

Vacancy Announcement

OPEN: 03-02-2020
CLOSE: 03-12-2020

POSITION: DRIVING SAFETY INSTRUCTOR

LEVEL: P7-08

VACANCY NUMBER: BQ 2020-03-02

METHOD OF SELECTION: BEST QUALIFIED

HOURS: 0700-1530-30L

DAYS OFF: (1) WED/THU
(1) THU/FRI

ELIGIBILITY: ALL CRAFTS - CAREER BARGAINING UNIT EMPLOYEES – including Carrier, Mail Handler, & Maintenance in the PHOENIX BID CLUSTER (INCLUDES GMF, RIO SALADO, WVLD&DC, DISTRICT ADMIN, AND PHOENIX STATIONS).

NUMBER OF POSITIONS: Two (2) – 95740867 & 95782408

OCCUPATIONAL CODE: 5703-0006

ASSIGNMENT AREA: Driver Training, Rio Salado Facility;
Mesa Sherwood; & other locations as directed.

FUNCTION:

Conducts vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices

DESCRIPTION OF WORK:

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

REQUIREMENTS:

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

1. Ability to work without immediate supervision.
2. Ability to maintain records (training, certification) and prepare reports as required.
3. Ability to provide, on an individual and group basis to both newly assigned and current drivers, effective instructions on the safe and proper operation of the various types of motor vehicle equipment used at the local facility.
4. Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicle equipment.
5. Ability to grant driving privileges to newly assigned drivers to determine whether they are qualified to properly operate Government-Owned and leased motor vehicles.
6. Ability to drive safely. Applicants must know and observe safe driving laws and regulations. Applicants must have three years of USPS driving experience. (Before being assigned, promoted, or reassigned to this position, candidate must have qualified on all motor vehicles used in that local post office.)
7. Ability to maintain effective working relations with other employees under varying circumstances.
8. Ability to evaluate driving training needs and to plan and schedule driver training activities to meet these needs.
9. Ability to understand and comply with written instructions and to give understandable information in written or verbal form.
10. Be safety conscious and support safety programs.

Note:

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

ADDITIONAL PROVISIONS:

Candidates must meet the requirements for certification.

Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

MAIL TO:

**United States Postal Service
District Safety Office Attn: Anna Christmas
1441 E Buckeye Road Room 201
Phoenix AZ 85034-9119**

Please be advised you are not to send these 991's to the Job Bid Office. They need to go to the DISTRICT SAFETY Office.

HOW TO APPLY:

ALL CURRENT CAREER BARGAINING UNIT EMPLOYEES (including Carrier, Mail Handler, & Maintenance) in the PHOENIX POST OFFICE AND PLANT (INCLUDES GMF, RIO SALADO, WVL&DC, AND STATIONS) MAY APPLY BY SUBMITTING A PS FORM 991. DO NOT USE ECAREER OR JOB BIDDING. Under the provisions of Article 37.3.A.8, employees temporarily detailed to any nonbargaining unit position may not bid or apply for vacant clerk craft duty assignments.

SENIORITY: If a current APWU – Motor Vehicle Craft employee is the successful applicant, they WILL RETAIN THEIR CURRENT SENIORITY. If the successful applicant is not an APWU - Motor Vehicle Craft employee, they WILL BEGIN A NEW PERIOD OF SENIORITY in the APWU – Motor Vehicle Craft with the acceptance of this position.

Applicants must address each of the requirements listed on the Qualification Standard. Photocopy the Statement of Qualifications page from PS Form 991, and use one page for each requirement.

Applications must be received by the District Safety Office by close of business (4:30 p.m.), Thursday, March 12, 2020 in order to be considered. **ALL APPLICATIONS MUST BE MAILED TO THE ABOVE ADDRESS. NO FAXES, EMAILS, OR DROP-OFFS WILL BE ACCEPTED.** It is the applicant's responsibility to keep a copy of their PS Form 991. Copies will not be provided. An employee who has submitted an application may withdraw, in writing, any time **before the closing date and time of this posting.**

The United States Postal Service is an equal opportunity employer. The United States Postal Service provides reasonable accommodation to qualified individuals with disabilities. If you need a reasonable accommodation for any part of the application, bidding interview, and/or selection process, please contact the office identified on the vacancy announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

Employees will be considered and selected without regard to race, color, sex, religion, age, national origin, political affiliation, marital status, physical or mental impairment (if the position may be effectively performed by a person with that physical or mental impairment) or any other non-meritorious factor or consideration.

Anna Christmas

Anna Christmas
Manager, Safety (District)
(602) 307-1626

Attachments

**DRIVING SAFETY INSTRUCTOR (P7-08)
OCCUPATION CODE: 5703-0006**

FUNCTIONAL PURPOSE:

Conducts vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices.

DUTIES AND RESPONSIBILITIES:

1. Reviews and assists Human Resource personnel with state driving abstracts.
2. Instructs classroom and facilities web-base driver training and conducts controlled drivers training.
3. Administers vehicle familiarization, skills course training and conducts controlled drivers training.
4. Coordinates and provides driving instructor training and certification to ad-hoc driving safety Instructors.
5. Coaches and mentors employees and observes driving practices, ensuring drivers are applying and demonstrating learned skill sets.
6. Conducts driver improvement documents training in appropriate national database.
7. Prepares reports as required noting number of observations performed as well as count by deficiencies and type observed; maintains employee driving records in accordance with duties and responsibilities.
8. May perform other safety and training related activities in support of primary duties.

SUPERVISION:

Manager, Safety (District) or Safety Specialist (TL)

SELECTION METHOD:

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

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0015

DRIVING SAFETY INSTRUCTOR (P7-08)
OCCUPATION CODE: 5703-0006

BARGAINING UNIT QUALIFICATION STANDARD

5700c (5752-01XX) DRIVER INSTRUCTOR AND EXAMINER

DOCUMENT DATE 11/02/2013

FUNCTION

Conducts, vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices.

DESCRIPTION OF WORK:

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

Proficiency Requirements

General

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

Ability to work without immediate supervision.

Ability to maintain records (training, certification) and prepare reports as required.

Ability to provide, on an individual and group basis to both newly assigned and current drivers, effective instructions on the safe and proper operation of the various types of motor vehicle equipment used at the local facility.

Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicle equipment.

Ability to grant driving privileges to newly assigned drivers to determine whether they are qualified to properly operate Government-Owned and leased motor vehicles.

Ability to drive safely. Applicants must know and observe safe driving laws and regulations. Applicants must have three years of USPS driving experience. (Before being assigned, promoted, or reassigned to this position, candidate must have qualified on all motor vehicles used in that local post office.)

Ability to maintain effective working relations with other employees under varying circumstances.

Ability to evaluate driving training needs and to plan and schedule driver training activities to meet these needs.

Ability to understand and comply with written instructions and to give understandable information in written or verbal form.

Be safety conscious and support safety programs.

Note

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

Additional Provisions

Candidates must meet the requirements for certification.

Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accomodation.

Doc Date: 11/02/2013

Occ Code: 5703-0006