An applicant’s status as a disabled veteran and any information regarding an applicant’s disability, including the applicant’s medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran’s status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans’ preference.



## EQUIPMENT TECHNICIAN

### NATURE OF WORK

This is skilled technical work evaluating, installing, maintaining, adjusting, and repairing office equipment in the Senate community. Work includes opening, updating and closing service tickets. Work also includes creating impartial testing criteria to evaluate equipment which may be added to general office equipment offerings. Work is checked for quality of workmanship, adherence to established occupational standards and overall results. Work is performed under the general supervision of an immediate supervisor, and is reviewed for quality and quantity of work performed and adherence to policies and procedures.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Responds to, repairs and performs maintenance on office and other equipment; coordinates repairs, exchanges and installations with vendors.
- Advises customers concerning equipment replacement.
- Coordinates the installation of new or loaner office equipment; delivers office equipment; assists and instructs Senate staff on proper operation and utilization of equipment.
- Coordinates the disposition of all non-serviceable or obsolete equipment; wipes data from equipment prior to disposal.
- Maintains daily record of repairs and services performed.
- Tests and evaluates equipment to determine usability within Senate offices; creates impartial test criteria and documents test results.
- Maintains tools, equipment and repair shop; ensures tools, equipment and repair shop are clean, accessible, and in usable order.
- Uses cleaning materials and equipment; maintain safety data sheets.
- Sets-ups equipment for presentations throughout the Senate complex as required.
- Maintains schedules of equipment available for loan; monitors return of loaned equipment.
- Collects copier meter reads for usage reports pertaining to billing.



---

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires good hand- eye coordination, the ability to use hand tools regularly, the ability to sit or stand for extended periods and physical effort such as walking, bending, kneeling, crawling, and/or safely lifting, pushing or carrying objects up to 50 pounds.

---

### MINIMUM QUALIFICATIONS

Work requires an Associate's Degree (or equivalent) in Electronics or a related field, and three to five years of experience in the repair, operation and maintenance of general office equipment; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge of departmental rules, regulations, procedures and functions, including policies and regulations set by the Senate Rules Committee and the Senate Committee on Ethics.
- Knowledge of the operation and maintenance of a variety of office and electrical equipment.
- Knowledge of computers, relevant software/Web applications, and spreadsheets and databases.
- Ability to detect and diagnose problems in office equipment and to repair defects.
- Ability to create impartial test plans and document results for equipment under evaluation for use in Senate offices.
- Ability to respond to customer inquiries and complaints in a tactful, timely, and courteous manner.
- Ability to enter and to keep accurate computerized records.
- Skill in the use of tools required in office equipment repair and maintenance.
- Ability to install, troubleshoot and remove equipment.
- Ability to communicate effectively.

---

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

Must possess or be able to obtain a trained operators certification on the operation of an electric pallet jack.