
VEHICLE OPERATIONS AND MAINTENANCE ASSISTANT, PS-06

FUNCTIONAL PURPOSE

Conducts the vehicle operations program and maintenance function at a perimeter office where postal-owned vehicles are assigned.

DUTIES AND RESPONSIBILITIES

1. Conducts the vehicle operations program of the post office. Initiates and makes recurring and special surveys as required. Recommends corrective action for deficient vehicle utilization disclosed through analysis of prescribed forms and charts.
2. Analyzes and makes recommendations on requests for assignments of vehicles and additional vehicle service, including requirements for contract vehicles.
3. Continuously monitors vehicle operations schedules, recommends changes that will eliminate service duplications and maximize vehicle utilization.
4. Formulates and submits an annual planned program of vehicle use for the development of budget and vehicle purchase requirements. Weighs the advisability of using postal-owned vehicles in lieu of contract vehicles and vice-versa.
5. Administers road tests and provides training for postal drivers.
6. Recommends to Procurement Service Offices, reputable local firms in the automotive repair business, to service the post office vehicle fleet. Monitors contractor performance and submits periodic reports to PSO and designated VMF.
7. When vehicles need inspection, repairs, preventive maintenance, and other services, sends them for these purposes to the garages having contracts or to a designated vehicle maintenance facility.

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8. When maintenance is performed under contract, obtains estimates on repair jobs and fills out the work order form. Communicates with the Manager, Fleet Operations or designated personnel of the parent vehicle maintenance facility when repair job costs are not within limitations, to obtain decisions as to whether the repairs should be performed by a contract garage or the VMP. Communicates with the contractors and their mechanics in order to obtain prompt repairs, resolve questions of work to be done and its costs, and assist them in properly completing the work order forms for particular jobs. Arranges for delivery of vehicles for necessary servicing.
9. Inspects the vehicles and road tests them, as necessary, before and after the work has been completed. Assures that mechanical work has been completed in a satisfactory manner, that job charges and parts costs are proper, and that approved parts have been used before the work is accepted. Administers necessary action to enforce all provisions of new vehicle warranty claims and rework of unsatisfactory repairs performed by contract. Picks up vehicles after such servicing as necessary.
10. Complies with regulations in obtaining services and materials required for maintenance of the vehicles for urgently needed work and for work that can be obtained at a reduced cost in this way.
11. Maintains vehicle records (such as time, mileage, maintenance, fuel consumption) providing source data for the Vehicle Maintenance Accounting System as designated. Examines invoices for accuracy and validity, and assembles for certification. Composes correspondence and required reports in connection with these office duties for appropriate management signature.
12. Performs road calls and minor repairs, such as replacing batteries, tires, etc.
13. In addition, may perform any of the following duties: examine vehicles reported to have malfunctions to determine whether repairs must be immediate, the extent of repairs needed and whether repair jobs may be combined to obtain lower labor costs; serves on the safety committee of the post office and investigates accidents, as needed, involving vehicles driven by postal employees.
14. Performs other job related tasks in support of primary duties.

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STD POSITION DESCRIPTION

U. S. Postal Service

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SUPERVISION

Postmaster or other designated supervisor.

SELECTION METHOD

Senior Qualified - This position is assigned to the craft of the successful bidder.

BARGAINING UNIT

CITY CARRIER
CLERK
BLDG/EQUIP MAINT
MOTOR VEHICLE
SPECIAL DELIVERY

KEY POSITION REFERENCE

KP-0015

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