

BARGAINING UNIT QUALIFICATION STANDARD
0300d
(0301-09XX) ADMINISTRATIVE CLERK, VMF--LEVEL 6
(0301-47XX) CLERK, VEHICLE DISPATCHING--LEVEL 5
(0305-03XX) FILE CLERK--LEVEL 4
(0301-48XX) GENERAL CLERK, VMF--LEVEL 5
(0301-01XX) OFFICE CLERK--LEVEL 4
(0301-05XX) OFFICE CLERK, CUSTODIAL--LEVEL 5
(0301-04XX) OFFICE CLERK, VEHICLE OPERATIONS--LEVEL 5
(0301-94XX) WLRS CONTROL CLERK--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Administrative Clerk, VMF: Performs a variety of responsible clerical and routine administrative duties in a motor vehicle maintenance facility.

Clerk, Vehicle Dispatching: Performs clerical functions related to vehicle dispatching activities at a post office for scheduled, nonscheduled, and emergency vehicle service.

File Clerk: Sets up and maintains files on one or more subject matters.

General Clerk, VMF: Performs a variety of clerical duties relating to the maintenance of vehicles.

Office Clerk: Performs miscellaneous office clerical work.

Office Clerk, Custodial: Performs a variety of responsible clerical duties in the custodial service of a postal facility.

Office Clerk, Vehicle Operations: Performs miscellaneous office clerical and typing duties.

WLRS Control Clerk: Collects and records in a control center a variety of data relating to time and attendance, work measurement, and related activities in order to serve management needs for these data. This position is for use only in post offices not having the PSD System.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

B-10. Ability to maintain records and prepare reports.

BARGAINING UNIT QUALIFICATION STANDARD
5823b
(5823-0006) AUTOMOTIVE MECHANIC--LEVEL 6

DOCUMENT DATE: October 1, 2002

FUNCTION:

Troubleshoots, diagnoses, and performs routine repairs and scheduled maintenance on all types of motor vehicles used in the postal fleet.

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position.

1. Knowledge of electrical/ignition systems refers to the terminology, characteristics, and operation of such components as alternators, batteries, voltage regulators, starter motors, ignition and lighting systems, indicating devices, and starter aids.
2. Knowledge of automotive fuel systems refers to the terminology, characteristics, and operation of fuel delivery systems and related assemblies, such as fuel pumps and fuel injectors.
3. Knowledge of engine systems refers to the terminology, characteristics, and operation of engine valve train lubrication, piston assemblies, engine bearings, cylinders, cylinder heads, cylinder blocks, crankshaft assemblies, and cooling systems.
4. Knowledge of automotive suspension systems refers to the terminology, characteristics, and operation of such components as ball joints, shock absorbers, struts, steering column, kingpins, springs, steering linkage, and steering geometry.
5. Knowledge of automotive braking systems refers to the terminology, characteristics, and operation of hydraulically actuated components, such as wheel and master cylinders, proportioning valves, linkages, calipers, cables, and foundation brakes.
6. Ability to use technical reference materials and technical manuals refers to reading, comprehending, and interpreting technical information, such as illustrated parts breakdown, checklists, flow charts, and diagrams.
7. Ability to troubleshoot and diagnose mechanical malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as engine, power train, fuel delivery, suspension, and braking systems, through the use of appropriate automotive test equipment.
8. Ability to troubleshoot and diagnose electrical malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as cranking, charging, ignition, lighting, indicating, and starting motors and their related switches and relays, through the use of appropriate automotive test equipment.
9. Ability to use electrical test equipment refers to the knowledge of, and proficiency with, various types of electrical diagnostic test equipment, such as voltage/amperage testers (VAT), multimeters, and test lights.
10. Ability to use mechanical test equipment and hand tools refers to the knowledge of, and proficiency with, various types of mechanical diagnostic test equipment and hand tools, such as micrometers, calipers, pressure gauges, etc.

11. Ability to make repairs to automotive components or systems refers to a proficiency in replacing parts or making adjustments to automotive systems or their components, such as electrical/ignition, emissions, fuel delivery, engine, suspension, power train, and braking systems.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete Postal Service Tests 943 and 941 to demonstrate their knowledge and ability to troubleshoot, diagnose, and make minor repairs to automotive systems

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

TRAINING REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job..

B-14. Ability to read and understand instructions.

B-22. Ability to perform basic arithmetic computations.

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

B-54. Ability to schedule work, either materials or people.

EXAMINATION REQUIREMENTS:

Office Clerk: Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710, Parts A and B.

Office Clerk, Custodial: Applicants must demonstrate the ability to type 30 words per minute for five minutes with no more than two errors. This must be demonstrated by successful completion of Postal Service Test 713. Certificates of proficiency are not acceptable.

General Clerk, VMF: Applicants must demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the high standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. 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.

BARGAINING UNIT QUALIFICATION STANDARD
4100b
(4155-01XX) AUTOMOTIVE PAINTER--LEVEL 7

DOCUMENT DATE: March 18, 2006

FUNCTION:

Refinishes completely the interior and exterior painted surfaces of motor vehicles, including trailer vans, or refinishes damaged areas of such vehicles.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to operate power driven and hand tools such as power driven disc sanders and air-operated spray guns.
2. Ability to disassemble and reassemble common components incident to preparation and finishing of painted surfaces.
3. Ability to work without immediate supervision.
4. Ability to use manuals and other technical references needed for common day-today operations.
5. Ability to operate with dexterity and safety both in operation and product.
6. Knowledge of acceptable automotive painting practices with enough experience to refinish completely the interior and exterior painted surfaces of motor vehicles, including trailer and van bodies, including knowledge of adjusting nozzles of spray guns to insure that all surfaces are evenly coated with no streaks or wrinkles.
7. Ability to perform acceptable stripping and pencil lining; to select the proper fillers for filling scratches, scarifications, rust spots, and pit holds; to sand, scrape or grind to the degree necessary to obtain a smooth surface; to feather edge and match the existing painted surfaces and mask necessary areas not to be painted.
8. Ability to determine the method and extent of conditioning and preparation for repainting vehicle bodies having surfaces of steel, aluminum or fiberglass.
9. Knowledge of enamels, lacquers, thinners, epoxies, fiberglass, and other material used in automotive painting; and ability to choose, mix, and blend painting materials to achieve proper consistency to use in spraying equipment.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. 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.

BARGAINING UNIT QUALIFICATION STANDARD
5823c
(5823-0001) AUTOMOTIVE TECHNICIAN — LEVEL 7

DOCUMENT DATE: March 1, 2005

FUNCTION:

Performs routine and complex repairs and maintenance on all types of motor vehicles used in the postal fleet; troubleshoots and diagnoses more complex vehicle malfunctions using a variety of computerized test equipment; may provide assistance to lower level employees.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of the Knowledge, Skills, and Abilities which are required to satisfactorily perform the tasks of the position.

1. Knowledge of electrical/ignition systems refers to the terminology characteristics, and operation of such components as alternators, batteries, voltage regulators, starter motors, ignition and lighting systems, indicating devices, electronic computer enhanced components, sensors, and starting aids.
2. Knowledge of automotive fuel systems refers to the terminology, characteristics, and operation of fuel delivery systems, and related assemblies, such as fuel pumps, turbochargers, superchargers, inter-coolers, fuel injectors, and the interface of the fuel system with electronic controls.
3. Knowledge of automotive emission control systems refers to the terminology characteristics, and operation of emission control systems as they relate to overall engine operation and performance specifications and conformance to environmental quality regulations.
4. Knowledge of engine systems refers to the terminology, characteristics, and operation of engine valves, piston assemblies, engine bearings, cylinders, cylinder heads, cylinder blocks, crankshaft assemblies, compression ignition, and cooling system.
5. Knowledge of automotive power train systems refers to the terminology, characteristics, and operation of such components as clutches, universal joints, manual and computer enhanced automatic transmission systems, differentials, and drive axles.
6. Knowledge of automotive suspension systems refers to the terminology, characteristics, and operation of standard and computerized/air-controlled suspension, and standard and power assisted steering, as well as wheel alignment systems and steering geometry.
7. Knowledge of automotive braking systems refers to the terminology, characteristics, and operation of air and hydraulically actuated braking components such as cylinders, valves, linkage, calipers, sensors and control modules and anti-lock brake systems.

8. Ability to use technical reference materials and technical manuals refers to reading, comprehending, and interpreting technical information, such as illustrated parts breakdown, checklists, flow charts, electronic media, and schematics.
9. Ability to troubleshoot and diagnose malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as electrical/electronic systems, engine, power train, fuel delivery, and suspension and braking systems through the use of appropriate automotive test equipment.
10. Ability to use automotive test equipment refers to the knowledge of, and proficiency with, various types of electrical/electronic diagnostic test equipment, such as voltage/ampere testers (VAT), multimeters (VOM), test lights, scanners, gas analyzers, etc.
11. Ability to use mechanical test equipment and hand tools refers to the knowledge of, and proficiency with, various types of mechanical diagnostic test equipment and hand tools, such as micrometers, calipers, pressure gauges, etc.
12. Ability to make minor repairs to automotive components or systems refers to a proficiency in replacing parts or making adjustments to automotive systems or their components, such as electrical/ignition, emissions, fuel delivery, engine, suspensions, power train, braking systems, intake, exhaust, and starting aids.
13. Ability to make major repairs to automotive components or systems refers to a proficiency in overhauling or rebuilding automotive systems or their components, such as power train, engine, fuel delivery, suspension, and braking systems.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete Postal Service Test 943, Test 944, and Test 941 to demonstrate their knowledge and ability to troubleshoot, diagnose, and make minor and major repairs to automotive systems.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to efficiently perform the duties of the position.

TRAINING REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
3800e
(3809-02XX) BODY AND FENDER REPAIRMAN--LEVEL 8

DOCUMENT DATE: March 18, 2006

FUNCTION:

Performs body and fender repair work on Government-owned motor vehicles, involving sheet metal parts, nonmetallic components, body structures, chassis frames, and related vehicle accessories and equipment.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to use hand and power tools required for body and fender repair work such as hammers, spoons, files, dolly blocks, grinders, buffers, drills, frame aligners, air-driven reshapers, etc.
2. Ability to disassemble and reassemble body structure with proper alignment and adjustment.
3. Ability to work without immediate supervision.
4. Ability to diagnose and locate defects in automotive body structures and determine the remedy or method of repair.
5. Ability to analyze and interpret specifications and drawings of mechanical objectives sufficiently well to understand dimensions, shape, material, finish, etc., and how various parts fit together.
6. Ability to do gas or electric welding on various types and thicknesses of metal.
7. Ability to use measuring instruments such as alignment, indicators, micrometers, thickness gauges, scales, dividers, calipers, etc.
8. Ability to perform brazing and soldering tasks involved in body and fender repair, choosing correct materials for all kinds of work.

EXAMINATION REQUIREMENTS:

This position is filled by rated application. Applicants may be required to complete appropriate supplemental application forms.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. 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.

BARGAINING UNIT QUALIFICATION STANDARD
5703c
(5703-0006) DRIVING SAFETY INSTRUCTOR--LEVEL 6

DOCUMENT DATE: November 11, 2006

FUNCTION:

Conducts initial road tests, vehicle familiarization, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices. Assists in classroom training related to the safe operation of motor vehicles and powered industrial equipment.

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of knowledge, skills, and abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to maintain records and prepare reports.
3. Ability to instruct.
4. Ability to provide, on an individual and group basis to both newly assigned and current drivers, effective instructions on the safe and proper operation of the various types of motor vehicle equipment used in that local post office.
5. Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicle.
6. Ability to give driving tests to newly assigned drivers to determine whether driving privileges should be granted to operate government owned and leased motor vehicles.
7. Ability to drive safely. Applicants must know and observe safe driving laws and regulations. Applicants must have three years of USPS driving experience. Applicants must have current CDL or must have current driving privileges on every vehicle used in the posted duty assignment.
8. Ability to maintain effective working relations with other employees under varying circumstances.
9. Ability to evaluate driving training needs and to plan and schedule driver training activities to meet these needs.
10. Ability to understand and comply with written instructions and to give understandable information in written or verbal form.

Note: The required knowledge, skills, and abilities will not, in themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants will be required to pass Exam 804, Initial Road Test

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

TRAINING REQUIREMENTS:

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

ADDITIONAL PROVISION:

Candidates must meet the requirements for certification.

BARGAINING UNIT QUALIFICATION STANDARD
6900c
(6955-02XX) GARAGEMAN--LEVEL 4

DOCUMENT DATE: September 27, 2001

FUNCTION:

Performs a variety of routine services incidental to the proper maintenance of motor vehicles.

DESCRIPTION OF WORK:

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

EXAMINATION REQUIREMENTS:

This position is filled by rated application. Applicants may be required to complete appropriate supplemental application forms.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

For positions requiring driving, applicants must have a valid state driver's license from the state in which they live with air brakes certification for the types of vehicles used on the job; applicants must also demonstrate and maintain a safe driving record. If driving is required under this qualification standard, applicants must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
0300d
(0301-09XX) ADMINISTRATIVE CLERK, VMF--LEVEL 6
(0301-47XX) CLERK, VEHICLE DISPATCHING--LEVEL 5
(0305-03XX) FILE CLERK--LEVEL 4
(0301-48XX) GENERAL CLERK, VMF--LEVEL 5
(0301-01XX) OFFICE CLERK--LEVEL 4
(0301-05XX) OFFICE CLERK, CUSTODIAL--LEVEL 5
(0301-04XX) OFFICE CLERK, VEHICLE OPERATIONS--LEVEL 5
(0301-94XX) WLRS CONTROL CLERK--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Administrative Clerk, VMF: Performs a variety of responsible clerical and routine administrative duties in a motor vehicle maintenance facility.

Clerk, Vehicle Dispatching: Performs clerical functions related to vehicle dispatching activities at a post office for scheduled, nonscheduled, and emergency vehicle service.

File Clerk: Sets up and maintains files on one or more subject matters.

General Clerk, VMF: Performs a variety of clerical duties relating to the maintenance of vehicles.

Office Clerk: Performs miscellaneous office clerical work.

Office Clerk, Custodial: Performs a variety of responsible clerical duties in the custodial service of a postal facility.

Office Clerk, Vehicle Operations: Performs miscellaneous office clerical and typing duties.

WLRS Control Clerk: Collects and records in a control center a variety of data relating to time and attendance, work measurement, and related activities in order to serve management needs for these data. This position is for use only in post offices not having the PSD System.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

B-10. Ability to maintain records and prepare reports.

B-14. Ability to read and understand instructions.

B-22. Ability to perform basic arithmetic computations.

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

B-54. Ability to schedule work, either materials or people.

EXAMINATION REQUIREMENTS:

Office Clerk: Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710, Parts A and B.

Office Clerk, Custodial: Applicants must demonstrate the ability to type 30 words per minute for five minutes with no more than two errors. This must be demonstrated by successful completion of Postal Service Test 713. Certificates of proficiency are not acceptable.

General Clerk, VMF: Applicants must demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the high standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. 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.

BARGAINING UNIT QUALIFICATION STANDARD
5000B
(5823-0004) LEAD AUTOMOTIVE TECHNICIAN — LEVEL 8

DOCUMENT DATE: May 5, 2005

FUNCTION:

Serves as a working group leader for lower level technicians and mechanics in a vehicle maintenance facility or an auxiliary garage; personally performs the most complex repairs and maintenance on all types of motor vehicles used in the postal fleet; provides work guidance and direction to lower level employees.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of the knowledge, skills, and abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to troubleshoot and diagnose malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as, electrical/electronic systems, engine, power train, fuel delivery, suspension, and braking systems through the use of appropriate automotive test equipment.
2. Ability to use automotive test equipment refers to the knowledge of, and proficiency with, various types of electrical/electronic diagnostic test equipment, such as voltage/amperage testers (VAT), multimeters (VOM), test lights, scanners, gas analyzers, etc.
3. Ability to make minor and major repairs to automotive components or systems refers to a proficiency in replacing parts, making adjustments, and rebuilding automotive systems or their components, such as electrical/ignition, emissions, fuel delivery, engine, suspensions, power train, braking systems, intake, exhaust, and starting aids.
4. Ability to prepare paperwork refers to the ability to record information and data to complete forms, such as parts requests and estimated repair time (E.R.T.), as it relates to the operation of a facility.
5. 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 to include the test and repair of electrical/electronic and mechanical problems using the appropriate diagnostic equipment and/or procedure.
6. 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.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete Postal Service's Test 943, Test 944, and Test 941.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

TRAINING REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
5000B
(5823-0005) LEAD AUTOMOTIVE TECHNICIAN (AG) — LEVEL 9

DOCUMENT DATE: May 5, 2005

FUNCTION:

Serves as a lead automotive technician working group leader for lower level employees at a maintenance facility or an auxiliary garage without dedicated supervision; personally performs the most complex automotive maintenance and repairs on all types of motor vehicles used in the postal fleet as necessary.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of the knowledge, skills, and abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to troubleshoot and diagnose malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as electrical/electronic systems, engine, power train, fuel delivery, suspension, and braking systems through the use of appropriate automotive test equipment.
2. Ability to use automotive test equipment refers to the knowledge of, and proficiency with, various types of electrical/electronic diagnostic test equipment, such as voltage/amperage testers (VAT), multimeters (VOM), test lights, scanners, gas analyzers, etc.
3. Ability to make minor and major repairs to automotive components or systems refers to a proficiency in replacing parts, making adjustments, and rebuilding automotive systems or their components, such as electrical/ignition, emissions, fuel delivery, engine, suspensions, power train, braking systems, intake, exhaust, and starting aids.
4. Ability to prepare and maintain paperwork refers to the ability to complete forms and oversee vehicle maintenance, stockroom, safety, and environmental records for the operation of a facility to include recording estimated repair time (E.R.T.).
5. 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 to include the test and repair of electrical/electronic and mechanical problems using the appropriate diagnostic equipment and procedures.
6. 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.
7. Ability to schedule the work of others refers assigning work to lower-level employees, e.g., prioritizing and redirecting work, based on vehicle maintenance requirements.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete Postal Service's Test 943, Test 944, and Test 941.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

TRAINING REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

**BARGAINING UNIT QUALIFICATION STANDARD
5703A
(5703-0005) MOTOR VEHICLE OPERATOR--LEVEL 6**

DOCUMENT DATE: October 1, 2003

FUNCTION:

Motor Vehicle Operator: Operates a mail truck on a regularly scheduled route to pick up and transport mail in bulk.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

Applicants must have two-years of general driving experience with at least one-year full time, or equivalent, of driving 7-ton trucks or buses of 16 passengers or over.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicants' record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants for these positions must complete an Assessment Questionnaire.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid commercial driver's license from the state in which they live with air brakes certification for the types of vehicles used on the job; applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD

0001

DOCUMENT DATE: JUNE 14, 2000

These positions do not have qualification standards. They are NOT TO BE FILLED without specific authorization from Customer Requirements, Human Resources, Headquarters.

BARGAINING UNIT QUALIFICATION STANDARD
0300d
(0301-09XX) ADMINISTRATIVE CLERK, VMF--LEVEL 6
(0301-47XX) CLERK, VEHICLE DISPATCHING--LEVEL 5
(0305-03XX) FILE CLERK--LEVEL 4
(0301-48XX) GENERAL CLERK, VMF--LEVEL 5
(0301-01XX) OFFICE CLERK--LEVEL 4
(0301-05XX) OFFICE CLERK, CUSTODIAL--LEVEL 5
(0301-04XX) OFFICE CLERK, VEHICLE OPERATIONS--LEVEL 5
(0301-94XX) WLRS CONTROL CLERK--LEVEL 5

DOCUMENT DATE: December 31, 1990

FUNCTION:

Administrative Clerk, VMF: Performs a variety of responsible clerical and routine administrative duties in a motor vehicle maintenance facility.

Clerk, Vehicle Dispatching: Performs clerical functions related to vehicle dispatching activities at a post office for scheduled, nonscheduled, and emergency vehicle service.

File Clerk: Sets up and maintains files on one or more subject matters.

General Clerk, VMF: Performs a variety of clerical duties relating to the maintenance of vehicles.

Office Clerk: Performs miscellaneous office clerical work.

Office Clerk, Custodial: Performs a variety of responsible clerical duties in the custodial service of a postal facility.

Office Clerk, Vehicle Operations: Performs miscellaneous office clerical and typing duties.

WLRS Control Clerk: Collects and records in a control center a variety of data relating to time and attendance, work measurement, and related activities in order to serve management needs for these data. This position is for use only in post offices not having the PSD System.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

B-10. Ability to maintain records and prepare reports.

B-14. Ability to read and understand instructions.

B-22. Ability to perform basic arithmetic computations.

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

B-54. Ability to schedule work, either materials or people.

EXAMINATION REQUIREMENTS:

Office Clerk: Applicants must demonstrate clerical and verbal abilities. This must be demonstrated by successful completion of Postal Service Test 710, Parts A and B.

Office Clerk, Custodial: Applicants must demonstrate the ability to type 30 words per minute for five minutes with no more than two errors. This must be demonstrated by successful completion of Postal Service Test 713. Certificates of proficiency are not acceptable.

General Clerk, VMF: Applicants must demonstrate the ability to key data on a computer terminal at a rate of 35 correct lines within five minutes. This must be demonstrated by successful completion of Postal Service Test 714 at the high standard. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. 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.

BARGAINING UNIT QUALIFICATION STANDARD
2330h
(2330-22XX) SCHEDULES EXAMINER, VEHICLE RUNS--LEVEL 7

DOCUMENT DATE: November 30, 1987

FUNCTION:

At a large office, carries through to completion all steps in the process of developing schedules providing vehicle transportation of transit and local mails throughout the entire postal district. Such schedules will provide vehicle trips properly coordinated with railroad, airplane, star route collection, special delivery and carrier delivery schedules.

DESCRIPTION OF WORK

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. General

B-4. Ability to work without immediate supervision.

B-10. Ability to maintain records and prepare reports.

B-13. Ability to plan, lay out, and set up work independently.

B-22. Ability to perform basic arithmetic computations.

B-34. Ability to assign work, establish work schedules and utilize personnel efficiently.

B-39. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-45. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.

B-53. Ability to work with others.

B-55. Ability to schedule and dispatch.

2. Special

Applicants must have ability to determine the efficiency of motor vehicle assignments and schedules, develop and recommend improvements.

EXPERIENCE REQUIREMENTS:

Applicants must have a minimum of four years of experience in fleet operations as noted under "General" and "Special" proficiency requirements.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
2000C
(2040-11XX) STOREKEEPER, AUTOMOTIVE PARTS — Level 6

DOCUMENT DATE: November 30, 2003

FUNCTION:

Responsible for ordering, receiving, storing and issuing parts, tools, and related equipment and material used in maintaining government-owned vehicles.

DESCRIPTION OF WORK:

See the Standard Position Description, for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to use reference materials and manuals.
3. Ability to maintain records and prepare reports.
4. Ability to interpret instructions, specifications, etc.
5. Ability to use computing and trade mathematics (mechanical).
6. Ability to work with others.
7. Ability to organize and arrange a stockroom.
8. Ability to evaluate needs of the unit and other equipment as necessary.
9. Ability to control records of receipt and issue.

EXAMINATION REQUIREMENTS:

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. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. 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. Applicants will be required to hear the conversational voice; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
2000D
(2005-0007) STOREKEEPER, AUTOMOTIVE PARTS — Level 7

DOCUMENT DATE: November 30, 2003

FUNCTION:

Responsible for ordering, receiving, storing and issuing parts, tools, and related equipment and material used in maintaining government-owned vehicles.

DESCRIPTION OF WORK:

See the Standard Position Description, for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to use reference materials and manuals.
3. Ability to maintain records and prepare reports.
4. Ability to interpret instructions, specifications, etc.
5. Ability to use computing and trade mathematics (mechanical).
6. Ability to work with others.
7. Ability to organize and arrange a stockroom.
8. Ability to evaluate needs of the unit and other equipment as necessary.
9. Ability to control records of receipt and issue.

EXAMINATION REQUIREMENTS:

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. Certificates of proficiency are not acceptable.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. 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. Applicants will be required to hear the conversational voice; hearing aids are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
0500B
(0590-0008) TIME AND ATTENDANCE CLERK (MV BU) — Level 5

DOCUMENT DATE: November 30, 2003

FUNCTION:

Ascertain the number of hours worked and absent by each of a group of employees, distributes these hours among the significant categories of time and leave to which they are chargeable, and totals these data for reporting purposes; responsible for providing information to employees on rules, regulations, and policies concerning leave and pay matters; maintains assignment cards; makes studies relating to time and attendance.

DESCRIPTION OF WORK:

See the Standard Position Descriptions for the Occupation Codes given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to maintain records and prepare reports.
2. Ability to interpret instructions.
3. Ability to perform basic arithmetic computations.
4. Ability to use office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

EXPERIENCE REQUIREMENTS:

Applicants must have 2 years of progressively responsible general experience in (1) accounting, payroll, claims examining, accounting machine operating, or other fiscal or accounting work with documents and records pertaining to a single phase or number of phases of financial activities; (2) maintaining or examining records for the issuance, collection, safekeeping, or disbursing of money and securities, including such records as cost, time, payroll expenses, revenues, expenditures, appropriations, revolving funds, working capital, trust funds, or other fiscal records; or (3) other related work which would provide skill and knowledge of specialized accounting methods, techniques, practices, and procedures. Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

Education or training may be substituted for partial or all of the 2 years of general experience as follows:

- Successful completion of a full 4-year high school course which included credits in commercial or business subjects such as general business education, business arithmetic, and office practices, may be substituted for one year of general experience.

- Study completed in a college, university, or junior college above high school level may be substituted on the basis of one-half academic year of study for six months of experience.
- Full-time study completed in a business or secretarial school or other comparable institution above the high school level may be substituted on the basis of one-half academic year of study for six months of experience, provided such subjects as business English, office machines, filing and indexing, office practices, business mathematics, bookkeeping or accounting were studied. No credit will be allowed for training which has been obtained only or primarily in the basic skills of shorthand or typing or refresher courses.
- Proportionate credit may be granted for home-study courses above the high school level (e.g., correspondence or web-based courses). Persons who plan to take such courses should submit a request to the Area Manager of Human Resources for evaluation of the courses as to acceptability and comparability in academic value with resident college or technical accounting school courses.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to efficiently perform the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. 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.

BARGAINING UNIT QUALIFICATION STANDARD
4504
(4505-01XX) TIRE REPAIRMAN--LEVEL 5

DOCUMENT DATE: November 30, 1987

FUNCTION:

Maintains and controls inventory level of mounted tires charged out to fleet use. Through inspections, determines whether tires should be (1) repaired and returned to service, (2) recapped, or (3) junked. Repairs tires and tubes as necessary.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. General

B-1. Ability to use and maintain tools and equipment.

B-9. Safety in performance of duties common to the position.

B-10. Ability to maintain records and prepare reports.

B-29. Knowledge of materials.

B-48. Ability to handle weights and loads, beyond "normal" type functions of a position.

2. Special

Applicants must be able to recognize when tires should be repaired, recapped, or junked and have the ability to perform such procedures.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

**BARGAINING UNIT QUALIFICATION STANDARD
6904A
(6904-01XX) TOOL AND PARTS CLERK — Level 5**

DOCUMENT DATE: November 30, 2003

FUNCTION:

Requisitions, receives, stores, issues, and accounts for a wide variety of parts, tools, and supplies used in the maintenance of motor vehicles.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to use reference materials and manuals.
3. Ability to safely perform the duties common to the position.
4. Ability to maintain records and prepare reports.
5. Ability to perform effectively under the pressures of the position.
6. Ability to plan, lay out, and set up work independently.
7. Ability to interpret instructions, specifications, etc.
8. Ability to estimate time and material.
9. Ability to inspect.
10. Ability to work with others.

EXPERIENCE REQUIREMENTS:

1. Applicants must have two years of experience in which a knowledge of a variety of parts, tools, and supplies was gained.
2. Successful completion of a full 4-year high school course including credits in commercial or vocational subjects may be substituted for one year of general experience.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants must have successfully completed Postal Service Test 925.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

ADDITIONAL REQUIREMENTS:

Applicants must have the ability to handle weights and loads included in incidental climbing.

BARGAINING UNIT QUALIFICATION STANDARD
5700d
(5756-01XX) TRACTOR-TRAILER OPERATOR--LEVEL 6

DOCUMENT DATE:October 5, 2001

FUNCTION:

Tractor-Trailer Operator: Regularly operates a heavy-duty tractor -trailer either in over-the-road service, city shuttle service, or trailer spotting operations.

DESCRIPTION OF WORK:

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

EXPERIENCE REQUIREMENTS:

Applicants must have two-years of general driving experience with at least one-year full time, or equivalent, of driving 7-ton trucks or buses of 16 passengers or over. A minimum of six months of the required total driving experience must be in a tractor-trailer.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicants' record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

These positions are filled by rated application. Applicants may be required to complete appropriate supplemental application forms.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid commercial driver's license from the state in which they live with air brakes certification for the types of vehicles used on the job; applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARDS
5703B
(5703-0004) TRACTOR-TRAILER OPERATOR--LEVEL 7

DOCUMENT DATE: October 1, 2003

FUNCTION:

Tractor-Trailer Operator: Regularly operates a heavy-duty tractor-trailer either in over-the-road service, city shuttle service, or trailer spotting operations.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

Applicants must have two-years of general driving experience with at least one-year full time, or equivalent, of driving 7-ton trucks or buses of 16 passengers or over. A minimum of six months of the required total driving experience must be in a tractor-trailer.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicants' record of experience and training must show the ability to perform the duties of the position.

EXAMINATION REQUIREMENTS:

Applicants for these positions must complete an Assessment Questionnaire.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position.

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid commercial driver's license from the state in which they live with air brakes certification for the types of vehicles used on the job; applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
2100c
(2151-01XX) VEHICLE DISPATCHER--LEVELS 6, 7

DOCUMENT DATE: November 30, 1987

FUNCTION:

At an auxiliary garage, conducts dispatching activities for carrier-operated vehicles and coordinates vehicle assignments on a tour to assure the expeditious movement of mails in scheduled and emergency service.

DESCRIPTION OF WORK:

See the Standard Position Descriptions, for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. General

Applicants must have demonstrated to a sufficient degree the following skills, abilities, and knowledge to assure adequate performance in the position:

B-10. Ability to maintain records and prepare reports.

B-23. Ability to perform basic arithmetic computations.

B-53. Ability to work with others.

2. Special

- a. Ability to route transportation.
- b. Ability to prepare manpower schedules.
- c. Ability to assign work, establish work schedules, and utilize personnel efficiently.
- d. Ability to coordinate a group to meet frequent deadline schedules set within close limits.
- e. Sufficient knowledge of mail distribution and delivery operations, and rail, air, and truck schedules to be able to coordinate vehicle scheduling with such mail handling activities.

EXPERIENCE REQUIREMENTS:

Level	General (Years)	Specialized (Years)	Total (Years)
6	3	1	4
7	3	1	4

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicant must be physically able to perform efficiently the duties of the position.

BARGAINING UNIT QUALIFICATION STANDARD
0300f
(2330-0031) VEHICLE OPERATIONS AND MAINTENANCE ASSISTANT — PS-6

DOCUMENT DATE: January 14, 2003

FUNCTION:

Conducts the vehicle maintenance and operations program for postal-owned vehicles at one or more post offices within the geographic area supported by a designated vehicle maintenance facility (VMF).

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to perform minor vehicle repairs.
3. Ability to maintain records and prepare reports.
4. Sufficient knowledge of automotive equipment to evaluate commercial repairs and invoices.
5. Ability to monitor local vehicle operations for the purpose of identifying and recommending changes to improve service, minimize costs, and maximize vehicle utilization.
6. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to efficiently perform the duties of the position.

ADDITIONAL PROVISIONS:

At the time of appointment applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
0300g
(2330-0032) VEHICLE OPERATIONS AND MAINTENANCE ASSISTANT — PS-6

DOCUMENT DATE: January 14, 2003

FUNCTION:

Conducts the vehicle maintenance and operations program for postal-owned vehicles at one or more post offices within the geographic area supported by a designated vehicle maintenance facility (VMF).

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to perform minor vehicle repairs.
3. Ability to maintain records and prepare reports.
4. Sufficient knowledge of automotive equipment to evaluate commercial repairs and invoices.
5. Ability to monitor local vehicle operations for the purpose of identifying and recommending changes to improve service, minimize costs, and maximize vehicle utilization.
6. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to efficiently perform the duties of the position.

ADDITIONAL PROVISIONS:

At the time of appointment applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training including demonstration of the ability to safely drive a vehicle of the type used on the job.

BARGAINING UNIT QUALIFICATION STANDARD
2150c
(2150-03XX) VEHICLE OPERATIONS ASSISTANT, BULK MAILS--LEVEL 7

DOCUMENT DATE: March 18, 2006

FUNCTION:

Performs control functions related to truck arrivals, registration, and dispatches at a bulk mail center.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to maintain records and prepare reports.
3. Ability to perform effectively under the pressures of the position.
4. Ability to operate office machines such as calculator, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
5. Ability to personally resolve problems of a routine nature.
6. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
7. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
8. Ability to work with others.
9. Ability to schedule work, either materials or people.

EXPERIENCE REQUIREMENTS:

1. Applicants must have two years of general office type experience.
2. Successful completion of a full 4-year high school course including credits in commercial or business subjects such as general business education, business arithmetic, and office practices OR successful completion of a full academic year of 36 weeks of business school may be substituted for two years of general experience.

3. In addition, applicants must have six months of specialized experience performing computer input or familiarity with dispatching type functions.

Note: Substitution of education for specialized experience is not appropriate for this position. The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position. 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. Applicants will be required to hear the conversational voice; hearing aids are permitted.

ADDITIONAL PROVISIONS:

The Postal Service may require applicants who qualify under this standard to satisfactorily complete a prescribed training course prior to assignment, reassignment, or promotion to this position. This information will be provided in the vacancy announcement posted at the installation.