

MAINTENANCE APWU ISSUES

VOLUME IV

Moe Biller, President
MARCH 1996

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D-Is only a Desired Element and CANNOT be used in evaluation

KSA	MM-04	MM-05	BEM-07	MPE-07	AMT-08	ET-09	ET-10
01.	X	X	X	X	X	X	X
02.	D	X	X	X	X	X	X
03.			X	X	X	X	X
04.						X	X
05.	X	X	X	X	X	X	X
06.						X	X
07.				X		D	X
08.	X	X	X	X	X		
09.	X	X	X	X	X		
10.			X		D		
11.							
12.			X		D		
13.			X		D		
14.							
15.		D			X		
16.							
17.		D	X		X		
18.		D			X		
19.	X	X	X	X	X	X	X
20.			X	X	D	X	X
21.	D	X	X	X	X	X	X
22.	D	D	X	X	X	X	X
23.	X	X	X	X	X	X	X
24.	X	X	X	X	X	X	X
25.	X	X	X	X	X	X	X
26.	X	X	X	X	X	X	X
27.	X	X	X	X	X	X	X
28.	X	X	X	X	X	X	X
29.	X	X	X	X	X	X	X
30.	X	X	X	X	X	X	X
31.	X	X	X	X	X	X	X
32.	X	X	X	X	X	X	X
33.	X	X	X	X	X		
34.						D	D
35.		X	X	X	X	X	X
36.	D	X	X	X	X	X	X
37.		D	X	X	X	X	X
38.					D		

Appendix II

Knowledge, Skill, and Ability Elements for the Maintenance Selection System

I. Introduction

A. Purpose

The purpose of this appendix is to provide examples of the *types of questions* which applicants may be asked to address when applying for positions covered by the Maintenance Selection System. The questions are designed to elicit information from applicants with regard to their experience, training, or education which may indicate possession of the knowledge, skill, or ability by the applicants.

B. Positions Covered by this Appendix

A list of the positions covered by the Maintenance Selection System and for which this appendix is applicable can be found in Management Instruction EL-520-85-4.

C. Positions Not Covered by this Appendix

Some positions in the Maintenance Craft are not covered by the Maintenance Selection System. These positions normally use "B-elements" on the qualification standard. Appendix I is applicable to these positions. The appropriate rating form for these positions is Form 1796.

D. Rating Applicants' Qualifications

For the appropriate procedures to follow when rating applicants, see Management Instruction EL-520-85-4, dated 7-2-85.

II. List of Elements and Questions

(1) **Knowledge of basic mechanics** refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatics, and hydraulic devices.

Show through education/training and work experience that you have a working knowledge of basic mechanical, pneumatic, and hydraulic principles as they apply to:

- (A) Power transmission—such as gears, sprockets and chains, belts and pulleys
- (B) Power translation—such as cams and cam followers, linkages, springs
- (C) Friction reduction—such as bushings, bearings
- (D) Fasteners—such as screws, nuts and bolts, pins, rings, clips, couplings

Briefly tell of the machinery/equipment you are familiar with; describe the types of maintenance performed. Also, describe your experience in using hoisting and rigging equipment.

(2) **Knowledge of basic electricity** refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

Show through education/training and work experience that you have a working knowledge of basic electrical principles as they apply to:

- (A) Hardware/components—such as relays, switches, resistors, circuit breakers, etc.
- (B) AC and DC circuitry—as in circuit analysis, schematic interpretation

Briefly tell of the electrical equipment (small units, large systems) you are familiar with; describe the types of maintenance performed.

(3) **Knowledge of basic electronics** refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.

Show through education/training and work experience that you have a working knowledge of basic electronic principles as they apply to:

- (A) Hardware/components—such as solid state devices (diodes, transistors, etc.), coils, capacitors, etc.
- (B) AC and DC circuitry—as in circuit analysis, schematic interpretation, etc.

Briefly tell of the electronic equipment (small systems, large systems) you are familiar with; describe the type of maintenance performed.

(4) **Knowledge of digital electronics** refers to the terminology, characteristics, symbology, and operation of digital components as used in such things as logic gates, registers, adders, counters, memories, encoders, and decoders.

Show through education/training and work experience that you have a working knowledge of digital principles as they apply to:

- (A) Digital circuit components—as in registers, adders, counters, memories, flip-flops, encoders, decoders, etc.
- (B) Digital circuitry—as in circuit analysis, schematic interpretation, etc.

Briefly tell of the digital electronic equipment (small systems, large systems) you are familiar with; describe the types of maintenance performed.

(6) **Knowledge of basic computer concepts** refers to the terminology, usage, and characteristics of digital memory storage/processing devices such as core memory, input-out peripherals, and familiarity with programming concepts.

Show through education/training and work experience that you have a working knowledge of basic computer concepts as they apply to:

- (A) Hardware—as in input-output peripherals, memory units, central processor units, etc.

- (B) Software—as in programming concepts, etc.

Briefly tell of the computer systems you are familiar with; describe the types of operations performed.

(7) **Knowledge of mail processing equipment operation** refers to the knowledge of machine operation such as safety considerations, start-up, shut-down, and operating characteristics of mail processing equipment such as conveyors, letter sorters, and cancellers.

Show through education/training and work experience that you have an operating knowledge of mail processing equipment as applied to:

- (A) Safety considerations—as in machine start-up, operation, shut-down

- (B) Operating characteristics of machines—as of conveyors, letter sorters, cancellers, etc.

Briefly tell of the mail processing equipment systems you are familiar with; describe your responsibilities for their continued operation.

(8) **Knowledge of lubrication materials and procedures** refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.

Show through training and work experience that you have a working knowledge of lubricants as they apply to:

- (A) Lubrication materials—such as oils, greases, etc.

- (B) Lubrication procedures—as in application techniques, storage, disposal, etc.

Briefly tell of the machinery on which you have used lubrication procedures; describe the types of lubrication procedures used.

(9) **Knowledge of cleaning materials and procedures** refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.

Show through training and work experience that you have a working knowledge of cleaning process as it is applied to:

- (A) Cleaning materials—such as alcohols, solvents, detergents, degreasers

- (B) Cleaning procedures—as in hand methods, machine methods (compressed air, vacuum cleaners)

Briefly tell of the machinery on which you have used cleaning procedures; describe the types of cleaning procedures used.

(10) **Knowledge of the National Electrical Code (NEC)** refers to basic knowledge and familiarity with the techniques and procedures specified in the NEC as they apply to electrical installations such as circuit protection, wiring, conduit, power, and lighting circuits.

Show through education/training and work experience that you have a working knowledge of the National Electrical Code as it applies to:

- (A) Techniques and procedures—as in electrical installations (circuit protection, wiring, conduit, power, lighting circuits, etc.)

Briefly describe the electrical installations, modifications, and repairs made.

(11) Knowledge of metals and metallurgy refers to the terminology, working properties, and other characteristics of metals used in equipment and machine maintenance applications such as heat treating, tempering, machining, bending, and inspecting.

Show through education/training and work experience that you have a working knowledge of metals and metallurgy (the study of metals and their properties) as they apply to:

- (A) Machine maintenance applications—such as heat treating, tempering, machining, bending, etc.

Briefly tell of the metals you are familiar with; describe the types of maintenance applications performed.

(12) Knowledge of refrigeration refers to the theory, terminology, usage, and characteristics of refrigeration principles as they apply to such things as the refrigeration cycle, compressors, condensers, receivers, evaporators, metering devices, and refrigerant oils.

Show through education/training and work experience that you have a working knowledge of refrigeration principles as they apply to:

- (A) Components/units—compressors, condensers, receivers, evaporators, metering devices, etc.

- (B) Refrigeration cycle

Briefly tell of the refrigeration systems (home, industrial) you are familiar with; describe the types of maintenance performed.

(13) Knowledge of heating, ventilation, and air conditioning (HVAC) equipment operation refers to the knowledge of equipment operation such as safety considerations, start-up, shut-down, and mechanical/electrical operating characteristics of HVAC equipment (e.g., chillers, direct expansion units, window units, heating equipment). This does not include the knowledge of refrigeration.

Show through education/training and work experience that you have an operating knowledge of HVAC equipment as applied to:

- (A) Safety considerations—as in start-up, operation, shut-down

- (B) Operating characteristics of HVAC equipment—such as of chillers, direct expansion units, window units, heating equipment, etc.

Briefly tell of the HVAC equipment (small, large units) you are familiar with; describe the types of maintenance performed.

(14) Knowledge of elevator equipment refers to the knowledge of equipment operation, safety considerations, and operating characteristics of hydraulic and electric traction elevator equipment; including roping, controllers, and dispatchers.

Show through education/training and work experience that you have an operating knowledge of elevator equipment as applied to:

- (A) Equipment components—such as roping, controllers, dispatchers, etc.
- (B) Equipment operation—as to safety considerations (start-up, shut-down)
- (C) Operating characteristics—such as hydraulic, electric traction, electronic controls, etc.

(15) Knowledge of carpentry refers to the terminology, materials, techniques, and procedures used in carpentry applications such as form construction, building framing, and interior and exterior finishing projects.

Show through education/training and work experience that you have a working knowledge of carpentry as applied to:

- (A) Wooden structures and projects—as in constructing, framing, repairing, finishing, etc.

Briefly tell of the carpentry projects you have completed; describe the types of carpentry applications performed.

(16) Knowledge of masonry construction refers to techniques, procedures, and materials used in mortar, concrete, stucco, plaster, brick, block, and tile construction, and replacement projects.

Show through education/training and work experience that you have a working knowledge of masonry as applied to:

- (A) Materials—such as mortar, concrete, stucco, plaster, brick, etc.
- (B) Techniques and procedures—as in construction and repair projects

Briefly tell of the masonry projects you have completed; describe the types of masonry construction/repairs performed.

(17) Knowledge of plumbing refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.

Show through education/training and work experience that you have a working knowledge of plumbing as applied to:

- (A) Installations—as in pipes, tubing, etc.
- (B) Repairs—as to flush and float valves, etc.
- (C) Cleaning—as in drains, etc.

Briefly tell of plumbing projects you have completed; describe the plumbing applications used.

(18) Knowledge of painting refers to the terminology, materials, techniques, and procedures used in painting applications such as surface preparations, application procedures, and usage of protective/identifying materials (e.g., enamels, varnishes, plastics, stains, sealants, decals), and painting equipment.

Show through education/training and work experience that you have a working knowledge of painting as applied to:

- (A) Materials—such as enamels, varnishes, plastics, stains, sealants, decals, etc.
- (B) Procedures—as in surface preparation, application techniques, etc.
- (C) Painting equipment

Briefly tell of the types of painting projects you have completed; describe the painting procedures used.

(20) Ability to perform more complex mathematics refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical, and electronic applications.

Show through education/training and work experience that you have the ability to perform complex mathematics as applied in:

- (A) Mechanical applications
- (B) Electrical applications
- (C) Electronic applications

Briefly tell of the types of math used to resolve problems in the above areas.

(24) Ability to communicate in writing refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

Show through education/training and work experience that you have the ability to communicate in writing to:

- (A) Maintenance
- (B) Operations
- (C) Other personnel

Briefly tell of log entries, data form entries, prepared notes and reports of equipment status, recommended repairs, etc., in the transmitting of written information.

(32) Ability to use portable power tools refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

Show through education/training and work experience that you have a working knowledge of portable power tools used for the following applications:

- (A) Mechanical
- (B) Electrical

(C) Electronic

Briefly tell of the types of portable power tools you are familiar with; describe work performed.

(33) Ability to use shop power equipment refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

Show through education/training and work experience that you have a working knowledge in the use of shop power equipment, such as bench grinders, drill presses, and table/band saws.

Briefly tell of the type of shop machinery you are familiar with; describe work performed.

(34) Ability to use information retrieval systems refers to the operation of computer terminals or other peripherals as control, information monitoring, or diagnostic devices for obtaining reports or information.

Show through education/training and work experience that you have a working knowledge of information retrieval systems as to the:

(A) Operation of computer terminals or other peripherals to enter and exit a system; to use the system's programs

(B) Retrieving and interpreting reports for diagnostic and information purposes

Briefly tell of the systems you are familiar with; describe purpose for operating system.

(35) Ability to use technical drawings refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

Show through education/training and work experience that you have a working knowledge in the use of technical drawings (e.g., diagrams, blueprints, schematics).

Briefly tell of the types of technical drawings you are familiar with; describe the types of work performed.

(36) Ability to use test equipment refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

Show through education/training and work experience that you have a working knowledge in the use of test equipment (such as VOMs, oscilloscopes, amprobes).

Briefly tell of the types of test equipment you are familiar with; describe work performed.

(37) Ability to solder refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Show through education/training and work experience that you have a working knowledge of appropriate soldering techniques.

Briefly tell of the types of soldering equipment you are familiar with; describe the soldering techniques used.

(38) Ability to cut and weld refers to the knowledge of, and the ability to safely and effectively apply, the appropriate gas and electric cutting, welding, and brazing techniques and procedures used in equipment and machine maintenance applications.

Show through education/training and work experience that you have a working knowledge of welding in the areas of gas and electric cutting, welding, and brazing.

Briefly tell of types of equipment with which you are familiar; describe types of work performed.

The Maintenance Council, meeting in Washington, DC, December 19 and 20, 1995, has attempted to give clarification and further direction to the position of the Maintenance Division on issues involving the distinctions between our occupational groups. In light of the revisions that have been made to the various position descriptions, we have the task of redefining the application of Article 7, Section 2, of the National Agreement. Certain of the specifics we have used in the past in addressing cross-occupational group issues have become irrelevant in light of these changes; however, aside from the obvious, previously issued guidelines on pursuing these issues (such as the American Postal Workers Union Maintenance Division, Article 7, Section 2, Grievance Handbook) are supplemented, not replaced, by the following discussion.

The Electronic Technician, PS-09, occupational group encompasses, for purpose of application of Article 7, Section 2, the functional purpose and duties and responsibilities of its position description as well as the duties and responsibilities of the Mail Processing Equipment Maintenance Mechanic, PS-07, Maintenance Mechanic, PS-05, and Maintenance Mechanic, PS-04, position descriptions, as they pertain to mail processing and customer service equipment. Its inclusion of work on building equipment is limited to servicing the computer employed in an HVAC monitoring system.

The Mail Processing Equipment Maintenance Mechanic, PS-07, occupational group encompasses, for purpose of application of Article 7, Section 2, the functional purpose and duties and responsibilities of its position description as well as the duties and responsibilities of the Maintenance Mechanic, PS-05, and Maintenance

nance Mechanic, PS-04, position descriptions, as they pertain to mail processing equipment. Its inclusion of work on building and building equipment is limited to preventive maintenance inspections of building and building equipment. Consistent with question and answer #29 of the 12-2-93 Q&A document, "It is not anticipated the MPE-7 will perform building work where BEM-7's are assigned to a facility."

The Building Equipment Mechanic, PS-07, occupational group encompasses, for purpose of application of Article 7, Section 2, the functional purpose and duties and responsibilities of its position description as well as the duties and responsibilities of the Maintenance Mechanic, PS-05, and Maintenance Mechanic, PS-04, position descriptions, as they pertain to building, building equipment and building systems.

The Maintenance Mechanic, PS-05, occupational group encompasses, for purposes of application of Article 7, Section 2, the functional purpose and duties and responsibilities of its position description as well as the duties and responsibilities of the Maintenance Mechanic, PS-04, position description.

In accordance with the "Job Consolidation Agreement" of October 18, 1993, the duties and responsibilities of the job descriptions eliminated in favor of the above listed occupational groups must be referenced for the full definition and limitation of each respective occupational group.

Without making an attempt to be all inclusive or fully comprehensive in defining the distinctions between each occupational group and the higher level occupational groups, the following criteria are offered as some of the most clearly definable and significant distinctions. Consistent with the position descriptions and qualification standards for each occupational group, for the purpose of application of Article 7, Section 2, the occupational groups are defined and limited in part as follows:

The Maintenance Mechanic, PS-04, occupational group excludes, a) Independent performance of preventive, corrective and predictive maintenance tasks that require the knowledge, skills and abilities appropriate to higher level occupational groups, but which are not listed in the qualification standard for the Maintenance Mechanic, PS-04.

The Maintenance Mechanic, PS-05, occupational group excludes, a) Independent performance of preventive, corrective, and predictive maintenance tasks on mail processing equipment that require knowledge of machine operation such as safety considerations, start-up, shut-down and operating characteristics (ref. KSA 7, EL-303).

b) Independent performance of preventive, corrective, and predictive maintenance tasks on buildings and building equipment that require knowledge, skills and abilities defined by KSAs 12 and 13.

The Mail Processing Equipment Maintenance Mechanic, PS-07, occupational group excludes,

a) Performance of diagnostics, troubleshooting and preventive, corrective and predictive maintenance tasks that require knowledge

skills and abilities defined by KSAs 4 and 6. These KSAs distinguish work in digital electronics and the use of computers from work in basic electronic circuits.

Questions and Answers on Maintenance Issues of the 1994 National Agreement

1. When is the new Article 38 language effective?

October 1, 1995.

2. Article 38.3.F.4 formerly had a seniority restoration clause for voluntary return, within 90 days, to the former position designation and level. Is that gone now?

Article 38.3.F.4 has been moved and changed. The replacement language is at Article 12.2. This language governs service seniority and seniority for preferred assignments.

3. The seniority tie breakers section (38.3.J) was modified. What is "career" service?

Career service is a career appointment as noted on an employee's PS Form 50. Career service does not include time as a Casual, nor time as a Transitional Employee.

4. Article 38.4.A.1 talks about a facility getting a new position title it never had before. When the new position is first filled, are the residuals filled at the same time?

No, first a notice is posted soliciting applicants to create a PER. After the receipt of the PER results, the successful applicant is placed in the position. That residual vacancy is then posted in accordance with Article 38.4.

5. What if an employee enters the maintenance craft at an installation and does not know to apply for the PER during the first 30 days?

Upon entry, the employee is to be notified in writing of the opportunity to apply for placement on appropriate PERs and PARs. After notice, they have 30 days to apply in accordance with Article 38.5.A.9 and Article 38.5.B.6.

6. The Maintenance Support Clerk-6 (MSC-6) is a senior qualified position from MSC-5. But it is not on the list in Article 38.5.B.2. Is it a senior qualified position?

Yes, the MSC position was finalized after negotiated changes to Article 38 concluded in November 1994.

For the MSC-6 position, qualified MSC-5s will be ranked in senior qualified order. All others on the PER are listed below the senior qualified applicants, in best qualified order.

7. When is there an open season for application to the PER?

In February 1993, a MOU was signed on open season for PERs. It provides for an open season every three years. The next open season is March 1997 in accordance with Article 38.5.B.7.

8. I am an MPE-7 pending successful completion of a TTC course prior to promotion to ET-9. What language changes affect me?

Article 38.5.C.3 has changes affecting employees pending successful completion of training. The procedure now is to detail the employee to the assignment. The employee will receive an assignment order (PS Form 1723) for the pay level of the new position.

During the detail assignment, the employee is treated as if promoted (for overtime scheduling and volunteering, holiday scheduling, annual leave scheduling, and PAR placement, etc.) Also, the employee remains on PERs for equal and higher positions.

9. What if the employee fails the training course mandated on the notice of intent?

Should the employee fail to satisfactorily complete the required training, the detail ends and the employee is an unassigned regular in their original occupation group and level. The position where the employee had been detailed is then posted in accordance with Article 38.4.

10. Is preferred assignment seniority backdated to the date first reassigned?

For promotions since June 25, 1992, preferred assignment seniority is determined by Article 38.2.F.2, and is based upon entry into the maintenance craft at the installation.

11. What happens if the facility has trouble getting a billet needed for promotion? At what point is the employee promoted?

The employee is promoted effective the first full pay period after successful completion of the required training, or one year from the date reassigned/detailed to the intended duty assignment whichever occurs first.

12. Does this mean an untrained person on the Overtime Desired List will be scheduled to work overtime -even if not qualified?

No, overtime is assigned pursuant to Article 8.5. and shall be scheduled among qualified employees.

13. Pursuant to Article 38.5.C.3, I am pending successful completion of training. A posting changed me to another preferred assignment with a different training requirement. Which course determines my promotion?

The originally mandated course.

14. Article 38.6.A.6 states an employee may be locked into an assignment after completing a training course of two weeks or more. Does that affect all courses lasting two weeks?

No, it only applies when the lock-in requirement is identified on a course which includes mail processing equipment as part of its curriculum.

15. I want to be detailed to a 204b slot off my regular tour.

The agreement no longer requires out of schedule premium for such a detail.

16. Is there a time limit for persons detailed to a non-supervisory EAS position such as teaching at the TTC?

Yes, Article 38.7.E provides that employees detailed to nonbargaining unit positions in excess of four

months lose their bid assignment. For employees who have been detailed to non-supervisory EAS positions, their four month clock started October 1, 1995.

17. The new MOU on subcontracting of cleaning services has a new formula. If the number in the calculation results in a 1.1000, does that mean I staff the office with 44 hours?

No, the formula does not replace the MS-47 staffing, it simply indicates whether the office may be contracted. This office would not be contracted.

18. What if the MS-47 staffing package for the above office indicated less than 39 hours per week?


The 39 hour rule no longer applies, so even if the staffing package for this office indicated a need for 37 hours per week, it would still not be contracted.

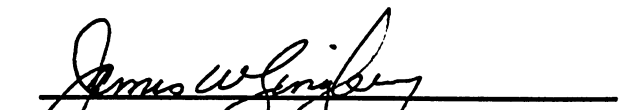
19. What if a contracted 36 hour office calculates to a 1.0508 and the contract expires?

Offices contracted under previous criteria may continue to contract unless the facility increases its size with a building and or ground expansion.

20. Article 38 formerly had a section on INSPECTION OF LOCKERS (38.7.B), and a section on POLICY ON TELEPHONES (38.7.C). Why are they no longer in Article 38?

They were both relocated to the general articles. They are now located in Articles 17.9 and 17.8, respectively.


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Date: 12/7/95

Questions and Answers on Position Consolidations

1. What initial actions must be taken locally?

Human Resources at Headquarters has advised all field units to change titles as listed in the Position Consolidation agreement. All reclassifications and upgrades, except maintenance support positions, will have the same date, November 13, 1993. The date for the maintenance support position title changes will be announced later.

2. Can I restructure scheduled days and hours as a result of the Memorandum Of Understanding (MOU)?

No, the work days and tour for each employee should not be altered because of this MOU. No rebidding is needed.

3. I want to do a general rebid of all ET jobs. How long do I have to wait to restructure the bids?

There is no embargo on restructuring bid assignments. When necessary, you can restructure bids to meet operational needs. Please ensure this is discussed with the local union prior to implementation. Solely as a result of this MOU, the restructuring of bid assignments to accommodate employees is prohibited.

4. The Laborer Materials Handling job was listed several months ago as a "Freeze, Eliminate, Attrit", should I eliminate the position?

No, the incumbent stays in the same job title until the employee leaves it.

5. Do I post the positions identified as "eliminated through attrition"?

No action is taken until a vacancy occurs.

Once a vacancy occurs, it can be posted for bid within the occupational group until a residual vacancy occurs. Once the residual vacancy occurs, it should be reclassified as the new job indicated and posted accordingly.

6. What if one of my upgraded employees is an unassigned regular?

All upgraded employees remain in the same days and tour. An unassigned regular does the same.

7. How will seniority be determined for employees who are RECLASSIFIED to the same level?

Reclassified employees will maintain the same Preferred Assignment seniority date they had in their former position; relative standings are merged.

8. How will seniority be determined for employees who are UPGRADED?

Employees upgraded follow the National Agreement Article 38.2.F.2. Incumbents who were in the higher level position prior to June 25, 1992, will retain seniority for preferred assignments and will remain senior to those who entered a position on or after June 25, 1992.

Employees upgraded will be merged with employees who entered a position on or after June 25, 1992, based on their uninterrupted total maintenance craft service in the installation.

9. Could you give an example of a facility that has both ET-8's and ET-9's?

Employees incumbent in ET-9 jobs prior to November 13, 1993, change occupation numbers, their relative seniority remains unchanged, and they have no resultant change to their days and hours.

The ET-8's are upgraded. They entered a new occupation group and level on November 13, 1993. For seniority, they follow the rules of 38.2.F.2. They also have no resultant change to their days and hours.

10. At our BMC we have an "interim 8" ET, who is finishing On Site Maintenance Certification (OSMC). Does this employee also get promoted to ET-9 like the ET-8's at the GMF?

Yes, all ET-8's are changed.

11. How do we fill the level 4, 5 and 9 positions since the position description/title are new?

The Electronic Technician PS-9 register is completely converted from the old ET-9 register.

For Maintenance Mechanic-4, the Mechanic Helper-4 register will be used. For Maintenance Mechanic-5, the General Mechanic-5 register will be used. Offices will continue to use the current MSS procedures to fill these positions.

Whenever a new MSS process is established for the new positions, new guidelines will be issued.

12. Do the Promotion Eligibility Registers convert the same as the position consolidation list?

No. The exceptions are shown in question 11.

13. Part 6 of the MOU eliminated the Mechanic Helper, PS-4 from the Maintenance Selection System. How will that job be filled until the MSS produces a Maintenance Mechanic-4 register?

In part 6 of the MOU, Mechanic Helper was listed in error.

14. Prior to November 13, 1993, our office had no ET-9 positions, all our ET's and our Promotion Eligibility Register (PER) were level 8s. Since no one would be bypassed, could we convert the ET-8 PER to a ET-9 PER?

No, in accordance with Article 38.5.B.1, if the office never had an ET-9 PER they must now establish one.

15. Does a "relief assignment" change?

Only to the extent that the titles of the specific duty assignment(s) covered by a relief assignment are converted to the new job titles.

16. What if someone does not want their new title or new position description?

Employees in jobs affected by reclassification or upgrading may not remain in their former position title.

17. What if someone is currently on LWOP? Must I upgrade them to the higher level position?

Actions are automatic for specified positions. If their title gets upgraded, they get upgraded.

18. During the last open season some ET-8's refused to apply for ET-9. None are on the PER for ET-9. Should I promote the lower level employees who are on the ET-9 PER before moving up the ET-8's?

No. All incumbent ET-8's are considered qualified and upgraded to ET-9 on November 13, 1993.

19. What if an MPE-6 was rated by the MSS as "Not qualified" for MPE-7. Do I still upgrade the employee?

Yes. However these employees should only perform work on equipment they have been properly trained on.

20. My Industrial Equipment Mechanic PS-6 (IEM-6) wants a BEM-7 job. Can I abolish the job and place the employee in a BEM-7 as I did for the Engineman-6? The employee is on the PER for Engineman-6.

No, the IEM-6 position remains until the incumbent vacates the position. When the position is vacated, a BEM-7 job, which incorporates the duties, is then created.

21. In part 5 of the agreement I see the position "Electrician PS-6 (2805-02XX)" is eliminated. Do I abolish my electrician immediately?

No. Your electrician is a Maintenance Electrician PS-6 (2805-03XX), a different title and occupation code. The Electrician (2805-02XX) job title is vacant nationwide.

22. Several years ago a headquarters list indicated the maintenance employee title and level for each piece of equipment, how will we know what level is needed for equipment now?

Because many jobs have changed, equipment by grade level lists are now obsolete. Employees perform an expanded set of duties and responsibilities as provided in the revised position descriptions for their level.

23. What criteria do we use to determine the number of employees required from each occupational group?

In accordance with MMO-21-91, offices will need to estimate the skill level needed and staff to assure adequate coverage for performing the workload.

24. What impact will this have on training?

Some increases in training requirements are possible at offices having employees moving into different positions and duties.

On all equipment, safety training must always be a foremost consideration. Employees must not be assigned to equipment until familiar with the safety aspects of the equipment.

25. Who wrote the new position descriptions? And why didn't the field get to decide what jobs would be kept, and which ones would get new titles or promoted?

Both management and Union used a task force in the process. Each task force included knowledgeable employees from the field. The parties used the task force information to provide guidance in the discussions. Eventually the parties reached an agreement that significantly benefits both sides.

26. Item 3e shows Postal Machines Mechanic-level 6 being replaced by another duty assignment at level 7. Is this going to be an MPE-7?

Not necessarily, when the residual vacancy occurs from the Postal Machines Mechanic position, the offices may decide to replace this vacancy with a different position. On this replacement, the local manager should discuss which position title is the most appropriate with the local APWU representative. During the headquarters discussions on the position consolidation memorandum we agreed a local determination would be needed on this position.

27. Should I delay any bidding?

There is no "hold" on the bidding process.

28. Why weren't the MPE-7 and BEM-7 position descriptions included in the job consolidation package that was sent out?

Neither position description changed with the signing of the job consolidation MOU.

29. Can the MPE-7 work on building equipment?

The MPE-7 Position Description includes performing preventive maintenance inspections on MPE, building and building equipment.

It is not anticipated the MPE-7 will perform building work where BEM-7's are assigned to a facility.

30. Was the Letter Box Mechanic position frozen or eliminated?

No. There is no change to that position.

31. We have a Laborer-Custodian-3 who was selected from the MPE-6 PER four weeks ago. The promotion was to be back dated when he completed the required training. Is the promotion canceled?

No, since the selection occurred prior to November 13, 1993, when all MPE-6's were upgraded, the employee is promoted to MPE-7 upon successful completion of training.

32. We have an MPE-6 who was selected two months ago from the PER to be a Maintenance Electrician-6, the form 50 will be back dated when the required training is completed. Will this be a problem?

Yes, on November 13, 1993, all MPE-6's were upgraded to MPE-7. This employee should be provided an opportunity to select which job the employee wants. If the employee wants the pending Maintenance Electrician position, then prior to completing the required training, the employee needs to place that request in writing. If the employee declines the electrician position, he is an unassigned regular MPE-7 and available for assignment in accordance with the collective bargaining agreement.

33. An ET-8 was selected and reassigned on 8/16/93 for promotion to ET-9, pending satisfactory completion of training. The employee failed the training on 11/19/93 and had been upgraded on 11/13/93 in accordance with the MOU. Since the upgrade occurred prior to the failure, does the employee get compensated retroactively to the date of reassignment?

No. The November 13, 1993, action was an upgrade for all ET-8's. To have the retroactive compensation, the employee must fulfill the satisfactory completion of training obligation of the promotion selection.

34. In the above question, the employee was reassigned as an unassigned regular ET-8 and placed on the tour and non-scheduled days of the ET-9 duty assignment for which the training was intended. Now what is the employee's bid?

The employee is an ET-9 assigned to the same tour and non-scheduled days as prior to failing the course.

35. At our BMC we have normally had an ET-8 trained and awaiting an ET-9 vacancy. While pending the vacancy, the ET-8 would perform the duties of the former position. Does that change now?

Yes, the ET pending a vacancy is now a level 9. BMC's have normally had one or two ET-8's in a pending status after they finished their residential training. While an ET-8, they performed the work of their former position.

Now all ET's are of the same title and level. The workforce will be assigned tasks covered by their position descriptions. The total MPE/ET complement will remain unchanged.

36. We have two Clerk-Steno positions I am now thinking about swapping at least one of those positions for a Maintenance Support Clerk. Can this be done?

No, the MOU on the Maintenance Support Clerk positions was not intended to cause movement, in either direction, between these jobs. In addition, the Maintenance Support Clerk positions may not be used until headquarters announces an implementation date for the Maintenance Support Clerk MOU.

37. With the job consolidation we are having more seniority ties that cannot be broken with Article 38.3.J, what do we use next?

If the ties continue to exist after application of the tie breakers listed in 38.3.J, the parties agree the following will be used to break ties.

Numerical by the last three or more numbers (using enough numbers to break the tie, but not fewer than three numbers) of the employee's social security number, from the lowest to highest.

38. What about the Maintenance Support Clerk positions?

Until an implementation date is set and announced, there will be no changes in these positions. Until the change date occurs, vacancies in the following positions should be filled using the existing titles and registers.

- ⊙ Maintenance Control Technician-6
- ⊙ Maintenance Control Clerk-5
- ⊙ Maintenance Control and Stock Clerk-5
- ⊙ Tool and Parts Clerk-5
- ⊙ Office Clerk Custodial-5

When the change date occurs, each will be converted to the new title as listed in the MOU.



William J. Downes
Manager
Contracts Administration
(APWU/NPMHU)
Labor Relations



James Lingberg
Director, Maintenance Division
American Postal Workers Union,
AFL-CIO

Date: 12 - 2 - 93

BUILDING EQUIPMENT MECHANIC, PS-07

FUNCTIONAL PURPOSE

Performs involved trouble shooting and complex maintenance work on Building and Building Equipment systems, and preventive maintenance and preventive maintenance inspections of building, building equipment and building systems, and maintains and operates a large automated air conditioning system and a large heating system.

DUTIES AND RESPONSIBILITIES

1. Performs, on building and building equipment, the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical, and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. Performs trouble shooting and repair of complex supervisory group control panels, readout and feedback circuits and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in triggering and other electromechanical and electronic circuits.
2. Observes the various components of the building systems in operation and applies appropriate testing methods and procedures to insure continued proper operation.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions.
4. Installs or alters building equipment and circuits as directed.
5. Reports the circumstances surrounding equipment and failures, and recommends measures for their correction.

(Continued on Next Page)

BUILDING EQUIPMENT MECHANIC, PS-07

(Continued from Previous Page)

6. Performs preventive maintenance inspections of building equipment to locate incipient mechanical malfunctions and the standard of maintenance. Initiates work orders requesting corrective actions for conditions below standard; assists in the estimating of time and materials required. Recommends changes in preventative maintenance procedures and practices to provides the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures, conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.
7. Uses necessary hand and power tools, specialized equipment, gauging devices, and both electrical and electronic test equipment.
8. Reads and interprets schematics, blue prints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Repairs electro-mechanically operated equipment related to the building or building systems. Repairs, installs, modifies, and maintains building safety systems, support systems and equipment.
10. Works off ladders, scaffolds, and rigging within heights common to the facility. Works under various weather conditions out doors.
11. Completes duties and tasks related to building equipment maintenance as required.
12. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
13. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper and safe work methods and checking for adherence to instructions; make in-process and final operational checks and tests of work completed by lower level maintenance employees.
14. Performs other job related tasks in support of primary duties.

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Document Date: 11-02-94Occupation Code: 5306-07XX
SPD Number: SP-6020

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BUILDING EQUIPMENT MECHANIC, PS-07

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0019

(End of Document)

Document Date: 11-02-94Occupation Code: 5306-07XX
SPD Number: SP-6020

Page: 3

Building Equipment Mechanic—Level 7 (5306-07)

Document Date: November 30, 1987

Function

Performs trouble-shooting and complex maintenance work throughout the systems of the building and building equipment. Performs preventive maintenance and preventive maintenance inspections of buildings, building equipment, and building systems. Maintains and operates a large automated air-conditioning system and a large heating system.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

- (1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.
- (2) *Knowledge of basic electricity* refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.
- (3) *Knowledge of basic electronics* refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid-state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.
- (5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic), and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.
- (8) *Knowledge of lubrication materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.
- (9) *Knowledge of cleaning materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.
- (10) *Knowledge of the National Electrical Code (NEC)* refers to basic knowledge and familiarity with the techniques and procedures specified in the NEC as they apply to electrical installations such as circuit protection, wiring, conduit, power, and lighting circuits.

(12) *Knowledge of refrigeration* refers to the theory, terminology, usage, and characteristics of refrigeration principles as they apply to such things as the refrigeration cycle, compressors, condensers, receivers, evaporators metering devices, and refrigerant oils.

(13) *Knowledge of heating, ventilation and air-conditioning (HVAC) equipment operation* refers to the knowledge of equipment operations such as safety considerations, start up, shut down, and mechanical/electrical operating characteristics of HVAC equipment (e.g., chillers, direct expansion units, window units, heating equipment). This does not include the knowledge of refrigeration.

(17) *Knowledge of plumbing* refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.

(19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(20) *Ability to perform more complex mathematics* refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical, and electronic applications.

(21) *Ability to apply theoretical knowledge to practical applications* refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance applications such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

(22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.

(23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) *Ability to communicate in writing* refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

(25) *Ability to communicate orally* refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

(26) *Ability to follow instructions* refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) *Ability to work under pressure* refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) *Ability to work with others* refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(33) *Ability to use shop power equipment* refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

(35) *Ability to use technical drawings* refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

(36) *Ability to use test equipment* refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

(37) *Ability to solder* refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Examination Requirements

Applicants must complete the appropriate written examination. An applicant's total qualifications will be evaluated by a combination of the written examination and the review panel's evaluation; and additionally, for in-craft candidates, the supervisor's evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

Operator's Identification Card (OF-346) Requirements

1. In accordance with Section 142 of this handbook, local management may require applicants to qualify for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*, to operate a motor vehicle(s).
2. Applicants must have or be able to qualify for a valid OF-346 to operate powered industrial equipment.

BUILDING MAINTENANCE CUSTODIAN, PS-04

FUNCTIONAL PURPOSE

Serves as the principal maintenance service employee in a facility where no maintenance service employee of a higher level is provided. Participates in the normal laboring, cleaning, and maintenance activities required to keep the building, equipment, and grounds in proper condition.

DUTIES AND RESPONSIBILITIES

1. Performs all custodial and maintenance functions at a small facility. Maintains custody of necessary equipment, tools, and supplies.
2. Performs a variety of routine maintenance service on building equipment, mail processing equipment, customer service equipment, and delivery service equipment. Performs designated letter box and Neighborhood Collection Delivery Box Unit maintenance and repair work performed at a small post office.
3. Makes minor carpentry, electrical, plumbing, and mechanical repairs such as: replacing fuses, fluorescent tubes and light bulbs, replacing faucet washers, opening clogged drains, cleaning and oiling hampers and replacing canvas, repairing postal furniture such as distribution cases, and preparing surplus equipment for shipment.
4. May assist higher level technician, directly or remotely, in executing simple tasks, including direct replacement of equipment elements per detailed instruction.
5. Operates simple heating, ventilation, and air conditioning systems and performs designated maintenance and repair operations of a routine nature.
6. Performs custodial duties such as but not limited to, cleaning and scrubbing floors, dusting furniture and fixtures, cleaning walls and windows, cleaning hardware and toilet fixtures, caring for lawns and shrubs, cleaning sidewalks and driveways.
7. In addition, may serve as a working leader to one or more Custodians and/or Cleaners engaged in general laboring and cleaning duties.

SUPERVISION

Postmaster or other designated supervisor.

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BUILDING MAINTENANCE CUSTODIAN, PS-04

(Continued from Previous Page)

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0009

(End of Document)

Document Date: 11-02-94

Occupation Code: 4749-10XX

SPD Number: SP-6025

Page: 2

Building Maintenance Custodian—Level 4 (4749-10)

Document Date: November 30, 1987

Function

Serves as the principal maintenance service employee in a postal facility where no maintenance service employee of a higher level is provided. Participates in the normal laboring, cleaning, and maintenance activities required to keep the postal building, equipment, and grounds in proper condition.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

(1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, linkages, fasteners, chains, sprockets, and belts.

(5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic) and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

(9) *Knowledge of cleaning materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of vacuum type cleaning procedures.

(19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) *Ability to communicate in writing* refers to the ability to transmit and receive written information (e.g., equipment status, recommended repairs) to/from maintenance, operations, and other personnel.

(25) *Ability to communicate orally* refers to the ability to receive and transmit oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

(26) *Ability to follow instructions* refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(28) *Ability to work with others* refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, and platforms.

(31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

Desirable Qualification Factors

The knowledge elements and the ability contained in this section are not actual requirements and are not to be used as the basis for disqualification. These are desirable factors which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

(2) *Knowledge of basic electricity* refers to the terminology, usage, and characteristics of basic electrical principles as they apply to such things as AC-DC circuitry and hardware, switches, and circuit breakers.

(13) *Knowledge of heating, ventilation, and air-conditioning (HVAC) equipment operation* refers to the knowledge of equipment operation such as safety considerations, start up, shut down, and mechanical/electrical operating characteristics of HVAC equipment (e.g., chillers, direct expansion units, window units, heating equipment). This does not include the knowledge of refrigeration.

(17) *Knowledge of plumbing* refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.

(22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related.

Examination Requirements

Applicants must complete the appropriate written examination. An applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen)

in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is also required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

Operator's Identification Card (OF-346) Requirements

In accordance with Section 142 of this handbook, local management may require applicants to qualify for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*, to operate a motor vehicle(s).

MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT, PS-07

FUNCTIONAL PURPOSE

Performs involved trouble-shooting and complex maintenance work throughout the system of mail processing equipment; performs preventive maintenance inspections of mail processing equipment, building and building equipment.

DUTIES AND RESPONSIBILITIES

1. Performs the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. For example, performs trouble shooting and repair of complex interlocking and supervisory group control panels, keying circuits, memory storage circuits, readout and feedback circuits, and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in scanning, triggering and other electromechanical and electronic circuits.
2. Observes the various components of the system in operation and applies appropriate testing methods and procedures to insure continued proper functioning.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions to mail processing activities.
4. Installs or alters equipment and circuits as directed.
5. Reports the circumstances surrounding equipment failures, and recommends measures for their correction.
6. Performs preventive maintenance inspections for the purpose of discovering incipient mechanical malfunctions and for the purpose of reviewing the standard of maintenance. Initiates work orders requesting corrective actions for below standard conditions; assists in the estimating of time and materials required. Recommends changes in preventive maintenance procedures and practices to provide the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.

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MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT, PS-07

(Continued from Previous Page)

7. Uses necessary hand and power tools, gauging devices, and both electrical and electronic test equipment.
8. Reads schematics, blue prints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
10. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper work methods, and checking for adherence to instructions; or make in process and final operational checks and tests of work completed by lower level maintenance employees.

SUPERVISION

Supervisor or manager of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0019

(End of Document)

Document Date: 11-02-94Occupation Code: 5342-01XX
SPD Number: SP-6064

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MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT, PS-07

FUNCTIONAL PURPOSE

Performs involved trouble-shooting and complex maintenance work throughout the system of mail processing equipment; performs preventive maintenance inspections of mail processing equipment, building and building equipment.

DUTIES AND RESPONSIBILITIES

1. Performs the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. For example, performs trouble shooting and repair of complex interlocking and supervisory group control panels, keying circuits, memory storage circuits, readout and feedback circuits, and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in scanning, triggering and other electromechanical and electronic circuits.
2. Observes the various components of the system in operation and applies appropriate testing methods and procedures to insure continued proper functioning.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions to mail processing activities.
4. Installs or alters equipment and circuits as directed.
5. Reports the circumstances surrounding equipment failures, and recommends measures for their correction.
6. Performs preventive maintenance inspections for the purpose of discovering incipient mechanical malfunctions and for the purpose of reviewing the standard of maintenance. Initiates work orders requesting corrective actions for below standard conditions; assists in the estimating of time and materials required. Recommends changes in preventive maintenance procedures and practices to provide the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.

(Continued on Next Page)

MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT, PS-07

(Continued from Previous Page)

7. Uses necessary hand and power tools, gauging devices, and both electrical and electronic test equipment.
8. Reads schematics, blue prints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
10. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper work methods, and checking for adherence to instructions; or make in process and final operational checks and tests of work completed by lower level maintenance employees.

SUPERVISION

Supervisor or manager of unit to which assigned.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0019

(End of Document)

Document Date: 11-02-94

Occupation Code: 5342-01XX
SPD Number: SP-6064

Page: 2

Maintenance Mechanic, Mail Processing Equipment—Level 7 (5342-01)

Document Date: November 30, 1987

Function

Performs trouble-shooting and complex maintenance work throughout the system of mail processing equipment; performs preventive maintenance inspections of mail processing equipment, building, and building equipment.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

(1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.

(2) *Knowledge of basic electricity* refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

(3) *Knowledge of basic electronics* refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid-state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.

(5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic), and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

(7) *Knowledge of mail processing equipment operation* refers to the knowledge of machine operation such as safety considerations, start up, shut down, and operating characteristics of mail processing equipment such as conveyors, letter sorters, and cancellers.

(8) *Knowledge of lubrication materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.

(9) *Knowledge of cleaning materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.

(19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(20) *Ability to perform more complex mathematics* refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical, and electronic applications.

(21) *Ability to apply theoretical knowledge to practical applications* refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance applications such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

(22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.

(23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) *Ability to communicate in writing* refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

(25) *Ability to communicate orally* refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

(26) *Ability to follow instructions* refers to the ability to comprehend and execute written and/or oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) *Ability to work under pressure* refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) *Ability to work with others* refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools used in mechanical, electrical, and electronic work. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(33) *Ability to use shop power equipment* refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

(35) *Ability to use technical drawings* refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

(36) *Ability to use test equipment* refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

(37) *Ability to solder* refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Examination Requirements

Applicants must complete the appropriate written examination. An applicant's total qualifications will be evaluated based on the written examination and the review panel's evaluation; and additionally, for in-craft candidates, the supervisor's evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

ELECTRONICS TECHNICIAN, PS-10

FUNCTIONAL PURPOSE

Carries out all phases of maintenance, troubleshooting, and testing of electronic circuitry used in equipment and systems requiring a knowledge of solid state electronics. Instructs and provides technical support on complex systems and on combinational (hardware/software) or intermittent problems.

DUTIES AND RESPONSIBILITIES

1. Performs the testing, diagnosis, maintenance, and revision work requiring a knowledge of solid state electronics.
2. Observes the various equipment and systems in operation and applies appropriate testing and diagnostic methods and procedures to ensure proper operation.
3. Locates source of equipment and system failures, rectifies trouble in involved cases, or provides instructions to be used by maintenance employees performing repair work.
4. Makes or participates with contractor representative or electronic technician in installing or altering equipment and systems as required.
5. Makes reports of equipment and system failures which require corrective action by contractor and follows up to see that appropriate action is taken.
6. Makes preventive maintenance inspections to discover incipient malfunctions and to review the standards of maintenance. Recommends changes in preventive maintenance procedures and practices as found to be necessary.
7. Programs scheme and/or scheme changes into memory units as requested by management.
8. Furnishes pertinent data to superiors and contract employees on operation and testing problems.
9. Participates in training programs: classroom, on-the-job, and correspondence, at postal facilities, trade schools, and manufacturer's plants as required. May assist in developing and implementing training programs. Instructs equal or lower level employees as required.
10. Observes established safety regulations pertaining to the type of work involved.

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ELECTRONICS TECHNICIAN, PS-10

(Continued from Previous Page)

11. May drive vehicle or utilize other available mode of transportation to work site when necessary.
12. Provides technical support to other electronic technicians to resolve complex, combinational (hardware/software), and/or intermittent failures.
13. Performs such other duties as may be assigned.

SUPERVISION

Supervisor, Maintenance Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from preferred assignment register (PAR). Best Qualified when filled from promotion eligibility register (PER).

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0027

(End of Document)

Document Date: 11-02-94

Occupation Code: 0856-01XX
SPD Number: SP-6076

Page: 2

Electronics Technician—Level 10 (0856-01)

Document Date: November 30, 1987

Function

As an electronics technician, carries out all phases of maintenance, troubleshooting, and testing of electronic circuitry used in equipment/systems requiring a knowledge of solid state electronics. Instructs and provides technical support on complex systems and on combinational (hardware/software) or intermittent problems.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

(1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic and hydraulic devices.

(2) *Knowledge of basic electricity* refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

(3) *Knowledge of basic electronics* refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.

(4) *Knowledge of digital electronics* refers to the terminology, characteristics, symbology, and operation of digital components as used in such things as logic gates, registers, adders, counters, memories, encoders, and decoders.

(5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic), and procedures and techniques established to avoid injuries to self and others such as lockout devices, protective clothing, and waste disposal techniques.

(6) *Knowledge of basic computer concepts* refers to the terminology, usage, and characteristics of digital memory storage/processing devices such as core memory, input-output peripherals, and familiarity with programming concepts; and computer operating systems and utilities.

(7) *Knowledge of mail processing equipment operation* refers to the knowledge of machine operation such as safety considerations, start up, shut down, and operating characteristics of mail processing equipment such as conveyors, letter sorters, and cancellers.

(19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(20) *Ability to perform more complex mathematics* refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical, and electronic applications.

(21) *Ability to apply theoretical knowledge to practical applications* refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, electronic, or computerized maintenance applications such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment; and isolating combinational (hardware/software) or interactive problems.

(22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.

(23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) *Ability to communicate in writing* refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

(25) *Ability to communicate orally* refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

(26) *Ability to follow instructions* refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) *Ability to work under pressure* refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) *Ability to work with others* refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

EL-303, TL-2, 11-30-87

(35) *Ability to use technical drawings* refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

(36) *Ability to use test equipment* refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

(37) *Ability to solder* refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Desirable Qualification Factors

The ability contained in this section is not an actual requirement and is not to be used as the basis for disqualification. This is a desirable factor which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

(34) *Ability to use information retrieval systems* refers to the operation of computer terminals or other peripherals as control, information monitoring, or diagnostic devices for obtaining reports or information.

Examination Requirements

Applicants must complete the appropriate written examination. An applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

Operator's Identification Card (OF-346) Requirements

1. In accordance with Section 142 of this handbook, local management may require applicants to qualify for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*, to operate a motor vehicle(s).
2. Applicants may be required by local management to qualify for a valid OF-346 to operate powered industrial equipment.

AREA MAINTENANCE TECHNICIAN, PS-08

FUNCTIONAL PURPOSE

Installs, maintains, repairs, removes, and disposes of postal equipment as appropriate at post offices (offices not having maintenance capability) within the geographic area served by the area maintenance office to which assigned. Installs, moves, or repairs post office screen-line equipment, lock boxes, furniture, and mechanical equipment, supervising such additional help as projects may require.

DUTIES AND RESPONSIBILITIES

1. At regional direction, moves and sets up offices in new or remodeled postal quarters; assembles, installs screen-lines, workroom, lobby, and operating equipment. Supervises carpenters and/or helpers as projects may require. Classifies or assists postmasters in classification of postal equipment for disposal or refurbishing. Under postmaster's authority, purchases materials and employs helpers as warranted.
2. Makes major and minor repairs to postal operating equipment in offices without maintenance capabilities; conducts maintenance inspections and provides operating, minor repair, and maintenance instruction to postal employees in the offices served. Whenever possible, conducts maintenance inspection and the instruction of postal employees in conjunction with emergency service trips to installations.
3. Troubleshoots, repairs, overhauls, and installs postal operating equipment such as, but not limited to, stamp vending machines, cancelling machines, scales, print punch money order machines, tying machines, conveyors, safe and vault locks and other components, protective systems and devices, timeclocks, and money changers. Keeps abreast of current maintenance criteria and effects service accordingly.
4. Maintains inventory of all postal operating equipment in the offices served by the area maintenance office. Makes recommendations to supervisors and/or obtains stock of operating equipment repair parts, maintaining inventories at levels prescribed by the region or the Department. Maintains record of parts in stock; ships parts to territory offices as required to meet respective office needs. Keeps records of parts used, frequency of replacements, and submits reports to the regional office at prescribed intervals.

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AREA MAINTENANCE TECHNICIAN, PS-08

(Continued from Previous Page)

5. Installs and maintains protective systems and devices on safes and vaults in post offices. Opens safes and vaults, changes and repairs combinations, and disarms systems and devices.
6. Provides emergency service and makes minor repairs to air conditioning systems at government owned buildings not under service contracts. Prepares report of needs for the postmaster if the lessor has maintenance responsibility or the manufacturer if the system is under warranty.
7. Initiates reports to the regional office on major work assignments, shortages of equipment, and completed screenline installations. Makes reports of unsatisfactory conditions relating to equipment damage, classification, and deficiencies. Makes written recommendations for equipment improvements, operations, and fabrication changes.
8. Drives motor vehicle to respective offices to effect on-the-scene repairs and screenline installation or modification. Communicates with postmasters by phone, correspondence, and personal visits to investigate reports of malfunctions, disorders, or other needs within the area maintenance office territory.
9. Performs other maintenance duties as instructed by the postmaster at the area maintenance office when not engaged in area maintenance duties.
10. Uses various hand and power tools and testing devices incident to the mechanical, electrical and electronic, and carpentry trades.
11. Observes established safety practices and procedures and instructs helpers accordingly.

SUPERVISION

Manager, Field Maintenance Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified when filled from Area Maintenance Specialist (Lvl 7), 4801-21XX, SP 6-78. Best Qualified when filled from any other position.

(Continued on Next Page)

Document Date: 11-02-94Occupation Code: 4801-20XX
SPD Number: SP-6077

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AREA MAINTENANCE TECHNICIAN, PS-08

(Continued from Previous Page)

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0021

(End of Document)

Document Date: 11-02-94

Occupation Code: 4801-20XX
SPD Number: SP-6077

Page: 3

Area Maintenance Technician—Level 8 (4801-20)

Document Date: November 30, 1987

Function

Installs, maintains, repairs, removes, and disposes of postal equipment as appropriate at post offices (offices not having maintenance capability) within the geographic area served by the area maintenance office to which assigned. Installs, moves, or repairs post office screen-line equipment, lock boxes, furniture, and mechanical equipment, supervising such additional help as projects may require.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

(1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.

(2) *Knowledge of basic electricity* refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

(3) *Knowledge of basic electronics* refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid-state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.

(5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic) and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

(8) *Knowledge of lubrication materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.

(9) *Knowledge of cleaning materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.

(15) *Knowledge of carpentry* refers to the terminology, materials, techniques, and procedures used in carpentry applications such as form construction, building framing, and interior and exterior finishing projects.

- (17) *Knowledge of plumbing* refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.
- (18) *Knowledge of painting* refers to the terminology, materials, techniques, and procedures used in painting applications such as surface preparation, application procedures and usage of protective/identifying materials (e.g., enamels, varnishes, plastics, stains, sealants, decals), and painting equipment.
- (19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.
- (21) *Ability to apply theoretical knowledge to practical applications* refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance applications such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.
- (22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.
- (23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.
- (24) *Ability to communicate in writing* refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.
- (25) *Ability to communicate orally* refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.
- (26) *Ability to follow instructions* refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.
- (27) *Ability to work under pressure* refers to safely and effectively performing the duties of the position under stress or in emergency situations.
- (28) *Ability to work with others* refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.
- (29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.
- (30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.
- (31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.
- (32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(33) *Ability to use shop power equipment* refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

(35) *Ability to use technical drawings* refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

(36) *Ability to use test equipment* refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

(37) *Ability to solder* refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Desirable Qualification Factors

The knowledge elements and abilities contained in this section are not actual requirements and are not to be used as the basis for disqualification. These are desirable factors which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

(10) *Knowledge of the National Electrical Code (NEC)* refers to basic knowledge and familiarity with the techniques and procedures specified in the NEC as they apply to electrical installations such as circuit protection, wiring, conduit, power, and lighting circuits.

(12) *Knowledge of refrigeration* refers to the theory, terminology, usage, and characteristics of refrigeration principles as they apply to such things as the refrigeration cycle, compressors, condensers, receivers, evaporators, metering devices, and refrigerant oils.

(13) *Knowledge of heating, ventilation, and air-conditioning (HVAC) equipment operation* refers to the knowledge of equipment operation such as safety considerations, start up, shut down, and mechanical/electrical operating characteristics of HVAC equipment (e.g., chillers, direct expansion units, window units, heating equipment). This does not include the knowledge of refrigeration.

(20) *Ability to perform more complex mathematics* refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical, and electronic applications.

(38) *Ability to cut and weld* refers to the knowledge of and the ability to apply safely and effectively appropriate gas and electric cutting, welding and brazing techniques and procedures used in equipment and machine maintenance applications.

Examination Requirements

Applicants must complete the appropriate written examination. An applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy tools, tool boxes, and

equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

Operator's Identification Card (OF-346) Requirements

In accordance with Section 142 of this handbook, local management may require applicants to qualify for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*, to operate a motor vehicle(s).

ELECTRONIC TECHNICIAN, PS-09

FUNCTIONAL PURPOSE

Independently performs the full range of diagnostic, preventive maintenance, alignment and calibration, and overhaul tasks, on both hardware and software on a variety of mail processing, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.

DUTIES AND RESPONSIBILITIES

1. Performs complex testing, diagnosis, maintenance, alignments and calibration, overhaul, and revision, of electronically operated or controlled equipment or systems; may be required to perform maintenance of associated electromechanical equipment and systems.
2. Observes the operation of systems and equipment, and applies various testing and diagnostic methods and procedures to locate and correct malfunctions and/or failures and ensures maximum system performance.
3. Performs equipment inspections to assess the quality of service or maintenance received, and to discover incipient malfunctions; initiates work orders requesting corrective actions for equipment not meeting maintenance or operating standards; estimates time and materials necessary to make corrections and conducts investigations of frequent or serious equipment failures to determine the cause of the breakdown and to recommend remedial maintenance action.
4. Recommends changes to servicing and preventive maintenance activities; assists in the revision of preventive maintenance and operator checklists, and their frequency to sustain the proper degree of maintenance.
5. Performs analyses of equipment failures; reviews operational reports, audits, and other information, to determine where operational enhancement can be made to prevent equipment or systems deterioration.
6. Participates in the installation, removal, modification, assembly, and/or disassembly of systems and equipment.
7. Participates in classroom, on-the-job, and correspondence training programs; attends courses at postal facilities, trade schools, and manufacturers sites; assists in developing and implementing training programs; provides on-the-job training to other lower level maintenance employees.

(Continued on Next Page)

ELECTRONIC TECHNICIAN, PS-09

(Continued from Previous Page)

8. Provides technical support to other employees in the facility or in installations within the area served; performs in-process and final operational checks and tests work completed by other employees; may work without direct supervision.
9. May drive a vehicle or use other appropriate modes of transportation in the course of assigned duties.
10. Follows established safety practices and requirements while performing all duties; reads and adheres to instructions listed in applicable maintenance directives; maintains a library of maintenance directives.
11. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0023

(End of Document)

Document Date: 11-02-94Occupation Code: 2604-01XX
SPD Number: SP-6080

Page: 2

Electronics Technician—Level 9 (0856-01)

Document Date: November 30, 1987

Function

As an electronics technician, carries out all phases of maintenance, testing, and troubleshooting requiring a knowledge of solid-state electronics.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

(1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.

(2) *Knowledge of basic electricity* refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchhoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

(3) *Knowledge of basic electronics* refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid-state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.

(4) *Knowledge of digital electronics* refers to the terminology, characteristics, symbology, and operation of digital components as used in such things as logic gates, registers, adders, counters, memories, encoders, and decoders.

(5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic), and procedures and techniques established to avoid injuries to self and others such as lockout devices, protective clothing, and waste disposal techniques.

(6) *Knowledge of basic computer concepts* refers to the terminology, usage, and characteristics of digital memory storage/processing devices such as core memory, input-output peripherals, and familiarity with programming concepts.

(19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(20) *Ability to perform more complex mathematics* refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical, and electronic applications.

(21) *Ability to apply theoretical knowledge to practical applications* refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, electronic, or computerized maintenance applications such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

(22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.

(23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) *Ability to communicate in writing* refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

(25) *Ability to communicate orally* refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

(26) *Ability to follow instructions* refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) *Ability to work under pressure* refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) *Ability to work with others* refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(35) *Ability to use technical drawings* refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

(36) *Ability to use test equipment* refers to the knowledge of, and proficiency with, various types of mechanical, electrical and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

(37) *Ability to solder* refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Desirable Qualification Factors

The knowledge and ability contained in this section are not actual requirements and are not to be used as the basis for disqualification. These are desirable factors which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

1. (T) *Knowledge of mail processing equipment operation* refers to the knowledge of machine operation such as safety considerations, start up, shut down, and operating characteristics of mail processing equipment such as conveyors, letter sorters, and cancellers.
2. (34) *Ability to use information retrieval systems* refers to the operation of computer terminals or other peripherals as control, information monitoring, or diagnostic devices for obtaining reports or information.

Examination Requirements

Applicants must complete the appropriate written examination. An applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

Operator's Identification Card (OF-346) Requirements

1. In accordance with Section 142 of this handbook, local management may require applicants to qualify for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*, to operate a motor vehicle(s).
2. Applicants may be required by local management to qualify for a valid OF-346 to operate powered industrial equipment.

MAINTENANCE MECHANIC, PS-04

FUNCTIONAL PURPOSE

Independently performs a variety of low technical and semiskilled tasks in various trades and crafts; and assists higher level maintenance employees in the performance of preventive, corrective and predictive maintenance tasks, that require additional knowledge, skills and abilities.

DUTIES AND RESPONSIBILITIES

1. Independently inspects conveyors; cleans, lubricates, adjusts and makes minor repairs of a routine nature to mechanized mail processing, mail handling, delivery and/or building equipment; performs mail searches and clears jams and blockages.
2. Makes minor repairs to electrical systems, motors and case lights; assembles, disassembles, and repairs equipment or furniture; performs minor painting jobs and assists in major painting jobs.
3. Under the direction of skilled maintenance employees, locates and corrects sources of trouble and performs repair, relocation or modification of equipment or systems, disassembles equipment, and replaces parts or components.
4. Maintains an awareness of equipment operation, especially excessive heat, vibration, and noise; reports obvious equipment malfunctions, hazards or wear to supervisor.
5. May drive a vehicle to transport tools, equipment, employees, materials or in the normal performance of assigned duties.
6. Completes or initiates work record sheets, as required. Maintains required records and takes readings from meters, gauges, counters and other monitoring and measuring devices.
7. Follows established safety practices and requirements while performing all duties.
8. Uses necessary hand and power tools, gauging devices, and test equipment as required in the course of assigned duties.
9. Performs other duties as assigned.

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MAINTENANCE MECHANIC, PS-04

(Continued from Previous Page)

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0009

(End of Document)

Document Date: 11-02-94

Occupation Code: 4749-11XX
SPD Number: SP-6086

Page: 2

Mechanic Helper—Level 4 (4701-01)
Mechanic Helper (MES)—Level 4 (4701-1001)

Document Date: November 30, 1987

Function

Independently performs a variety of simple nontechnical and semiskilled tasks which are incidental to recognized trades or crafts or similar maintenance repair functions. Assists craftsmen and mechanics in performing maintenance tasks which require skill and knowledge of the function.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

- (1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.
- (5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic), and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.
- (8) *Knowledge of lubrication materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.
- (9) *Knowledge of cleaning materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.
- (19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.
- (23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.
- (24) *Ability to communicate in writing* refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

(25) *Ability to communicate orally* refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

(26) *Ability to follow instructions* refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) *Ability to work under pressure* refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) *Ability to work with others* refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(33) *Ability to use shop power equipment* refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

Desirable Qualification Factors

The knowledge and abilities contained in this section are not actual requirements and are not to be used as the basis for disqualification. These are desirable factors which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

(2) *Knowledge of basic electricity* refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchhoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

(21) *Ability to apply theoretical knowledge to practical applications* refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance applications such as troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

(22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.

(36) *Ability to use test equipment* refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, amprobes, and RPM meters.

Examination Requirements

Applicants for all positions must complete the appropriate written examination. For positions filled through the Maintenance Selection System, an applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

Operator's Identification Card (OF-346) Requirements

1. In accordance with Section 142 of this handbook, local management may require applicants to qualify for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*, to operate a motor vehicle(s).
2. Applicants must have or be able to qualify for a valid OF-346 to operate powered industrial equipment.

MAINTENANCE MECHANIC, PS-05

FUNCTIONAL PURPOSE

Independently performs semiskilled preventive, corrective and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings and building equipment, customer service and delivery equipment.

DUTIES AND RESPONSIBILITIES

1. Independently performs preventive maintenance and minor repairs on plumbing, heating, refrigeration, air-conditioning, low-voltage electrical systems, and other building systems and equipment.
2. Performs preventive maintenance and routine repairs on simple control circuitry, bearings, chains, sprockets, motors, belts and belting, and other moving parts or wearing surfaces of equipment.
3. Assembles, installs, replaces, repairs, modifies and adjusts all types of small operating equipment such as letter boxes, mechanical scales, stamp vending equipment, building service equipment, mailhandling equipment and related equipment.
4. Under the direction of skilled maintenance employees, or clearly written instructions from either hard copy or electronic format, performs specific tasks related to disassembling equipment, replacing parts, relocating and reassembling equipment; assists higher level workers in locating and repairing equipment malfunctions.
5. Maintains an awareness of equipment operation, especially excessive heat, vibration, and noise, reporting malfunctions, hazards or wear to supervisor.
6. Uses a variety of hand and power tools, gauging devices and test equipment required, or as directed, to perform the above tasks.
7. May drive a vehicle to transport tools, equipment, employees, materials or in the normal performance of assigned duties.
8. Completes or initiates work record sheets, as required. Takes readings from meters, gauges, counters and other monitoring and measuring devices. Maintains logs and other required records; reports on breakdowns and equipment being tested.

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MAINTENANCE MECHANIC, PS-05

(Continued from Previous Page)

9. Follows established safety practices and requirements while performing all duties.
10. May serve as a working leader over a group of lower level employees assigned to a specific task.
11. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD**BARGAINING UNIT**

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0010

(End of Document)

Document Date: 11-02-94Occupation Code: 4749-03XX
SPD Number: SP-6087

Page: 2

General Mechanic—Level 5 (4749-02)
General Mechanic (MES)—Level 5 (4749-1002)

Document Date: November 30, 1987

Function

As essentially a full-time assignment in a postal facility, performs maintenance work not requiring full journeyman skills and knowledge on various types of building, mail handling, mail processing, and related equipment.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each knowledge, skill, or ability (KSA) listed below. The numbers in parentheses reflect KSA item numbers.

(1) *Knowledge of basic mechanics* refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.

(2) *Knowledge of basic electricity* refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

(5) *Knowledge of safety procedures and equipment* refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic) and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

(8) *Knowledge of lubrication materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.

(9) *Knowledge of cleaning materials and procedures* refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.

(19) *Ability to perform basic mathematical computations* refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(21) *Ability to apply theoretical knowledge to practical applications* refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance applications such

as troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

(23) *Ability to use written reference materials* refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) *Ability to communicate in writing* refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance operations, and other personnel.

(25) *Ability to communicate orally* refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations and other personnel.

(26) *Ability to follow instructions* refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) *Ability to work under pressure* refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) *Ability to work with others* refers to the ability work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) *Ability to work without (immediate) supervision* refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) *Ability to work from heights* refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) *Ability to use hand tools* refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) *Ability to use portable power tools* refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(33) *Ability to use shop power equipment* refers to the knowledge of, and proficiency with shop machines such as bench grinders, drill presses, and table/band saws.

(35) *Ability to use technical drawings* refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

(36) *Ability to use test equipment* refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, circuit tracers, amprobes, and RPM meters.

Desirable Qualification Factors

The knowledge elements and abilities contained in this section are not actual requirements and are not to be used as the basis for disqualification. These are desirable factors which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

(15) *Knowledge of carpentry* refers to the terminology, materials, techniques, and procedures used in carpentry applications such as form construction, building framing, and interior and exterior finishing projects.

(17) *Knowledge of plumbing* refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.

(18) *Knowledge of painting* refers to the terminology, materials, techniques, and procedures used in painting applications such as surface preparation, application procedures and usage of protective/identifying materials (e.g., enamels, varnishes, plastics, stains, sealants, decals), and painting equipment.

(22) *Ability to detect patterns* refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related.

(37) *Ability to solder* refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

Examination Requirements

Applicants for all positions must complete the appropriate written examination. For positions filled through the Maintenance Selection System, an applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

Physical Requirements

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

Training Requirements

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

Operator's Identification Card (OF-346) Requirements

1. In accordance with Section 142 of this handbook, local management may require applicants to qualify for an OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*, to operate a motor vehicle(s).
2. Applicants must have or be able to qualify for a valid OF-346 to operate powered industrial equipment.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
AMERICAN POSTAL WORKERS UNION, AFL-CIO

The parties agree that this Memorandum of Understanding (MOU) represents a conclusion to all issues concerning the implementation of the new job descriptions entitled Maintenance Support Clerk, Level 5 (0303-01XX), and Maintenance Support Clerk, Level 6 (0303-02XX) as provided for in the October 18, 1993 MOU on the same subject.

Maintenance Support Clerk, Level 6 (0303-02XX)

Each Maintenance Control Technician, Level 6 (0301-07XX), will be reclassified as a Maintenance Support Clerk, Level 6 (0303-02XX), effective June 24, 1995 (PP-14, week 1). These employees will remain in their current duty assignments (hours and days off) and will maintain the same preferred assignment seniority date they had in their former position; relative standings will be maintained. All reclassified employees will be considered qualified for their new positions and eligible to bid on preferred assignments.

Maintenance Support Clerk, Level 5 (0303-01XX)

Each Maintenance Control and Stock Clerk, Level 5 (0301-19XX), Maintenance Control Clerk, Level 5 (0301-16XX), Office Clerk Custodial, Level 5 (0301-05XX), and Tool and Parts Clerk, Level 5 (6904-01XX), will be reclassified as a Maintenance Support Clerk, Level 5 (0303-01XX). These employees will remain in their current duty assignments (hours and days off) and will maintain the same preferred assignment seniority date they had in their former position; relative standings will be merged. The breaking of seniority ties will be determined in accordance with Article 38.3.J. of the National Agreement. Remaining ties shall be broken by listing the employees in numerical order by the last 3 or more numbers of their social security number (using enough numbers to break the tie, but not fewer than 3 numbers) from the lowest to the highest. All reclassified employees will be considered qualified for their new positions and eligible to bid on preferred assignments.

Promotional Eligibility Registers

Any vacancies occurring before June 24, 1995 (PP-14, week 1), will be posted and filled using existing PARs/PERs. Any vacancies occurring on/after June 24 will be withheld until new PERs are established for the Maintenance Support Clerk, Level 5, and/or Maintenance Support Clerk, Level 6. All PERs will be posted no later than August 19, 1995 (PP-18,

week 1). Upon establishment of the PER, all jobs withheld will be posted and filled using the appropriate PAR/PER.

Notices soliciting applications for PERs for Maintenance Support Clerk, Level 5, and Maintenance Support Clerk, Level 6, will be posted for 21 days beginning June 24, 1995 (PP-14, week 1), utilizing the attached qualification standards. PERs will be posted no later than August 19, 1995 (PP-18, week 1). Any additional training, education, or experience gained by an employee detailed to a position withheld in accordance with the above will not be considered when the detailed employee makes application for a PER.

Residual Maintenance Support Clerk, Level 6 (0303-02XX), vacancies will be filled on the basis of seniority (senior qualified) from the Maintenance Support Clerk, Level 5 (0303-01XX), in accordance with Article 38 of the National Agreement.


The parties agree that the following registers are eliminated effective June 24, 1995 (PP-14, week 1):

Maintenance Control and Stock Clerk (0301-19XX)
 Maintenance Control Clerk (0301-16XX)
 Tool and Parts Clerk (6904-01XX)
 Office Clerk, Custodial (0301-05XX)
 Maintenance Control Technician (0301-07XX)

Preferred Assignment Registers

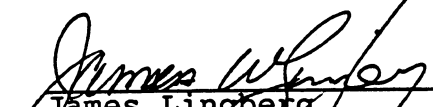
Employees who are reclassified will continue to bid on preferred assignments utilizing preferred assignment forms submitted for their former positions. Additionally, notices will be posted for seven days notifying all reclassified employees of the opportunity to submit a new or amended preferred assignment selection form. This new or amended form will not count toward the three opportunities afforded in Article 38.5.A.6.e.

The attached questions and answers will assist you in understanding the impact of the new job description.


 Anthony J. Vegliante
 Manager
 Contract Administration
 APWU/NPMHU
 Labor Relations

Date: 5/24/95

Attachment


 James Lingberg
 Director, Maintenance
 Division
 American Postal Workers
 Union, AFL-CIO

Date: 5/17/95

Attachment to MOU: Questions and Answers on Maintenance Support Position Consolidations

1. How will my seniority for preferred assignments be affected?

All employees will keep their same relative seniority date. For example, employees promoted before June 25, 1992, will retain their seniority date as the date they entered the occupational group and level and will remain in the top portion of the PAR list. Employees promoted after June 25, 1992, will retain their seniority date as their total Maintenance Craft service in the installation and will be listed on the PAR list below those promoted prior to June 25, 1992.

2. How will the seniority lists be combined?

The seniority lists will be merged with all employees keeping their same relative date. In accordance with the National Agreement, the lists will remain in order of seniority as determined in question 1.

3. I hold a position in tools and parts. How will my current duty assignment be affected?

You will continue to report to your original duty assignment (as it was originally posted), regardless of whether you are a Tool & Parts Clerk, Maintenance Control Clerk, Maintenance Control & Stock Clerk, or Office Clerk Custodial. Employees will not be assigned away from their original duty assignment on a day-to-day basis. However, employees may be required to "fill-in" on other assignments for such purposes as heavy work load, holidays, unexpected absences, lunch breaks, or other short term needs.

4. I am a Tool & Parts Clerk and did not take the typing test which is a requirement of the Maintenance Support Clerk position. Will I have to take this test to be reclassified as a Maintenance Support Clerk?

No, all Tool & Parts Clerks are to be considered qualified for the Maintenance Support Clerk, level 5, position in their current duty assignment and are eligible to bid on vacant duty assignments.

5. How will the Level 6 Maintenance Control Technician be affected?

The position description and title of this job was changed through the Article 19 process to Maintenance Support Clerk, Level 6. All seniority lists will remain the same. All Level 6 Maintenance Control Technicians are to be considered qualified

for the Maintenance Support Clerk, Level 6, position in their current duty assignment and are eligible to bid on vacant duty assignments.

6. Are there going to be major changes in assignments such as abolishing and re-establishing duty assignments?

Solely as a result of this consolidation, the restructuring of bid assignments to accommodate employees is prohibited. There is no embargo on restructuring bid assignments to meet operational needs. Management will discuss any restructuring with the union prior to implementation.

7. Will I receive a work clothes allowance?

Yes, both new positions are entitled to a work clothes allowance.

8. How will this consolidation affect overtime?

Overtime in the Maintenance Craft is established in Article 38.7.D., which requires overtime desired lists to be established for each occupational group and level. Article 30 allows the local parties to establish overtime lists by sections. Local management should meet with the union to determine what effect this will have on overtime assignments.

9. How will this consolidation affect annual leave?

All annual leave commitments must be honored. Local management should meet with the union to determine what effect this will have on their Local Memorandum Of Understanding (LMOU).

10. I am presently a Tool & Parts Clerk and did not take the typing test. How do I qualify for the Maintenance Support Clerk, Level 6?

You must meet the Qualification Standard for the Level 6 position including the examination requirements, test 710 (clerical) and test 714 (typing).

11. How will employees be ranked on the Promotion Eligibility Registers?

For the Maintenance Support Clerk, Level 5, employees will be listed as best qualified.

For the Maintenance Support Clerk, Level 6, qualified Maintenance Support Clerks, Level 5, will be ranked in senior qualified order. All others will then be listed below the senior qualified applicant in best qualified order.

MAINTENANCE SUPPORT CLERK, PS-05

FUNCTIONAL PURPOSE

Performs a variety of data collection and processing tasks in support of scheduling, planning, control, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts and tools.

DUTIES AND RESPONSIBILITIES

1. Reviews completed work orders for workhour and material use; compares this information with estimated requirements and reviews for accuracy and completeness; obtains information required to reconcile discrepancies, and makes corrections.
2. Assists in identifying materials, skills, tools, and equipment to satisfy work requirements; schedules and adjusts workload to match available resources; reviews and enters work request data and completed documentation into data system.
3. Receives requests for maintenance work and prepares work orders; assesses urgency of request, and assigns a priority code. Notifies appropriate maintenance employee when urgent requests are received.
4. Enters and updates maintenance records on data systems; maintains files and records of mechanical, electrical and electronic drawings, publications required to support maintenance operations, correspondence, tool and parts documentation, computer software and system printouts.
5. Performs general computer support, including file backup; uses software programs to produce reports; prepares correspondence, operates other office equipment; performs a variety of other tasks to support maintenance administration.
6. Receives, unloads, stores and issues items against corresponding documents; reconciles differences in shipments with suppliers; performs periodic reviews of inventory levels and corrects records; keeps inventory stock, storage and work areas clean and orderly; may drive a vehicle to pick-up, deliver, or ship materials to or from supply houses or other postal facilities.
7. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability.

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MAINTENANCE SUPPORT CLERK, PS-05

(Continued from Previous Page)

8. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0013

(End of Document)

Document Date: 11-02-94

Occupation Code: 0303-01XX
SPD Number: SP-6089

Page: 2

0303-01XX Maintenance Support Clerk--Level 5

Document Date: October 21, 1994

Function

Performs a variety of data collection and processing tasks in support of scheduling, planning, control, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts, and tools.

Description of Work

See the Standard Position Description for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities (KSAs) contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each KSA listed below.

1. Knowledge of computer systems refers to the terminology, usage, and operating characteristics of computer terminals as data input and information monitoring devices used for obtaining reports or information.
2. Ability to work and deal with people refers to working in cooperation and interacting positively with customers and co-workers, exercising courtesy, etiquette, and self-control.
3. Ability to communicate orally refers to expressing spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.
4. Ability to follow oral instructions refers to comprehending and executing spoken directions, steps, or procedures used in performing office tasks and work assignments.
5. Ability to work without immediate supervision refers to the ability to perform the duties of the position (e.g., planning and executing work activities) safely and efficiently without direct supervision.
6. Ability to operate programmed or programmable keyboard devices refers to understanding and applying written instructions and using specific function keys to control the operation of equipment or systems such as word processing systems or data entry/computer terminals.
7. Ability to work while under pressure refers to performing the duties of the position safely and effectively under time constraints, stress, or in emergency situations.
8. Ability to read and understand graphs, charts, and/or tables refers to using and understanding information presented in graphs, tables, and diagrams (e.g., maintenance reports, handbooks, and catalogs).
9. Ability to review incoming materials refers to examining incoming shipments of supplies, parts, tools, and other items for variations in quantity, specifications, and conditions.
10. Ability to prepare maintenance work orders and schedules refers to determining work requirements and materials, establishing priorities, and planning assignments to match workload and available resources.

Examination Requirements

1. Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710.
2. Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.

Physical Requirements

Applicants must be physically able to perform the duties of the position efficiently. These duties may require exertion involving standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy objects such as tools, parts, equipment, and supplies.

Applicants must have vision of 20/40 (Snellen) in one eye and must be able to read, without strain, material (printed or computer-displayed) the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

MAINTENANCE SUPPORT CLERK, PS-06

FUNCTIONAL PURPOSE

Performs a variety of data collection and processing tasks in scheduling, planning, controlling, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts and tools; and analyzes maintenance operations and recommends and implements changes or improvements.

DUTIES AND RESPONSIBILITIES

1. Analyzes, develops and produces reports on maintenance operations, including equipment performance, failures, comparisons with national averages, trends, and needs of the maintenance operation.
2. Develops and reviews checklists; plans, reviews, schedules and coordinates new or revised instructions; establishes maintenance schedules with operations supervisors.
3. Reviews inventory to ensure that stock levels accurately reflect needs and recommends changes.
4. Reviews completed work orders for workhour and material use; compares this information with estimated requirements and reviews for accuracy and completeness; obtains information required to reconcile discrepancies, and makes corrections.
5. Assists in identifying materials, skills, tools, and equipment to satisfy work requirements; schedules and adjusts workload to match available resources; reviews and enters work request data and completed documentation into data system.
6. Receives requests for maintenance work and prepares work order requirements; assesses urgency of request, and assigns a priority code. Notifies appropriate maintenance employee when urgent requests are received.
7. Enters and updates maintenance records on data systems; maintains files and records of mechanical, electrical and electronic drawings, publications required to support maintenance operations, correspondence, tool and parts documentation, computer software and system printouts.
8. Performs general computer support, including file maintenance, back-up and system security; uses software programs to produce reports; prepares correspondence, operates other office equipment; performs a variety of other tasks to support maintenance administration.

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MAINTENANCE SUPPORT CLERK, PS-06

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9. Receives, unloads, inspects, stores and issues items against corresponding documents; reconciles differences in shipments with suppliers; performs periodic reviews of inventory levels and corrects records; keeps inventory stock, storage and work areas clean and orderly; investigates inventory shortages and reconciles discrepancies; may drive a vehicle to pick-up, deliver, or ship materials to or from supply houses or other postal facilities.
10. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability; procures items in accordance with applicable policy and procedure.
11. Trains other lower level maintenance employees and participates in the formulation of annual budget estimates.
12. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0017

(End of Document)

Document Date: October 21, 1994

Function

Performs a variety of data collection and processing tasks in scheduling, planning, controlling, and reporting for maintenance operations; completes requisitions, stores and issues supplies, parts, and tools; and analyzes maintenance operations and recommends and implements changes or improvements.

Description of Work

See the Standard Position Description for the occupation code given above.

Proficiency Requirements

The knowledge, skills, and abilities (KSAs) contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on the extent to which they demonstrate each KSA listed below.

1. Knowledge of computer systems refers to the terminology, usage, and operating characteristics of computer terminals as data input and information monitoring devices used for obtaining reports or information.
2. Knowledge of word processing systems refers to the functions of the components in a word processing system (e.g., disc drive, keyboard, diskette) and an understanding of techniques and procedures used for input, revision, editing, formatting, and printing.
3. Ability to work and deal with people refers to working in cooperation and interacting positively with customers and co-workers, exercising courtesy, etiquette, and self-control.
4. Ability to communicate orally refers to expressing spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.
5. Ability to follow oral instructions refers to comprehending and executing spoken directions, steps, or procedures used in performing office tasks and work assignments.
6. Ability to work without immediate supervision refers to the ability to perform the duties of the position (e.g., planning and executing work activities) safely and efficiently without direct supervision.
7. Ability to operate programmed or programmable keyboard devices refers to understanding and applying written instructions and using specific function keys to control the operation of equipment or systems such as word processing systems or data entry/computer terminals.
8. Ability to work while under pressure refers to performing the duties of the position safely and effectively under time constraints, stress, or in emergency situations.
9. Ability to read and understand graphs, charts, and/or tables refers to using and understanding information presented in graphs, tables, and diagrams (e.g., maintenance reports, handbooks, and catalogs).
10. Ability to compile and summarize information refers to understanding and evaluating oral or written information (e.g., operations data, computer outputs) and condensing it into tables, charts, or brief narratives.

11. Ability to review incoming materials refers to examining incoming shipments of supplies, parts, tools, and other items for variations in quantity, specifications, and conditions.
12. Ability to prepare maintenance work orders and schedules refers to determining work requirements and materials, establishing priorities, and planning assignments to match workload and available resources.

Examination Requirements

1. Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710.
2. Applicants must demonstrate the ability to key data on a computer terminal at a rate of 25 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the low standard.

Physical Requirements

Applicants must be physically able to perform the duties of the position efficiently. These duties may require exertion involving standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy objects such as tools, parts, equipment, and supplies.

Applicants must have vision of 20/40 (Snellen) in one eye and must be able to read, without strain, material (printed or computer-displayed) the size of typewritten characters. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

Re: Maintenance Position/Job Description
Consolidation/Elimination

1) The parties agree that the attached job descriptions are agreed upon for the following positions and will be incorporated into the P-1 Handbook:

- o Electronic Technician, Level 9 (*)
- o Maintenance Mechanic, Level 5
- o Maintenance Mechanic, Level 4,

* The parties agree that Electronics Technician, Level 9 (0856-01XX), position has been modified in accordance with Article 19 and is now Electronic Technician, Level 9 (2604-01XX).

2) The following position descriptions are eliminated and reclassified under the stipulated action. Incumbents of these positions will be considered qualified for the job into which they are being placed. These employees will be assigned to their current schedule (tour & days off) and will be ranked keeping their current seniority date:

- o Incumbents in the Oiler, Mail Processing Equipment, Level 4 (5323-01XX), and Mechanics Helper, Level 4 (4701-01XX), positions will be reclassified as Maintenance Mechanic, Level 4 (4749-06XX).
 - o Incumbents in the General Mechanic, Level 5 (4749-02XX), and Assistant Engineman, Level 5 (5309-01XX), will be reclassified as Maintenance Mechanic, Level 5 (4749-03XX).
 - o Incumbents in the Custodian, Level 3 (3566-04XX), will be reclassified as Laborer Custodial, Level 3 (3502-03XX).
 - o Incumbents in the Laborer Custodial, Level 2 (3503-03XX), will be reclassified as Custodian, Level 2 (3566-04XX)
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3) Incumbents in the following job descriptions will be eliminated through attrition and will be replaced by the subsequent job description:

- a. Office Appliance Repairman, Level 5 (4806-04XX), and Scale Mechanic, Level 5 (3341-02XX), will be replaced by Maintenance Mechanic, Level 5.
- b. Conveyor Mechanic, Level 6 (5343-02XX), will be replaced by Maintenance Mechanic, MPE, Level 7 (5342-01XX).
- c. Elevator Mechanic, Level 7 (5313-03XX), Industrial Equipment Mechanic, Level 6 (5828-01XX), and Stationary Engineer, Level 7, will be replaced by Building Equipment Mechanic, Level 7 (5306-07XX).
- d. Fireman Laborer, Level 4 (5402-02XX), will be replaced by the Building Maintenance Custodian, Level 4 (4749-10XX).
- e. Postal Machines Mechanic, Level 6 (4801-06XX), will be replaced by another position at Level 7.

Nothing in this agreement precludes the posting of a vacancy identified in section 3 for bid within the occupational group until a residual vacancy occurs. Once the residual vacancy occurs, it should be reclassified as the new job indicated and posted accordingly.

4) Incumbents in the following positions will be upgraded to the indicated position, within the same step, and retain credit toward the next step increase.

These employees shall be assigned to their current schedule (tour and days off). They will be considered qualified for the job into which they are being placed. The preferred assignment seniority of the upgraded employees shall be determined in accordance with Article 38, Section 2.F.2:

- o Maintenance Mechanic, Mail Processing Equipment, Level 6 (5342-01XX), will be upgraded to Maintenance Mechanic, Mail Processing Equipment, Level 7 (5342-01XX).

- o Engineman, Level 6 (5309-02XX), will be upgraded to Building Equipment Mechanic, Level 7 (5306-07XX).
- o Electronics Technicians, Level 8 (0856-01XX), will be upgraded to Electronic Technician, Level 9 (2604-01XX).

All employees upgraded in accordance with section 4 of this agreement will be notified of the opportunity to submit a changed preferred assignment selection within thirty days of this notification.

5) The parties agree that the duties and responsibilities of the following job descriptions being eliminated are incorporated into the replacement position description. Further, any employee being upgraded who has retreat rights to their former position will retain these rights in their new position.

o Blacksmith-Welder Helper, Level 4	3704-01XX
o Carpenter Helper, Level 4	4607-01XX
o Conveyor Mechanic Helper, Level 4	5343-01XX
o Custodian, Level 5	3566-04XX
o Electrician, Level 6	2805-02XX
o Electrician Helper, Level 4	2805-01XX
o Elevator Mechanic Helper, Level 4	5313-01XX
o General Mechanic, Level 6	4749-02XX
o Laborer Custodial, Level 1	3502-03XX
o Letter Box Mechanic Helper, Level 4	3843-01XX
o Mason Helper, Level 4	3603-01XX
o Mechanic Helper, Level 5	4701-01XX
o Office Appliance Repairman Helper, Level 4	4806-03XX
o Plumber Helper, Level 4	4206-01XX
o Postal Machine Mechanic Helper, Level 4	4801-05XX
o Sign Painter Helper, Level 4	4104-07XX
o Painter Helper, Level 4	4102-01XX
o Scale Mechanic Helper, Level 4	3341-01XX
o Machinist Helper, Level 4	3414-01XX
o Electronics Technicians, Level 8	0856-01XX
o Engineman, Level 6	5309-02XX
o Maintenance Mechanic, Mail Processing Equipment, Level 6	5342-01XX


6) The parties agree that the following registers are eliminated and that the Maintenance Selection System Field Position Listing by Group will be revised to reflect the discontinuance of these positions.

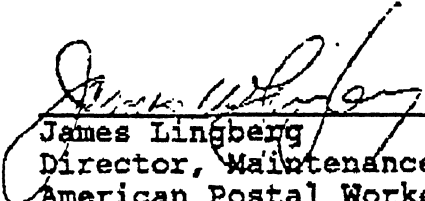
- o Assistant Engineman
- o Engineman
- o Fireman
- o Fireman-Laborer
- o Stationary Engineer
- o Electronics Technician/08
- o Maintenance Mechanic, MPE/06
- o Elevator Mechanic
- o Industrial Equipment Mechanic
- o Mechanic Helper
- o Oiler, MPE
- o Postal Machines Mechanic
- o Postal Maintenance Trainee, A & B
- o Scale Mechanic

7) The parties agree that this memorandum allows for maintenance employees to perform an expanded set of duties and responsibilities as provided in the revised standard position descriptions. As a result of this action, the February 1, 1988, correspondence et al., referencing position title, grade level and equipment is rescinded and void.

8) The parties agree that as a result of the above changes, the existing Maintenance Selection System will require changes.

9) The effective date of the upgrading and reclassification process shall be November 13, 1993.


Curtis W. Warren
Acting Manager
Contract Administration
(APWU/NPMHU)
Labor Relations


James Lingberg
Director, Maintenance Division
American Postal Workers
Union, AFL-CIO

Attachments

Date: 18-Oct-1993

Re: Maintenance Position/Job Description
Consolidation/Elimination

1) The parties agree that the attached job descriptions are agreed upon for the following positions and will be incorporated into the P-1 Handbook:

- o Maintenance Support Clerk, Level 5 (0303-01XX)
- o Maintenance Support Clerk, Level 6 (0303-02XX)*


* The parties agree that Maintenance Control Technician, Level 6 (0301-07XX), position has been modified in accordance with Article 19 and is now Maintenance Support Clerk, Level 6 (0303-02XX).

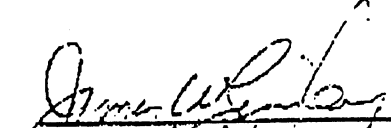
2) The following position descriptions will be eliminated and reclassified under the stipulated action:

- o Maintenance Control and Stock Clerk, Level 5 (0301-19XX), Maintenance Control Clerk, Level 5 (0301-16XX), Office Clerk, Custodial (0301-05XX), and Tool and Parts Clerk, Level 5 (6904-01XX), will be reclassified as Maintenance Support Clerk, Level 5 (0303-01XX).
- o Maintenance Control Technician, Level 6 (0301-07XX), will be reclassified as Maintenance Support Clerk, Level 6 (0303-02XX).

3) The parties agree to the following stipulations:

The parties will meet effective November 1, 1993, (for a period of 30 days) and discuss the implementation procedures of this memorandum as it pertains to the following 4 items: Preferred Assignment Register (PAR), Promotion Eligibility Register (PER), typing standards and the determination of seniority. In the event that an agreement cannot be reached, the Postal Service may implement the reclassification. However, the union may appeal to arbitration any of the remaining 4 items not resolved.


Curtis W. Warren
Acting Manager
Contract Administration
(APWU/NPMRU)
Labor Relations


James Lingberg
Director, Maintenance Division
American Postal Workers
Union, AFL-CIO

Attachments

Date: 18-Oct-1993

RETAINED POSITIONS

<u>Position</u>	<u>Title</u>	<u>Level</u>	<u>Position</u>	<u>No</u>	<u>Occ</u>	<u>Code</u>	<u>Number</u>
Area	Maint. Tech.	8	SP	6-77		4801-20xx	291
Area	Maint. Spec.	7	Sp	6-78		4801-21xx	121
Blacksmith-Welder		6	SP	6-43		3704-02xx	128
Building	Eqpt. Mech.	7	SP	6-25		5306-07xx	1658
Carpenter		6	SP	6-6		4607-02xx	144
Custodian		3	KP	0001		3566-04xx	2042
Electronic	Tech.	9	SP	6-80		2604-01xx	5358
Electronic	Tech.	10	SP	6-76		0856-01xx	123
Elevator	Operator	3	KP	0002		5438-01xx	235
Group	Leader Custodial	4	SP	6-58		3501-01xx	442
Label	Print.Cent.Mech.	6	SP	6-79		4418-01xx	1
Laborer-Custodial		3	SP	6-13		3502-03xx	11417
Letter	Box Mechanic	6	SP	6-46		3843-02xx	186
Machinist		7	SP	6-18		3414-02xx	22
Maint.	Electrician	6	SP	6-10		2805-03xx	219
Maint.	Mechanic	4	SP	6086		4749-11xx	341
Maint.	Mechanic	5	SP	6087		4749-03xx	2107
Maint.	Mech. MPE.	7	SP	6-64		5342-01xx	5408
Maint.	Support Clerk	5	SP	6089		0303-01xx	1761
Maint.	Support Clerk	6	SP	6090		0303-02xx	353
Mason		6	SP	6-44		3603-02xx	2
Mat. Hand.	Eqpt. Oper.	4	SP	1-9		5704-01xx	89
Overhaul	Specialist	8	SP	6-82		5342-11xx	247
Painter		6	SP	6-5		4102-02xx	168
Plumber		6	SP	6-17		4206-02xx	67