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**Occupation Code: 3502-03XX**

**QUALIFICATIONS**

U.S.Postal Service

**LABORER CUSTODIAL (P7-04)  
OCCUPATION CODE: 3502-03XX**

**BARGAINING UNIT QUALIFICATION STANDARD  
Q3502c**

(3502-03XX)  
LABORER, CUSTODIAL

**DOCUMENT DATE:** September 8, 2009

**FUNCTION:**

Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment.

**DESCRIPTION OF WORK:**

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

**REQUIREMENTS:**

**KNOWLEDGE, SKILLS, & ABILITIES 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 at heights above floor level, such as from ladders, vert-a-lifts, walkways, and scaffolds.
2. Ability to understand and carry out oral instructions expressed in English.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 916.

**PHYSICAL REQUIREMENTS:**

1. Applicants must be physically able to perform efficiently the duties of the position. These duties may involve using a variety of hand and power-assisted tools, and power-driven custodial equipment.

2. Applicants must have the ability to stand, stoop, bend, and stretch for long periods of time and to manually lift and carry objects weighing 45 pounds or more, without assistance.

**Doc Date: 01/01/2014**

**Occ Code: 3502-03XX**

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**STD JOB DESCRIPTION**

U.S.Postal Service

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**LABORER CUSTODIAL (P7-04)  
OCCUPATION CODE: 3502-03XX**

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**FUNCTIONAL PURPOSE:**

Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment.

**DUTIES AND RESPONSIBILITIES:**

1. Makes or assists in making minor maintenance repairs to building and equipment.
2. In smaller buildings assists the fireman-laborer in firing the boiler; in firemen-laborer's absence fires and cleans the boiler.
3. Operates a variety of power driven equipment such as floor scrubbers, floor sanders, waxers, and wall washers; adjusts brushes, buffers, and other attachments on machines; uses wax, polish, and other protective agents appropriate for the various surfaces; washes walls and ceilings from scaffolding.
4. Performs general laboring duties such as uncrating and assembling furniture and fixtures using bolts and screws for assembly, loading and unloading supplies and equipment.
5. Performs janitorial duties such as cleaning, scrubbing, waxing, and polishing floors; washes walls and ceiling; dusts furniture and fixtures; cleans hardware and toilet fixtures; washes windows; cares for lawns and shrubs; cleans sidewalks and driveways and removes ashes, snow and ice.
6. In addition, may: operate elevator, stack supplies in storage rooms and on shelves; move furniture and equipment.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Senior Qualified

**BARGAINING UNIT:**

BLDG/EQUIP MAINT

**KEY POSITION REFERENCE:**

KP-0002

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**Doc Date: 11/02/1994****Occ Code: 3502-03XX**

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**MAINTENANCE MECHANIC MPE (P7-09)**  
**OCCUPATION CODE: 5350-0001**

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**FUNCTIONAL PURPOSE:**

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

**DUTIES AND RESPONSIBILITIES:**

1. Performs the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. For example, performs trouble shooting and repair of complex interlocking and supervisory group control panels, keying circuits, memory storage circuits, readout and feedback circuits, and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in scanning, triggering and other electromechanical and electronic circuits.
2. Observes the various components of the system in operation and applies appropriate testing methods and procedures to insure continued proper functioning.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions to mail processing activities.
4. Installs or alters equipment and circuits as directed.
5. Reports the circumstances surrounding equipment failures, and recommends measures for their correction.
6. Performs preventive maintenance inspections for the purpose of discovering incipient mechanical malfunctions and for the purpose of reviewing the standard of maintenance. Initiates work orders requesting corrective actions for below standard conditions; assists in the estimating of time and materials required. Recommends changes in preventive maintenance procedures and practices to provide the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.
7. Uses necessary hand and power tools, gauging devices, and both electrical and electronic test equipment.
8. Reads schematics, blue prints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
10. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper work methods, and checking for adherence to instructions; or make in process and final operational checks and tests of work completed by lower level maintenance employees.

**SUPERVISION:**

Supervisor or manager of unit to which assigned.

**SELECTION METHOD:****BARGAINING UNIT:**

BLDG/EQUIP MAINT

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**Doc Date: 11/16/2002**

**Occ Code: 5350-0001**



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Occupation Code: 0303-02XX

**STD JOB DESCRIPTION**

U.S.Postal Service

**MAINTENANCE SUPPORT CLERK (P7-07)  
OCCUPATION CODE: 0303-02XX**

**FUNCTIONAL PURPOSE:**

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

**DUTIES AND RESPONSIBILITIES:**

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

10. Prepares and submits requisitions to maintain required inventory levels; communicates with vendors to identify item cost, specifications, and availability; procures items in accordance with applicable policy and procedure.

11. Trains other lower level maintenance employees and participates in the formulation of annual budget estimates.

12. Performs other duties as assigned.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

**BARGAINING UNIT:**

BLDG/EQUIP MAINT

**KEY POSITION REFERENCE:**

KP-0017

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**Doc Date: 11/02/1994**

**Occ Code: 0303-02XX**

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**QUALIFICATIONS**

U.S.Postal Service

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**BUILDING EQUIPMENT MECHANIC (P7-09)**  
**OCCUPATION CODE: 5306-0002**

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**BARGAINING UNIT QUALIFICATION STANDARD**5306E  
(5306-0002)

BUILDING EQUIPMENT MECHANIC

DOCUMENT DATE: July 14, 2013

**FUNCTION:**

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

**DESCRIPTION OF WORK:**

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

**REQUIREMENTS:**

There are no separately evaluated knowledge, skill, or ability requirements for this position.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 955, for the Building/All Other job group, which measures maintenance knowledge, skills and abilities.

In addition, applicants must successfully complete a structured interview evaluation.

**PHYSICAL REQUIREMENTS:**

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation which may require arduous exertion involved prolonged standing, walking, bending and reaching, and may involve handling heavy objects, e.g., tools and equipment up to the allowable weight.

**TRAINING REQUIREMENTS:**

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

**ADDITIONAL PROVISIONS:**

(A) Applicants must be able to qualify to operate powered industrial equipment.

(B) For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.



**MAINTENANCE MECHANIC MPE (P7-09)  
OCCUPATION CODE: 5350-0001**

**BARGAINING UNIT QUALIFICATION STANDARD**

5350B  
(5350-0001)

MAINTENANCE MECHANIC, MAIL PROCESSING EQUIPMENT--LEVEL 9

**DOCUMENT DATE:** June 1, 2009

**FUNCTION:**

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

**DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above. **REQUIREMENTS:**

**KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:**

This section is composed of Knowledge, Skills, Abilities (KSAs) that are required to satisfactorily perform the tasks of the position. Individuals 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. Successful completion of the applicable testing and interview procedure (s) is sufficient to demonstrate the KSAs listed below. In certain circumstances, applicants may demonstrate these levels by describing examples of experience, education, or training, any of which may be non- postal.

1 Ability to demonstrate mechanical comprehension to learn and apply mechanical principles, including a working knowledge of basic mechanical operations (such as levers and pulleys) and the application of physical laws (such as force and gravity). This includes knowledge in the following areas: (A) Power transmission--such as gears, sprockets and chains, belts and pulleys; (B) Power translation--such as cams and cam followers, linkages, springs; (C) Friction reduction--such as bushings, bearings; (D) Fasteners--such as screws, nuts and bolts, pins, rings, clips, couplings. 2 Knowledge of basic electricity principles; this includes knowledge of Ohm's law, Kirchoff's law, AC-DC circuitry, relays, switches, and circuit breakers. Knowledge of the National Electrical Code may be required for employees in a skilled position; this also includes knowledge of techniques and procedures as used in electrical installations and maintenance (circuit protection, wiring, conduits, etc.). 3 Knowledge of electronic principles; this includes knowledge of (A) basic logic gates, symbology, resistors, memory, encoders, decoders, etc.; (B) Hardware/components - such as solid state devices (diodes, transistors, etc.), coils, capacitors, etc.; (C) Digital circuit components - as in registers, adders, counters, memories, flip-flops, encoders, decoders, etc.; and D) AC and DC circuitry - as in circuit analysis, schematic interpretation, etc. 4 Knowledge of and ability to follow safety and security procedures for performing maintenance work This includes knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic) and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques. 7 Knowledge of cleaning and lubrication materials and procedures including storage, preparation and disposal and proper Personal Protective Equipment; this includes knowledge related to: (A) Lubrication materials--such as oils, greases, etc, (B) Lubrication procedures--as in application techniques, storage, disposal, etc, This also includes knowledge related to: (A) Cleaning materials - such as alcohols, solvents, detergents, degreasers and (B) Cleaning procedures - as in hand methods, machine methods (compressed air, vacuum cleaners). 12 Ability to perform mathematical calculations such as addition, subtraction, multiplication, and division correctly; to solve practical problems by selecting from a variety of mathematical techniques such as formulas and percentages. 13 Ability to remember material learned earlier refers to the ability to recall specific information and/or theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance work such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment. 14 Ability to troubleshoot problems to analyze the root cause of a specific error and decide what action to take to prevent recurrence; to back track from a specific problem to identify the source of the error. 15 Ability to think logically and

critically; to understand the relevance of information; to identify relationships between information and data. 16 Ability to think of possible causes for problems and find solutions; to choose the best course of action; to make a decision without delay when the opportunity arises or when all desired information is not available. 17 Ability to learn and comprehend new or unfamiliar material; to use multiple approaches to grasp or learn the implication of new information; to quickly incorporate information and ideas. 18 Ability to comprehend spatial relations as required to perform maintenance work; to form three-dimensional mental pictures of objects; to know what an object would look like when viewed from a different angle; to determine if something will fit in a specified area. This may include the ability to use technical drawings (e.g. diagrams, blueprints and schematics). 19 Ability to read and comprehend job related written materials; this also includes the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets. 20 Ability to communicate work related information in writing to complete forms or provide routine and technical information (e.g., in business letters, reports, e-mails, memos and technical reports/documents). 21 Ability to follow oral and written directions, instructions, rules, policies and/or procedures correctly and in order. 22 Ability to speak to others in a clear, concise, and organized manner to convey information effectively; to respond to questions appropriately; to listen to what other people are saying and ask questions to ensure understanding 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. 23 Ability to adjust to new conditions, situations or technology; to move easily from one topic to another; to accept change; to be flexible with regard to viewpoint. 24 Ability to develop and maintain effective working relationships; to work with teams; to help others; to accept suggestions; to treat others with dignity and respect. 25 Ability to demonstrate organizational commitment to the public service goals and mission of the Postal Service. 26 Ability to be conscientious to carry out job tasks; to be responsible and dependable; to take care in performing routine and novel tasks; to track details; to check that all work is accurate and complete; to record information accurately. 27 Ability to work independently; to remain focused to produce quality work under time pressure or other stressors. 28 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. 29 Knowledge and ability to use various hand or portable power tools in performing mechanical, electrical, electronic or other maintenance work; this may include the use of shop power equipment. This ability includes the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools; refers to the knowledge of, and proficiency with, various power tools; the ability also involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders; refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws. 30 Knowledge and ability to use test equipment, gauges or tools to take measurements and/or to take measurements with electrical or electronic test equipment (such as VOMs, oscilloscopes, amprobes) to perform maintenance work; this includes various types of maintenance equipment and may include monitoring the operation of a system or machine or use of data networking test equipment. 31 Knowledge and ability to use appropriate soldering techniques. **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 955, configuration 2, which includes the following measures of job-related knowledge, skills and abilities:

A. Spatial Relations B. Multi-Craft Test Maintenance Employees C. Personal Characteristics and Experience Inventory

In addition, applicants must successfully complete a structured interview evaluation. **PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position, which may require arduous exertion involved prolonged standing, walking, bending and reaching, and may involve handling heavy objects, e.g., tools and equipment up to the allowable weight. The ability to distinguish colors is required. **TRAINING REQUIREMENTS:**

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

## QUALIFICATIONS

U.S.Postal Service

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### AREA MAINT TECH (P7-09) OCCUPATION CODE: 4801-20XX

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#### BARGAINING UNIT QUALIFICATION STANDARD

4800H

(4801-20XX)

AREA MAINTENANCE TECHNICIAN

**DOCUMENT DATE:** July 14, 2013

#### FUNCTION:

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

#### DESCRIPTION OF WORK:

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

#### REQUIREMENTS:

##### KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

This section is composed of Knowledge, Skills, Abilities (KSAs) that are required to satisfactorily perform the tasks of the position. Individuals 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. Successful completion of the applicable testing and interview procedure (s) is sufficient to demonstrate the KSAs listed below. In certain circumstances, applicants may demonstrate these levels by describing examples of experience, education, or training, any of which may be non- postal.

1. Ability to demonstrate mechanical comprehension to learn and apply mechanical principles, including a working knowledge of basic mechanical operations (such as levers and pulleys) and the application of physical laws (such as force and gravity). This includes knowledge in the following areas: (A) Power transmission--such as gears, sprockets and chains, belts and pulleys; (B) Power translation--such as cams and cam followers, linkages, springs; (C) Friction reduction'such as bushings, bearings; (D) Fasteners--such as screws, nuts and bolts, pins, rings, clips, couplings.
2. Knowledge of basic electricity principles; this includes knowledge of Ohm's law, Kirchoff's law, AC-DC circuitry, relays, switches, and circuit breakers. Knowledge of the National Electrical Code may be required for employees in a skilled position; this also includes knowledge of techniques and procedures as used in electrical installations and maintenance (circuit protection, wiring, conduits, etc.).
3. Knowledge of electronic principles; this includes knowledge of (A) basic logic gates, symbology, resistors, memory, encoders, decoders, etc.; (B) Hardware/components - such as solid state devices (diodes, transistors, etc.), coils, capacitors, etc.; (C) Digital circuit components - as in registers, adders, counters, memories, flip-flops, encoders, decoders, etc.; and D) AC and DC circuitry - as in circuit analysis, schematic interpretation, etc.
4. Knowledge of and ability to follow safety and security procedures for performing maintenance work This includes 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.
5. Knowledge of current computer technology to understand how technology may be applied to solve a problem or

improve system design; this includes knowledge of hardware, software and networking technology/systems and integrated computer systems. This includes knowledge related to: (A) the Operation of computer terminals or other peripherals to enter, operate, and exit programs; to use the systems programs and (B) Retrieving and interpreting reports for diagnostic and information purposes.

7. Knowledge of cleaning and lubrication materials and procedures including storage, preparation and disposal and proper Personal Protective Equipment; this includes knowledge related to: (A) Lubrication materials--such as oils, greases, etc., (B) Lubrication procedures--as in application techniques, storage, disposal, etc., This also includes knowledge related to: (A) Cleaning materials - such as alcohols, solvents, detergents, degreasers and (B) Cleaning procedures - as in hand methods, machine methods (compressed air, vacuum cleaners).

8. Knowledge of the techniques related to one or more skilled trades including metalwork, carpentry, masonry, plumbing, painting, or welding. This may include, as required for a particular job, knowledge of: (A) METALWORK: Machine maintenance applications - such as heat treating, tempering, machining, bending, etc.; (B) CARPENTRY: Wooden structures and projects--as in constructing, framing, repairing, finishing, etc.; (C) MASONRY: Materials--such as mortar, concrete, stucco, plaster, brick, etc. and techniques and procedures--as in construction and repair projects; (D) PLUMBING: Installation - as in pipes, tubing, and float valves. etc., Repairs - as in flush and float valves, etc. and Cleaning- as in drains; (E) PAINTING: Materials - such as enamels, varnishes, plastics, stains, sealants, decals, etc., Procedures - as in surface preparation, application techniques, etc. and equipment; (F) WELDING: Appropriate gas and electric cutting, welding, and brazing techniques and procedures used in equipment and machine maintenance applications; or (G) ELECTRICAL: installation and maintenance of electrical components such as circuits, relays, switch, breakers. This may require soldering.

9. Knowledge of refrigeration principles, terminology and usage; this includes knowledge of refrigeration cycles, and components/units such as compressors, condensers, evaporators and refrigerants.

10. Knowledge of heating, ventilation, and air conditioning (HVAC) equipment operation, this includes safety considerations, start up, and shut down and mechanical/electrical operating characteristics of HVAC equipment (e.g., chillers, direct expansion units, window units, boilers and heating equipment).

12. Ability to perform mathematical calculations such as addition, subtraction, multiplication, and division correctly; to solve practical problems by selecting from a variety of mathematical techniques such as formulas and percentages.

13. Ability to remember material learned earlier refers to the ability to recall specific information and/or theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance work such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

14. Ability to troubleshoot problems to analyze the root cause of a specific error and decide what action to take to prevent recurrence; to back track from a specific problem to identify the source of the error.

15. Ability to think logically and critically; to understand the relevance of information; to identify relationships between information and data.

16. Ability to think of possible causes for problems and find solutions; to choose the best course of action; to make a decision without delay when the opportunity arises or when all desired information is not available.

17. Ability to learn and comprehend new or unfamiliar material; to use multiple approaches to grasp or learn the implication of new information; to quickly incorporate information and ideas.

18. Ability to comprehend spatial relations as required performing maintenance work; to form three-dimensional mental pictures of objects; to know what an object would look like when viewed from a different angle; to determine if something will fit in a specified area. This may include the ability to use technical drawings (e.g. diagrams, blueprints and schematics).

19. Ability to read and comprehend job related written materials; this also includes the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

20. Ability to communicate work related information in writing to complete forms or provide routine and technical information (e.g., in business letters, reports, e-mails, memos and technical reports/documents).

21. Ability to follow oral and written directions, instructions, rules, policies and/or procedures correctly and in order.

22. Ability to speak to others in a clear, concise, and organized manner to convey information effectively; to respond to questions appropriately; to listen to what other people are saying and ask questions to ensure understanding 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.

23. Ability to adjust to new conditions, situations or technology; to move easily from one topic to another; to accept change; to be flexible with regard to viewpoint.

24. Ability to develop and maintain effective working relationships; to work with teams; to help others; to accept suggestions; to treat others with dignity and respect.

25. Ability to demonstrate organizational commitment to the public service goals and mission of the Postal Service.

26. Ability to be conscientious to carry out job tasks; to be responsible and dependable; to take care in performing routine and novel tasks; to track details; to check that all work is accurate and complete; to record information accurately

27. Ability to work independently; to remain focused to produce quality work under time pressure or other stressors.

28. 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.

29. Knowledge and ability to use various hand or portable power tools in performing mechanical, electrical, electronic or other maintenance work; this may include the use of shop power equipment. This ability includes the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools; refers to the knowledge of, and proficiency with, various power tools; the ability also involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders; refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

30. Knowledge and ability to use test equipment, gauges or tools to take measurements and/or to take measurements with electrical or electronic test equipment (such as VOMs, oscilloscopes, amprobes) to perform maintenance work; this includes various types of maintenance equipment and may include monitoring the operation of a system or machine or use of data networking test equipment.

31. Knowledge and ability to use appropriate soldering techniques.

#### **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 955, for the Building/All Other job group, which measures maintenance knowledge, skills and abilities.

In addition, applicants must successfully complete a structured interview evaluation.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation which may require arduous exertion involved prolonged standing, walking, bending and reaching, and may involve handling heavy objects, e.g., tools and equipment up to the allowable weight.

#### **TRAINING REQUIREMENTS:**

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

#### **ADDITIONAL PROVISIONS:**

For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

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**ELECTRONIC TECHNICIAN (P7-10)**  
**OCCUPATION CODE: 0856-0020**

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**FUNCTIONAL PURPOSE:**

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

**DUTIES AND RESPONSIBILITIES:**

1. Performs complex testing, diagnosis, maintenance, alignments and calibration, overhaul, and revision, of electronically operated or controlled equipment or systems; may be required to perform maintenance of associated electromechanical equipment and systems.
2. Observes the operation of systems and equipment, and applies various testing and diagnostic methods and procedures to locate and correct malfunctions and/or failures and ensures maximum system performance.
3. Performs equipment inspections to assess the quality of service or maintenance received, and to discover incipient malfunctions; initiates work orders requesting corrective actions for equipment not meeting maintenance or operating standards; estimates time and materials necessary to make corrections and conducts investigations of frequent or serious equipment failures to determine the cause of the breakdown and to recommend remedial maintenance action.
4. Recommends changes to servicing and preventive maintenance activities; assists in the revision of preventive maintenance and operator checklists, and their frequency to sustain the proper degree of maintenance.
5. Performs analyses of equipment failures; reviews operational reports, audits, and other information, to determine where operational enhancement can be made to prevent equipment or systems deterioration.
6. Participates in the installation, removal, modification, assembly, and/or disassembly of systems and equipment.
7. Participates in classroom, on-the-job, and correspondence training programs; attends courses at postal facilities, trade schools, and manufacturers sites; assists in developing and implementing training programs; provides on-the-job training to other lower level maintenance employees.
8. Provides technical support to other employees in the facility or in installations within the area served; performs in-process and final operational checks and tests work completed by other employees; may work without direct supervision.
9. May drive a vehicle or use other appropriate modes of transportation in the course of assigned duties.
10. Follows established safety practices and requirements while performing all duties; reads and adheres to instructions listed in applicable maintenance directives; maintains a library of maintenance directives.
11. Performs other duties as assigned.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:****BARGAINING UNIT:**

BLDG/EQUIP MAINT

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**Doc Date: 02/01/2008**

**Occ Code: 0856-0020**

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**MAINTENANCE MECHANIC (P7-07)**  
**OCCUPATION CODE: 4749-03XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**

4749J  
(4749-03XX)

MAINTENANCE MECHANIC

**DOCUMENT DATE:** July 14, 2013

**FUNCTION:**

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

**DESCRIPTION OF WORK:**

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

**REQUIREMENTS:**

**KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:**

This section is composed of Knowledge, Skills, Abilities (KSAs) that are required to satisfactorily perform the tasks of the position. Individuals 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. Successful completion of the applicable testing and interview procedure (s) is sufficient to demonstrate the KSAs listed below. In certain circumstances, applicants may demonstrate these levels by describing examples of experience, education, or training, any of which may be non- postal.

1 Ability to demonstrate mechanical comprehension to learn and apply mechanical principles, including a working knowledge of basic mechanical operations (such as levers and pulleys) and the application of physical laws (such as force and gravity). This includes knowledge in the following areas: (A) Power transmission--such as gears, sprockets and chains, belts and pulleys; (B) Power translation--such as cams and cam followers, linkages, springs; (C) Friction reduction--such as bushings, bearings; (D) Fasteners--such as screws, nuts and bolts, pins, rings, clips, couplings. 2 Knowledge of basic electricity principles; this includes knowledge of Ohm's law, Kirchoff's law, AC-DC circuitry, relays, switches, and circuit breakers. Knowledge of the National Electrical Code may be required for employees in a skilled position; this also includes knowledge of techniques and procedures as used in electrical installations and maintenance (circuit protection, wiring, conduits, etc.). 4 Knowledge of and ability to follow safety and security procedures for performing maintenance work. This includes 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. Knowledge of cleaning and lubrication materials and procedures including storage, preparation and disposal and proper Personal Protective Equipment; this includes knowledge related to: (A) Lubrication materials--such as oils, greases, etc, (B) Lubrication procedures--as in application techniques, storage, disposal, etc, This also includes knowledge related to: (A) Cleaning materials - such as alcohols, solvents, detergents, degreasers and (B) Cleaning procedures - as in hand methods, machine methods (compressed air, vacuum cleaners). 12 Ability to perform mathematical calculations such as addition, subtraction, multiplication, and division correctly; to solve practical problems by selecting from a variety of mathematical techniques such as formulas and percentages. 13 Ability to remember material learned earlier refers to the ability to recall specific information and/or theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance work such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment. 17 Ability to learn and comprehend new or unfamiliar material; to use multiple approaches to grasp or learn the implication of new information; to quickly incorporate information and ideas. 18



Ability to comprehend spatial relations as required to perform maintenance work; to form three-dimensional mental pictures of objects; to know what an object would look like when viewed from a different angle; to determine if something will fit in a specified area. This may include the ability to use technical drawings (e.g. diagrams, blueprints and schematics). 19 Ability to read and comprehend job related written materials; this also includes the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets. Ability to communicate work related information in writing to complete forms or provide routine and technical information (e.g., in business letters, reports, e-mails, memos and technical reports/documents). 21 Ability to follow oral and written directions, instructions, rules, policies and/or procedures correctly and in order. 22 Ability to speak to others in a clear, concise, and organized manner to convey information effectively; to respond to questions appropriately; to listen to what other people are saying and ask questions to ensure understanding 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. 23 Ability to adjust to new conditions, situations or technology; to move easily from one topic to another; to accept change; to be flexible with regard to viewpoint. 24 Ability to develop and maintain effective working relationships; to work with teams; to help others; to accept suggestions; to treat others with dignity and respect. 25 Ability to demonstrate organizational commitment to the public service goals and mission of the Postal Service. 26 Ability to be conscientious to carry out job tasks; to be responsible and dependable; to take care in performing routine and novel tasks; to track details; to check that all work is accurate and complete; to record information accurately 27 Ability to work independently; to remain focused to produce quality work under time pressure or other stressors. 28 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. 29 Knowledge and ability to use various hand or portable power tools in performing mechanical, electrical, electronic or other maintenance work; this may include the use of shop power equipment. This ability includes the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools; refers to the knowledge of, and proficiency with, various power tools; the ability also involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders; refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws. 32 Knowledge and ability to use test equipment, gauges or tools to take measurements to perform maintenance work.

#### **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 955, for the Maintenance Mechanic job group, which measures maintenance knowledge, skills and abilities.

In addition, applicants must successfully complete a structured interview evaluation.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation which may require arduous exertion involved prolonged standing, walking, bending and reaching, and may involve handling heavy objects, e.g., tools and equipment up to the allowable weight.

#### **TRAINING REQUIREMENTS:**

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

#### **ADDITIONAL PROVISIONS:**

(A) Applicants must be able to qualify to operate powered industrial equipment. (B) For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

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**MAINTENANCE MECHANIC (P7-07)**  
**OCCUPATION CODE: 4749-03XX**

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**FUNCTIONAL PURPOSE:**

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

**DUTIES AND RESPONSIBILITIES:**

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

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:****BARGAINING UNIT:**

BLDG/EQUIP MAINT

**KEY POSITION REFERENCE:**

KP-0010

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**Doc Date: 02/16/2008**

**Occ Code: 4749-03XX**



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Occupation Code: 0856-0020

## QUALIFICATIONS

U.S.Postal Service

### ELECTRONIC TECHNICIAN (P7-10) OCCUPATION CODE: 0856-0020

#### BARGAINING UNIT QUALIFICATION STANDARD

0856G

(0856-0020)

ELECTRONICS TECHNICIAN

DOCUMENT DATE: July 14, 2013

#### FUNCTION:

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

#### DESCRIPTION OF WORK:

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

#### REQUIREMENTS:

##### KNOWLEDGE, SKILL, AND ABILITY REQUIREMENTS:

This section is composed of Knowledge, Skills, Abilities (KSAs) that are required to satisfactorily perform the tasks of the position. Individuals 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. Successful completion of the applicable testing and interview procedure (s) is sufficient to demonstrate the KSAs listed below. In certain circumstances, applicants may demonstrate these levels by describing examples of experience, education, or training, any of which may be non- postal.

1 Ability to demonstrate mechanical comprehension to learn and apply mechanical principles, including a working knowledge of basic mechanical operations (such as levers and pulleys) and the application of physical laws (such as force and gravity). This includes knowledge in the following areas: (A) Power transmission--such as gears, sprockets and chains, belts and pulleys; (B) Power translation--such as cams and cam followers, linkages, springs; (C) Friction reduction such as bushings, bearings; (D) Fasteners--such as screws, nuts and bolts, pins, rings, clips, couplings. 2 Knowledge of basic electricity principles; this includes knowledge of Ohm's law, Kirchoff's law, AC-DC circuitry, relays, switches, and circuit breakers. Knowledge of the National Electrical Code may be required for employees in a skilled position. This also includes knowledge of techniques and procedures as used in electrical installations and maintenance (circuit protection, wiring, conduits, etc.). 3 Knowledge of electronic principles; this includes knowledge of (A) basic logic gates, symbology, resistors, memory, encoders, decoders, etc.; (B) Hardware/components - such as solid state devices (diodes, transistors, etc.), coils, capacitors, etc.; (C) Digital

circuit components - as in registers, adders, counters, memories, flip-flops, encoders, decoders, etc.; and D) AC and DC circuitry - as in circuit analysis, schematic interpretation, etc. 4 Knowledge of and ability to follow safety and security procedures for performing maintenance work This includes 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. 5 Knowledge of current computer technology to understand how technology may be applied to solve a problem or improve system design; this includes knowledge of hardware, software and networking technology/systems and integrated computer systems. This includes knowledge related to: (A) the Operation of computer terminals or other peripherals to enter, operate, and exit programs; to use the systems programs and (B) Retrieving and interpreting reports for diagnostic and information purposes. 12 Ability to perform mathematical calculations such as addition, subtraction, multiplication, and division correctly; to solve practical problems by selecting from a variety of mathematical techniques such as formulas and percentages. 13 Ability to remember material learned earlier refers to the ability to recall specific information and/or theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance work such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment. 14 Ability to troubleshoot problems to analyze the root cause of a specific error and decide what action to take to prevent recurrence; to back track from a specific problem to identify the source of the error. 15 Ability to think logically and critically; to understand the relevance of information; to identify relationships between information and data. 16 Ability to think of possible causes for problems and find solutions; to choose the best course of action; to make a decision without delay when the opportunity arises or when all desired information is not available. 17 Ability to learn and comprehend new or unfamiliar material; to use multiple approaches to grasp or learn the implication of new information; to quickly incorporate information and ideas. 18 Ability to comprehend spatial relations as required to perform maintenance work; to form three-dimensional mental pictures of objects; to know what an object would look like when viewed from a different angle; to determine if something will fit in a specified area. This may include the ability to use technical drawings (e.g. diagrams, blueprints and schematics). 19 Ability to read and comprehend job related written materials; this also includes the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets. 20 Ability to communicate work related information in writing to maintenance, operations and other personnel to complete forms or provide routine and technical information (e.g., in work logs, e-mails, memos and technical reports/documents). 21 Ability to follow oral and written directions, instructions, rules, policies and/or procedures correctly and in order. 22 Ability to speak to others in a clear, concise, and organized manner to convey information effectively; to respond to questions appropriately; to listen to what other people are saying and ask questions to ensure understanding 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. 23 Ability to adjust to new conditions, situations or technology; to move easily from one topic to another; to accept change; to be flexible with regard to viewpoint. 24 Ability to develop and maintain effective working relationships; to work with teams; to help others; to accept suggestions; to treat others with dignity and respect. 25 Ability to demonstrate organizational commitment to the public service goals and mission of the Postal Service. 26 Ability to be conscientious to carry out job tasks; to be responsible and dependable; to take care in performing routine and novel tasks; to track details; to check that all work is accurate and complete; to record information accurately 27 Ability to work independently; to remain focused to produce quality work under time pressure or other stressors. 28 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. 29 Knowledge and ability to use various hand or portable power tools in performing mechanical, electrical, electronic or other maintenance work; this may include the use of shop power equipment. This ability includes the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools; refers to the knowledge of, and proficiency with, various power tools; the ability also involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders; refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws. 30 Knowledge and ability to use test equipment, gauges or tools to take measurements and/or to take measurements with electrical or electronic test equipment (such as VOMs, oscilloscopes, amprobes) to perform maintenance work; this includes various types of maintenance equipment and may monitoring the operation of a system or machine or use of data networking test equipment. 31 Knowledge and ability to use appropriate soldering techniques.

#### **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 955, for the Electronics Technician job group, which measures maintenance knowledge, skills and abilities.

In addition, applicants must successfully complete a structured interview evaluation.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation which may require arduous exertion involved prolonged standing, walking, bending and reaching, and may involve handling heavy objects, e.g., tools and equipment up to the allowable weight.

## TRAINING REQUIREMENTS:

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

## ADDITIONAL PROVISIONS:

(A) Applicants must be able to operate powered industrial equipment.

(B) For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.

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**Doc Date: 01/01/2014**

**Occ Code: 0856-0020**

*Restricted Information*

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**BUILDING EQUIPMENT MECHANIC (P7-09)**  
**OCCUPATION CODE: 5306-0002**

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**FUNCTIONAL PURPOSE:**

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

**DUTIES AND RESPONSIBILITIES:**

1. Performs, on building and building equipment, the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical, and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. Performs trouble shooting and repair of complex supervisory group control panels, readout and feedback circuits and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in triggering and other electromechanical and electronic circuits.
2. Observes the various components of the building systems in operation and applies appropriate testing methods and procedures to insure continued proper operation.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions.
4. Installs or alters building equipment and circuits as directed.
5. Reports circumstances surrounding equipment failures and recommends measures for their correction.
6. Performs preventive maintenance inspections of building equipment to locate incipient mechanical malfunctions and the standard of maintenance. Initiates work orders requesting corrective actions for conditions below standard; assists in the estimating of time and materials required. Recommends changes in preventive maintenance procedures and practices to provide the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures, conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.
7. Uses necessary hand and power tools, specialized equipment, gauging devices, and both electrical and electronic test equipment.
8. Reads and interprets schematics, blueprints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Repairs electro-mechanically operated equipment related to the building or building systems. Repairs, installs, modifies, and maintains building safety systems, support systems and equipment.
10. Works off ladders, scaffolds, and rigging within heights common to the facility; works under various weather conditions outdoors.
11. Completes duties and tasks related to building equipment maintenance as required.
12. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
13. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper and safe work methods and checking for adherence to instructions; make in-process and final operational checks and tests of work completed by lower level maintenance employees.

14. Performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

**BARGAINING UNIT:**

BLDG/EQUIP MAINT

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**Doc Date: 11/16/2002**

**Occ Code: 5306-0002**



**QUALIFICATIONS**

U.S. Postal Service

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**MAINTENANCE SUPPORT CLERK (P7-07)  
OCCUPATION CODE: 0303-02XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**

0303b

(0303-02XX)

**MAINTENANCE SUPPORT CLERK****DOCUMENT DATE:** MARCH 16, 2019**FUNCTION:**

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

**DESCRIPTION OF WORK:**

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

**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.

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.

Knowledge of word processing systems refers to the functions of the components in a word processing system (e.g., disc drive, keyboard, diskette) and an understanding of techniques and procedures used for input, revision, editing, formatting, and printing.

Ability to work and deal with people refers to working in cooperation and interacting positively with customers and coworkers, exercising courtesy, etiquette, and self-control.

Ability to communicate orally refers to expressing spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.

Ability to follow oral instructions refers to comprehending and executing spoken directions, steps, or procedures used in performing office tasks and work assignments.

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.

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.

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.

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).

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.

Ability to review incoming materials refers to examining incoming shipments of supplies, parts, tools, and other items for variations in quantity, specifications, and conditions.

Ability to prepare maintenance work orders and schedules refers to determining work requirements and materials, establishing priorities, and planning assignments to match workload and available resources.

#### **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete the Virtual Entry Assessment MP (476).

Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service Test 718.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.

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**Doc Date: 03/16/2019**

**Occ Code: 0303-02XX**

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**AREA MAINT TECH (P7-09)**  
**OCCUPATION CODE: 4801-20XX**

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**FUNCTIONAL PURPOSE:**

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

**DUTIES AND RESPONSIBILITIES:**

1. At regional direction, moves and sets up offices in new or remodeled postal quarters; assembles, installs screen-lines, workroom, lobby, and operating equipment. Supervises carpenters and/or helpers as projects may require. Classifies or assists postmasters in classification of postal equipment for disposal or refurbishing. Under postmaster's authority, purchases materials and employs helpers as warranted.
2. Makes major and minor repairs to postal operating equipment in offices without maintenance capabilities; conducts maintenance inspections and provides operating, minor repair, and maintenance instruction to postal employees in the offices served. Whenever possible, conducts maintenance inspection and the instruction of postal employees in conjunction with emergency service trips to installations.
3. Troubleshoots, repairs, overhauls, and installs postal operating equipment such as, but not limited to, stamp vending machines, cancelling machines, scales, print punch money order machines, tying machines, conveyors, safe and vault locks and other components, protective systems and devices, timeclocks, and money changers. Keeps abreast of current maintenance criteria and effects service accordingly.
4. Maintains inventory of all postal operating equipment in the offices served by the area maintenance office. Makes recommendations to supervisors and/or obtains stock of operating equipment repair parts, maintaining inventories at levels prescribed by the region or the Department. Maintains record of parts in stock; ships parts to territory offices as required to meet respective office needs. Keeps records of parts used, frequency of replacements, and submits reports to the regional office at prescribed intervals.
5. Installs and maintains protective systems and devices on safes and vaults in post offices. Opens safes and vaults, changes and repairs combinations, and disarms systems and devices.
6. Provides emergency service and makes minor repairs to air conditioning systems at government owned buildings not under service contracts. Prepares report of needs for the postmaster if the lessor has maintenance responsibility or the manufacturer if the system is under warranty.
7. Initiates reports to the regional office on major work assignments, shortages of equipment, and completed screenline installations. Makes reports of unsatisfactory conditions relating to equipment damage, classification, and deficiencies. Makes written recommendations for equipment improvements, operations, and fabrication changes.
8. Drives motor vehicle to respective offices to effect on-the-scene repairs and screenline installation or modification. Communicates with postmasters by phone, correspondence, and personal visits to investigate reports of malfunctions, disorders, or other needs within the area maintenance office territory.
9. Performs other maintenance duties as instructed by the postmaster at the area maintenance office when not engaged in area maintenance duties.
10. Uses various hand and power tools and testing devices incident to the mechanical, electrical and electronic, and carpentry trades.
11. Observes established safety practices and procedures and instructs helpers accordingly.

**SUPERVISION:**

Manager, Field Maintenance Operations, or other designated supervisor.

**SELECTION METHOD:**

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

**BARGAINING UNIT:**

BLDG/EQUIP MAINT

**KEY POSITION REFERENCE:**

KP-0021

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**Doc Date: 11/02/1994**

**Occ Code: 4801-20XX**