

KSA'S

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.

(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 lock out 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-out peripherals, and familiarity with programming concepts.

(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 sorter, 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 alcohol, 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.

(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.

(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 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.

(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.

(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.

(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.

(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 preparations, 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.

(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 frills, saws, sanders, and grinders.

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

(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.

(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.

(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.

MAINTENANCE SUPPORT CLERK, PS-05 AND PS-06

All of the PS-05 elements are in the PS-06, but some have different numbers. PS-06 has two that are not in the PS-05 and will be listed after those that are the same.

5/1&6/1-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.

5/2&6/3-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.

5/3&6/4-Ability to communicate orally refers to expressing spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.

5/4&6/5-Ability to follow oral instructions refers to comprehending and executing spoken directions, steps or procedures used in performing office tasks and work assignments.

5/5&6/6-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.

5/6&6/7-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.

5/7&6/8-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.

5/8&6/9-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).

5/9&6/11-Ability to review incoming materials refers to examining incoming shipments of supplies, parts, tools, and other items for variations in quantity, specifications, and conditions.

5/10&6/12-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.

PS-06 ONLY

6/2-Knowledge of work 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.

6/10-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.

Examination Requirements

1. Pass Postal Service Test 710

2. Key data on a computer terminal at a rate of 25 correct lines in five minutes. This is to pass Postal Service Test 714 at the low standard.

Physical Requirements

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.

Vision of 20/40 (Snellen) in one eye and be able to read, without strain, material (printed or computer-displayed) the size of typewritten characters. Corrective lenses OK. Hear conversational voice. Hearing aids OK.

3500C-For Cleaner PS-1, Custodian PS-2, and Laborer-Custodial PS-3

1. For Laborer, Custodial position--Ability to use hand tools, such as power cleaning equipment (waxers, polishers, mowers, etc.).
2. Ability to work without immediate supervision.
3. Ability to interpret instructions and follow simple signs and directions.
4. For Custodian and Laborer, Custodial positions--Ability to handle weights and loads beyond "normal" type functions of a position.

Additional Provisions

1. For Laborer, Custodial positions may be required to show that they are able to operate power cleaning equipment.

For Cleaner, may be required to show that they have cleaning experience in a supervised work environment.

2. Physically Able which may involve the following: standing, walking, climbing, bending, reaching and stooping for prolonged periods of time.

Vision of 20/40 (Snellen) in one eye and to read without strain, printed material the size of typewritten characters. Corrective lenses are OK.

5400C-For Elevator Operator

1. General

B-53. Ability to work with others.

2. Special

- a. Ability to give information to the public
- b. Knowledge of safety practices.
- c. Ability to operate an elevator
- d. Ability to read and follow directions.

Examination Requirements

- 1. Applicants may be required to complete appropriate supplemental application forms.
- 2. Postal Service Test 001 (P-1). Cannot be hired if fail, but can have a second chance on a subsequent hiring worksheet.

Additional Provisions

Physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and read without strain printed material the size of typewritten characters. Corrective lenses are OK. Ability to hear the conversational voice is required. Hearing aids are OK.

0300a-For Telephone Operator

1. General

- B-9. Safety in performance of duties common to the position.
- B-10 Ability to maintain records and prepare reports.
- B-53 Ability to work with others.

2. Special

- a. Ability to speak clearly and distinctly.
- b. Ability to retain composure under pressure.

Examination Requirements

Rated application; may be required to complete appropriate supplemental application forms.

Additional Provisions

Physically able to perform efficiently the duties of the position. 20/40 (Snellen) in one eye and read without strain printed material the size of typewritten characters. Corrective lenses OK. Ability to hear the conversational voice is required. Hearing aids OK.

5700b-For Materials Handling Equipment Operator

- B-4. Ability to work without immediate supervision.
- B-9. Safety in performance of duties common to the position.
- B-53. Ability to work with others.

Additional Provisions

Physically able to perform efficiently the duties of the position. 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters. Corrective lenses OK. Hear the conversational voice is required. Hearing aids OK.

3500a-For Group Leader, Custodial

1 year of experience which has demonstrated the potential ability to assign tasks to employees and to check performance of employees both during and upon completion of assignments. To instruct employees in cleaning and maintenance methods, and proper use of tools and equipment.

3500b-For Window Cleaner

- B-2. Knowledge of hand or power-cleaning equipment and preparations. Handling of weights and loads in manual or custodial work. Knowledge of special equipment, such as safety belts, scaffolds and high ladders.
- B-4. Ability to work without immediate supervision.
- B-9. Safety in performance of duties common to the position.
- B-43. Ability to work from ladders, scaffolds, and mechanical lift equipment.

Additional Provisions

20/40 (Snellen) vision in one eye and ability to read without strain printed material the size of typewritten characters. Corrective lenses OK. Ability to hear conversational voice. Hearing aids OK.