

U. S. POSTAL SERVICE  
STANDARD POSITION DESCRIPTION

ORIGINAL DATE OF ISSUE 10/25/78 OCCUPATION CODE 2151-6007 DATE OF THIS REVISION

DISTRIBUTION

FUNCTION APPROVAL

SIGNATURE TITLE DATE

JOB EVALUATION APPROVAL

SIGNATURE TITLE DATE

JOB TITLE

Supervisor, Vehicle Dispatching (B)

I. FUNCTIONAL PURPOSE

Supervises and coordinates all local dispatching activities of vehicles on scheduled and non-scheduled runs; ensures efficient and timely movement of the mails.

II. RESPONSIBILITY FOR

1. Public Contact

Has regular contact with drivers of customer vehicles and with large volume mailers regarding mail pick up.

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**II. RESPONSIBILITY FOR (Continued)**

**2. Assets (Facilities/Equipments/Materials/Cash)**

Exercises supervisory responsibility for proper use and protective care of equipment of a large value.

**3. Personnel**

Takes personnel actions for and supervises a large to very large number of motor vehicle operators and/or tractor-trailer operators.

**4. Work of Others**

**5. Budget**

**6. Safety**

Exercises a normal regard for the safety of self and others with particular emphasis for ensuring employed compliance with established safety policy and procedures.

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## III. DUTIES PERFORMED IN EXECUTING THE RESPONSIBILITIES

2151-6007

1. Assesses the mail volume and ensures employee and vehicle availability to meet dispatch requirements.
2. Reroutes and reschedules vehicle runs to meet emergencies and to ensure the timely movement of the mails.
3. Assigns the vehicles, issues the schedules, keys and truck record card. Takes the necessary action to provide replacement vehicles when disabling road calls occur.
4. Inspects incoming and outgoing vehicles to ensure the proper utilization of vehicles, mail destination, and security.
5. Provides on-the-job training and orientation for new employees.
6. Maintains records on all vehicles, verifies the entries made on vehicle record cards by drivers, and prepares reports.
7. Enters timekeeping information into the postal source data system and prepares the man-hour reports.
8. Maintains the control board showing location of vehicle equipment and vehicles.

**IV. REQUIREMENTS FOR POSITION**

**1. Disciplines Acquired through Formal Schooling or Training**

Secondary level understanding of basic subjects.

**2. Experience**

Moderate experience as vehicle operator, and in the utilization of vehicles, dispatching of vehicles and office administration. Well-developed human relations and communications skills.

**3. Physical Requirements**

**4. Other Desirable Characteristics and Skills**

**V. NORMAL WORKING CONDITIONS**

A normal office environment with daily trips to the garage or dock area.

**VI. DEGREE OF DIRECTION OR SUPERVISION REQUIRED**

Diversified procedures and standards under general supervision.

**VII. NORMALLY SUPERVISED BY**

Manager, Fleet Operations; or other designated Supervisor.