

VEHICLE MAINTENANCE



NOTICE OF VACANT POSITION
Announcement Number: HK04232021

ELIGIBILITY: ALL APWU CRAFT EMPLOYEES WITHIN THE PHOENIX BID CLUSTER.

OPENING DATE: 04/26/2021

CLOSING DATE: 05/10/2021

POSITION: **Garage Assistant PS-05**
Position Numbers 72609800 & 720609710
OCC-CODE: 6955-02XX
BEST QUALIFIED
Opportunity

DAYS OFF: **SAT/SUN**

HOURS: 72609800 1400-2250
72609710 2200-0650

LOCATION: Vehicle Maintenance Facility, 4949 E Van Buren, Phoenix Arizona 85026

FUNCTIONAL PURPOSE:

Assists with and performs a variety of routine preventive and corrective services in the maintenance of USPS motor vehicles.

DUTIES AND RESPONSIBILITIES:

1. Lubricates trucks in accordance with lubrication charts and type of truck.
2. Changes crankcase oil and filter cleaners and cleans case in conformance with instructions and vehicle mileage.
3. Changes tires and makes necessary repairs.
4. Washes and steam-cleans trucks.
5. Assists automotive mechanics.
6. Fuels and oils trucks.
7. Cleans garage, garage office, swing room, and washroom, as assigned.
8. Follows established safe work methods, procedures and safety precautions while performing all duties. Complies with all postal, local, state and federal environmental regulations and policies.
9. Performs other duties as assigned.

REQUIREMENTS FOR QUALIFICATIONS:

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 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. Failure to demonstrate any KSA is disqualifying.

1. Knowledge of tools, parts and equipment related to automotive repair.

2. Knowledge of mechanical principals related to vehicle maintenance.
3. Skill in operating power-driven and hand tools.
4. Skill in servicing vehicles by changing oil and filter and changing or repairing tires.
5. Ability to read and follow instructions.
6. Ability to work without supervision.
7. Ability and willingness to be responsible and dependable in the performance of work duties.

EXAMINATION REQUIREMENTS:

Applications must successfully complete Postal Service Test 945 to demonstrate their knowledge of automotive systems.

PHYSICAL REQUIREMENTS:

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

TRAINING REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

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

Applicant will be required to attain and maintain a commercial driver license (CDL) class A and DOT medical card. Successful completion of acquiring a CDL class A license is a requirement. Failure to successfully complete the training/testing may result in removal from the position.

HOW TO APPLY: It is the responsibility of the Applicant to submit a complete PS Form 991 to:

USPS Attn: Manager VMF

4949 E Van Buren

Phoenix, AZ 85026-9721

By close of business 4 p.m. on May 10th, 2021 **via US mail**, Supervisor evaluations are not needed.

ALL APPLICANTS WILL BE CONSIDERED ON THE BASIS OF QUALIFICATIONS REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR PHYSICAL HANDICAP.

QUALIFICATIONS

U.S.Postal Service

**GARAGE ASSISTANT (P7-05)
OCCUPATION CODE: 6955-02XX**

BARGAINING UNIT QUALIFICATION STANDARD6900c
(6955-02XX)

GARAGEMAN

DOCUMENT DATE: November 3, 2012**FUNCTION:**

Assists with, and performs a variety of routine preventive and corrective services in the maintenance of USPS motor vehicles.

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 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. Failure to demonstrate any KSA is disqualifying.

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5. Ability to read and follow instructions.
6. Ability to work without supervision.
7. Ability and willingness to be responsible and dependable in the performance of work duties.

EXAMINATION REQUIREMENTS:

Applications must successfully complete Postal Service Test 945 to demonstrate their knowledge of automotive systems.

PHYSICAL REQUIREMENTS:

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

ADDITIONAL PROVISIONS:

For positions requiring driving, applicants must have a valid state driver's license from the state in which they live for the types of vehicles used on the job; applicants must also maintain a safe driving record. If driving is required under this qualification standard, applicants must successfully complete the required Vehicle Familiarization and Safe Operation training.

Doc Date: 11/03/2012

Occ Code: 6955-02XX

STD JOB DESCRIPTION

U.S.Postal Service

**GARAGE ASSISTANT (P7-05)
OCCUPATION CODE: 6955-02XX**

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7. Cleans garage, garage office, swing room, and washroom, as assigned.
8. Follows established safe work methods, procedures and safety precautions while performing all duties. Complies with all postal, local, state and federal environmental regulations and policies.
9. Performs other duties as assigned.

SUPERVISION:

Supervisor, Vehicle Maintenance, or other designated supervisor.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0009

Doc Date: 11/03/2012**Occ Code: 6955-02XX**