



LEHIGH VALLEY PROCESSING & DISTRIBUTION CENTER

US POSTAL SERVICE
17 S COMMERCE WAY
LEHIGH VALLEY PA 18002

September 13, 2021

MEMORANDUM FOR: Clerk Craft Posting for the LEHIGH VALLEY BID CLUSTER

SUBJECT: Training Technician PEDC PS-07

Position # 71819783
Function: 6
LDC: 65

Hours: 07:30 – 16:00
Days Off: Sat/Sun

Applications will be accepted from all interested career employees in the Lehigh Valley P&DC bid cluster. Applicants must complete the KSA (Knowledge, Skills and Abilities) which are required to satisfactorily perform the tasks of position. Applicant must demonstrate that they possess sufficient level of each KSA, to include at least minimum competency for best qualified position 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 demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

Selections will be on a Best Qualified basis.

You will need to provide two (2) copies of your application including KSA's. You can send it either email or hard copy.

1. Copy sent to APWU to Andy Kubat akubat@lvapwu.org
2. Copy sent to Plant Managers Office to Tana Conahan Tana.H.Conahan@usps.gov

The applications must be received by both Andy and Tana no later than noon on Monday 9/27/21.

Applications will NOT be accepted after the close date and time.
Failure to submit by this time will exclude you from the posting.

A handwritten signature in black ink that reads "Gregory P. Miller".

Gregory P. Miller
Plant Manager

cc: APWU

Description Qualifications Criteria Print Occupation Code: 1712-34XX

STD JOB DESCRIPTION

U.S.Postal Service

**TRAINING TECHNICIAN PEDC (P7-07)
OCCUPATION CODE: 1712-34XX**

FUNCTIONAL PURPOSE:

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

DUTIES AND RESPONSIBILITIES:

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

SUPERVISION:

Supervisor assigned to the training function.

SELECTION METHOD:

Best Qualified selection on an office wide basis regardless of craft.

BARGAINING UNIT:

CLERK

KEY POSITION REFERENCE:

KP-0017

Doc Date: 11/02/1994

Occ Code: 1712-34XX

QUALIFICATIONS

U.S.Postal Service

**TRAINING TECHNICIAN PEDC (P7-07)
OCCUPATION CODE: 1712-34XX**

**BARGAINING UNIT QUALIFICATION STANDARD
1712
(1712-34XX)**

TRAINING TECHNICIAN PEDC

DOCUMENT DATE: November 30, 1987

FUNCTION:

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development 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 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-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals.

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

B-11. Ability to perform effectively under the pressures of the position.

B-14. Ability to interpret instructions, specifications, etc.

B-19. Ability to instruct.

B-28. Knowledge of different relevant lines of work.

B-39. Ability to operate office machines such as calculators, 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-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.

EXPERIENCE REQUIREMENTS:

Applicants must have three years of practical and progressive general experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.

This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been demonstrated by one or any combination of the following:

Experience as a teacher or instructor.

Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching.

Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.

Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.

Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

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:

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.

ADDITIONAL PROVISIONS:

Applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type used on the job.