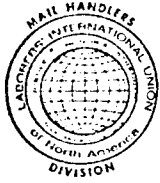


National Post Office Mail Handlers, Watchmen, Messengers and Group Leaders Division of the Laborers' International Union of North America, AFL-CIO



NATIONAL HEADQUARTERS: 905-16th STREET N.W. WASHINGTON, D.C. 20006 (202) 737-8066

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cc: Messrs. Morgen
Parrish
Crabbe
Cullen
Jordan
Wolff

OFFICIALS

Peter Fosco
General President, LIUNA

Terence J. O'Sullivan
General Secretary-Treasurer, LIUNA

Lonnie L. Johnson
Mail Handler National Director

Norman Orenstein
Mail Handler Financial Director

POLICY & STEERING COMMITTEE

Northeast Region
Ronald Moe
2400 Johnson Avenue
Bronx, New York 10463

Eastern Region
Frederick D. Rogacki
121 Alpine Place
Cheektowago, New York 14225

Central Region
Herbert Walker
9970 Dunraven Drive
Cincinnati, Ohio 45239

Western Region
Alvin S. Gant
2201 Renfrew Court
San Jose, California 95132

Southern Region
Claudis Johnson
3209 Proswimmer Drive
Houston, Texas 77088

December 4, 1975

Mr. Francis Filbey, General President
American Postal Workers Union, AFL-CIO
817 14th Street, N.W.
Washington, D.C. 20005

Dear Mr. Filbey:

This letter is an addendum to our letter of December 1, 1975. This attachment was inadvertently left off of your copy of our submission of claims of duties which the Mail Handlers Division believes are properly assignable to the employees it represents.

Please insert after page 10.

Sincerely,

Lonnie L. Johnson
National Director

/s/lm

Enclosure

DEC 5 1975

Job List of Mailhandler Craft established and ranked positions:

1. Group Leader Mailhandler, PS-5, SPI-33
2. Label and Facing Slip Technician, PS-5, SPI-32
3. Label Machine Operator, PS-4, SP2-529
4. Label Printing Technician, PS-5, SP2-578
5. Mail Equipment Handler, PS-4, SP2-247
6. Mail Handler Technician, PS-5, SP2-498
7. Mail Processing Machine Operator, PS-5, SP2-354
8. Mail Processing Machine Operator, PS-5, SP2-470
9. Packer-Shipper, PS-4, SP2-581
10. Sack Sorting Machine Operator, PS-4, SP2-367
11. Sack Sorting Machine Operator, PS-5, SP2-438
12. Typist-Label Printing, PS-4, SP2-580
13. Watchman, PS-4, SP2-216
14. Laborer, Materials Handling, PS-3, SPI-11
15. Group Leader Mailhandler, PS-6, IP 248-7
16. Group Leader Mailhandler Sack Sorting Machine Operator, PS-6, IP 25-11-1
17. Mailhandler Leadman, PS-5, IP 32-12-1
18. Mail Rewrapper, PS-4, IP 19-5-4
19. Mail Rewrapper, PS-4, IP 19-5-8
20. Key Position Description 8

SCOPE OF DUTIES PROPERLY ASSIGNABLETO THE MAILHANDLER CRAFT

1. Unloading Mail - Loading Mail (for transporting). By carrier, G.U.S. trucks, trailers, piggy backs, and trains.

Unloading Mail at docks - for processing inside of post office, except mail to be rated by weighing clerk permit mail matter.

2. Cancelling Mail of all classes both by hand and machine. Cancelling mail at transporting points.
3. Culling Mail - rough culling collection mail; culling mail by class; culling parcel post from collection mail; fine culling mail in route to cancelling machine.
4. Dispatch of Mail - at platform and dock. Moving and transportation of mail to various dock locations; loading of nutting trucks for dispatch to the various points.

Loading and moving hamper - loading mail for dispatch by hamper within post office and by trucks and trailers, piggy back and G.U.S. trucks to points; separation and deliver points.

5. Loading Mail for Storage - loading hampers and nutting trucks with mail, parcel post for moving from section to section within post office; loading for dispatch to other stations and branches; loading to dispatch to S.C.F. offices; loading mail for carrier pickup points. (All of Section 5 includes all class of mail and parcel post.)
6. Manning dispatch chutes, sawtooth platforms and multi-slides; moving mail from dispatch chutes on sack sorter machine to nutting trucks and hamper; manning dispatch runout to trucks and trailers.
7. Making dispatches-separations - separating parcel post in sacks and outside parcels, non-machineable mail by S.C.F. office, by states, by zip code; separate pouches as in mailhandler job description PS-5, SP2-498; separate pouches and sacks of parcel post for delivery to star route and truck lines; separate non-machineable mail that has been withdrawn from machineable mail; separate mail for transport to distribution cases, scales and areas for traying.
8. Dumping Mail - dump sacks of mail and parcel post of all classes; dump hampers of mail and parcel post; dump containers of mail and parcel post; dump loose pack of mail and parcel post when received in post office; open and dump pouches of mail.
9. Hanging and Pulling - hang mail sacks on racks; hang loose pack on racks; hang pouches on racks; close and pull sacks, and loose pack from racks; lock and close pouches from racks.

10. Removing Mail from Racks - remove all sacks, loose packs, pouches, and containers from racks.
11. Sweeping and tying - sweep mail from distribution cases; sweep mail from letter sorting machines; sweep mail from all distribution ledges.
12. Loading mail, tying mail - load ledges with mail for distribution; tie out mail when pulled from ledges, cases, and trays.
13. Work at Airfields - weighing pouches, weighing sacks for dispatch; unloading mail received from airlines; dispatching mail to airlines; making separation of mail by airlines, coding pouches, sacks and parcels for airports and routes; separation of mail for other areas of processing in Air Field Stations; transporting mail to dispatch area of air field; acts as armed guard for valuable mails; acts as armed guard in Con-Con program; hang and pull air mail pouches, sacks and loose packs from racks.
14. Rewrap - rewrap damaged parcel post; rewrap damaged letter mail; rewrap soiled or broken parcels.
15. Fine culling, facing - withdraw all categories of mail on culling belt; separate categories of mail; face letter size mail; face and withdraw air mail.
16. Returning misthrows - pull and return misthrows, move same to correct processing points; remove misthrows from hamper and place on ledge; remove misthrows (parcel and place on correct distribution belts.)
17. Stowage of empty equipment - place empty sacks into sack for stowage and shipment; place empty hamper into hampers for stowage, reuse and shipment; place empty pouches or loose pack into sack or pouches for reuse, stowage and shipment; rack or stack elevated hampers for stowage, reuse and shipment.
18. Operate Elevator - operator elevator when mail is being moved from area to area by elevator for processing.
19. Handling supplies - to unload when postal service are received by mail for distribution within office and stowage within offices

To load supplies on trucks when postal service is mailing or shipping supplies to other postal stations and branches.

To separate and ship when being mailed to other post offices.
20. Loading of Mail - load sacks of parcel post; load outside parcel post; load pouches of mail; load containers of mail; when loading is being done for transportation of mail for processing of mail or for delivery.

21. Unloading of mail - separates all mail received by trucks, trailers, carboxes, piggy back, train and bus.

Load onto conveyor for subsequent dispatch to other conveying units;

Unload and separate and deliver working mail for delivery to distribution areas.

Work in supply and slip rooms - operates addressograph; operates mimeograph and similar machines

Acts as armed guard - acts as armed guard when valuable registry shipments are being received or shipped; serve as watchman and guard around post office building.

Operate powered equipment - operates jitney; pallet trucks; fork-lifts when movement of mail is done by such.

Stamping and weighing - stamps tickets for driver and others; weigh sacks of mail when required; weigh parcel post when required; weigh hampers of mail or parcel post; weigh sacks of mail, record weight on labels at AMFs; weigh outside parcels at AMFs and record weight on parcels; weigh parcels and record weight on labels at AMFs.

Handlers Sacks Empty - inspects mail sack for mail content; picks up sacks empty for reuse; picks up empty sacks and locks from floor and take to inspecting area; restrings sacks; separates bundles of mail bags and types and sizes and whether serviceable or unserviceable; consolidates bags into full bundles; completes and attaches proper labels to bundles according to contents; stores bundles in prescribed space by type and size; lift bundles on and off nutting trucks, pallets, or conveyors, moves bundles or powered methods.

Load and unload railroad cars and trucks; condemns mailbags; removes cord fasteners and label.

Mail Processing Machine Operator - operates mail processing machine such as Facer-Canceller; performs specified routine maintenance tasks.

Alternating above with second employee in feeding mail and removing mail from machine.

Operates the 20 amp circuit breaker, the power ON-OFF goggle switch, the motor start and stop switches and resets switch on the "B" machine

Adjusts ink pump flow wheel to control flow of ink. Fills the ink tank; replaces inverter belt on pulley if it jumps off; replaces seam lamps; replaces slo-blow 2 amp fuses; removes foreign matter from feeder, scanner, detectors, letter tracks and brush, section breaks, jams.

Watchman - prevents unauthorized entry or departure at entrances and exits to work areas; prevents any property from being unauthorized removed from work areas; preserves order and prevents loitering on premises; directs strangers to locations in the building or to proper entrances; maintains a lookout for fires and dangerous conditions; guides vehicles in or out of post office property; takes safety control action to protect pedestrians and moving vehicles; prevents disorder, loitering, or thievery of parcels intended for mails or already the responsibility of the Postal Service; provides armed protection for valuable shipments or for items of exceptional value in the custody of the Postal Service.

POSTAL FIELD SERVICE

Title: Console Operator
Key Position Reference Nos.***

Salary Levels**

* Standard Position	** Salary Level	*** Key Position Reference No.
2-440	7	19
2-441	6	15
2-442	5	12

BASIC FUNCTION. Provides to the greatest extent possible a continuous supply of parcels or sacked mails for machine distribution by operation of the main electrical control panel for a parcel or sack mail conveying and distribution complex. Controls all segments of the complex from receipt to outgoing secondary distribution work stations or from receipt to incoming local dispatching work stations.

DUTIES AND RESPONSIBILITIES

- (A) Regulates the flow of parcels or sacks to provide, to the greatest extent possible an adequate and continuous supply of mails to parcel or sack sorting machine operators by manipulation of keys and switches on the main control panel of the conveying and sorting system.
- (B) Observes panel lights, mirrors or television monitors and determines operating and load conditions of collection, transport and surge conveyors, deflectors, sorting lines and other segments of the sorting system. Makes instant decisions of alternatives to use when malfunctions or jams occur within the complex. Manipulates keys or switches to deactivate malfunctioning equipment and activates alternatives whenever possible.
- (C) Contacts trouble points observed on monitors or indicated by panel lights by inter-communication device to determine the kind and extent of trouble. Promptly summons maintenance or other assistance needed to correct the trouble. Secures maintenance personnel's estimate of time needed for adjustments or repairs and keeps foreman advised to permit other utilization of affected personnel during periods of down time.
- (D) Serves as the focal point for communication and information pertaining to operating conditions within the system.
- (E) Advises foremen of unusual increases or decreases of mails from the normal workload patterns so adjustment of the work force can be made to cope with the fluctuations in the work load.
- (F) Assures that prescribed safety and other procedures are followed in the starting operating or stopping of any segment of the system.
- (G) Performs other duties as assigned when not engaged in the main control panel operation, including operating parcel or sack sorting machines.

ORGANIZATIONAL RELATIONSHIPS. Reports to a foreman or other designated supervisor.

SALARY LEVEL CRITERIA

Where Key Station Man-days Per Tour and Number of Control Items intersect on the point, scale determines level of control operator position.

^{1/} Filled by best qualified applicant from all crafts on office-wide basis

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Key Station Man-days Per Tour <u>1/</u>	<u>2/</u> Number of Control Items (Difficulty)										
	5	10	15	20	25	30	35	40	45	50	55
	Points										
1	5	6	7	8	9	10	11	12	13	14	15
2	10	12	14	16	18	20	22	24	26	28	30
3	15	18	21	24	27	30	33	36	39	42	45
4	20	24	28	32	36	40	44	48	52	56	60
5	25	30	35	40	45	50	55	60	65	70	75
6	30	36	42	48	54	60	66	72	78	84	90
7	35	42	49	56	63	70	77	84	91	98	105
8	40	48	56	64	72	80	88	96	104	112	120
9	45	54	63	72	81	90	99	108	117	126	135
10	50	60	70	80	90	100	110	120	130	140	150

1/ Actual number of key station hours of operation on the tour, divided by 8.

2/ Actual number of items of control needed to operate the system from the main control panel.

Points	PFS Level
Less than 20	4
20 to 39	5
40 to 79	6
80 or more	7

POSTAL FIELD SERVICE

Title: Group Leader, Sewing Machine Operators
Key Position Reference No. 12

Salary Level: PFS-5

BASIC FUNCTION. At the Mail Equipment Shops serves as a working leader of a group of at least five employees engaged in the manufacture of sacks, pouches, and other items of mailbag equipment. Advises and guides employees, as required, by instruction in the proper methods to follow or techniques to use to obtain, or exceed standard production while still maintaining quality work. Instructs employees in the proper use and care of equipment in accordance with prescribed procedures. Locates and attempts to resolve causes of minor production problems which may arise within his group.

DUTIES AND RESPONSIBILITIES

- (A) Guides all employees and particularly trains new employees within his group, and participates in the manufacture of new mailbag equipment using all types of sewing machines in one or more of the following activities:
 - (1) Sewing precut canvas, nylon and other materials into mail sacks, pouches, canvas carrier satchels, other mail equipment, and items on special job orders.
 - (2) Repairing holes in mail sacks and pouches not susceptible to repair by other methods
 - (3) Installation of new lacing cord on new mail sacks, including cordfasteners as required.
 - (4) Operating equipment to wind bobbins.
- (B) Makes certain that all members of his group are at their duty stations in accord with instructions from a supervisor at the beginning of and throughout the work day.
- (C) Ascertain that all equipment to be used by his group has been properly oiled and that each member of his group has sufficient materials on hand to begin their assigned tasks.
- (D) Makes frequent inspections of work performed by his group to insure that quality standards are maintained.
- (E) As required, assists supervisors and/or mechanic in detecting malfunction of equipment, especially when an employee alleges such malfunction is responsible for low production and inspection does not disclose any mechanical problem. When necessary, operates such equipment for extended periods to determine if malfunction is factual.
- (F) Assists and/or instructs employees in performing operations when such employees are assigned in unfamiliar work, or when they are weak in one or more phases of the operation.
- (G) Performs difficult, unusual or experimental jobs not of a routine nature, and recommends other employees who have the ability to perform such assignments.
- (H) Instructs employees as to safe working habits, safety devices, etc., their use and function, and observes that such features are recognized in daily work; reporting to higher authority those employees who continue to be lax in this area.

- (I) Provides information, as required, for personnel actions affecting employees of his group based on knowledge gained from close working relationship. Points out to supervisors those employees of his group who are particularly effective, or ineffective, in the performance of their duties.
- (J) Reviews production records of employees in his group with supervisor, when required, and informs the supervisor of any mitigating or unusual circumstances affecting overall or individual production.
- (K) Throughout the work day attempts to maintain a high morale within his unit by resolving problems of a routine minor nature that may arise relative to working conditions and shop facilities. Reports problems of unusual difficulty to his supervisor.
- (L) Makes certain that each individual in his group leaves his equipment in clean, orderly fashion as prescribed by Shops' rules at the end of his tour of duty.
- (M) May be called upon at times to perform other related duties as required.

ORGANIZATIONAL RELATIONSHIPS. Leads a group of at least five employees assigned to production work. Receives from a foreman or other designated supervisor all duty assignments and leave information concerning his group. Reports to a foreman or other designated supervisor.

POSTAL FIELD SERVICE

Title: Group Leader, Mail Equipment Repair
Key Position Reference No. 12

Salary Level: PFS-5

BASIC FUNCTION. At a repair center serves as a working leader of a group of at least five employees engaged in repairing mail sacks or other items of mail bag equipment; instructs them, as required, in the proper methods to follow and techniques to use to obtain, or exceed, standard production while still maintaining quality repair. Instructs employees on the proper use of equipment in accordance with prescribed procedures.

DUTIES AND RESPONSIBILITIES

- (A) Participates and guides employees and particularly trains new employees in the repair of mail bag equipment in one or more of the following repair activities by use of sewing machines, heat sealing machines, grommet presses, etc.
- (1) Sewing new bottoms on old sacks and pouches.
 - (2) Repairing tears and breaks in heavy duty pouches, satchels and lock containers.
 - (3) Installation of new bindings on pouches.
 - (4) Repairing holes and sewing ripped seams in mail sacks and pouches not susceptible to repair by other methods.
 - (5) Installation of new lacing cords on old sacks, including new cord fasteners, as required.
 - (6) Preparation of sacks for installation of new bottoms.
 - (7) Application of heat seal patches.
 - (8) Performance of bench repairs.
 - (9) Installation of grommets and related work.
- (B) As required, assists supervisors and/or mechanic in detecting malfunction of equipment, especially when an employee alleges such malfunction is responsible for low production and inspection does not disclose any mechanical problem. When necessary, operates such equipment for extended periods to determine if reported malfunction is factual.
- (C) Assists and/or instructs employees in performing repair operations when such employees are assigned to unfamiliar work, or when they are weak in one or more phases of the operation.
- (D) Performs difficult, unusual or experimental jobs not of a routine nature, and recommends other employees who have the ability to perform such assignments.
- (E) Keeps aware of work flow, shortages or abundances of particular types of work, and suggests changes to cope with such situations either by shifting employees or changing the type of work being performed.
- (F) Instructs employees as to safe working habits, safety devices, etc., their use and function, and observes that such features are recognized in daily work; reports to higher authority those employees that continue to be lax in this area.

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- (G) Provides information, as required, for personnel actions affecting employees of his group based on knowledge gained from close working relationship. Points out to supervisors those employees of his group who are particularly effective, or ineffective, in the performance of their duties.
- (H) Reviews production records of employees in his group with supervisor, when required, and informs the supervisor of any mitigating or unusual circumstances affecting overall or individual production.
- (I) Resolves problems of a routine minor nature that may arise and reports those of unusual difficulty to his supervisor.

ORGANIZATIONAL RELATIONSHIPS. Leads a group of at least five employees assigned to repair functions. Reports to a foreman or other designated supervisor.

POSTAL FIELD SERVICE

Title: Group Leader, Mail Bag Examination
Key Position Reference No. 12

Salary Level: PFS-5

BASIC FUNCTION. At a repair center serves as a working leader of a work unit of at least 5 or more mail equipment handlers assigned to examining and classifying defective sacks and pouches; applies a comprehensive knowledge of prescribed criteria and standards of mail bag examination and classification according to condition.

DUTIES AND RESPONSIBILITIES.

- (A) Controls and guides a group of mail equipment handlers and participates in the examination and classification of mail bags, sent to the repair center as unfit for use, to determine whether they should be condemned or whether they may be economically repaired. Assures that each bag is examined, including hardware and fasteners, and that such examination results in the proper segregation of bags by categories of condition. Participates fully in the work and sets the pace.
- (B) Re-examines bags held out for laundering and determines whether it is more economical to launder or condemn them.
- (C) Insures that any mail found in the bags is removed, and that appropriate disposition of same is made.
- (D) Instructs mail equipment handlers in the proper method of examining, classifying and determining the type of repairs or condemnation.
- (E) Receives assignments and well defined work plans and instructions on a job-by-job or day-to-day basis and sees that work is carried through to completion efficiently and effectively.
- (F) Assigns employees, as instructed by a supervisor, in the group to individual tasks and shifts employees from one assignment to another to meet fluctuating workloads; requires proper performance of employees in their assigned duties and responsibilities in accordance with prescribed methods, procedures, and safety practices.
- (G) Resolves problems of a routine nature arising during the tour of duty; reports unusual difficulties to supervisor.
- (H) Provides immediate supervisor, as requested, with information for personnel actions affecting members of his group; maintains morale among employees in the group; provides leadership necessary to secure maximum interest and effort among employees, and promotes cooperation and harmony.
- (I) Maintains daily record of production of mail equipment handlers in his section for supervisor or administrative clerk.
- (J) In addition, may perform any of the following duties:
 - (1) Operates sewing machine or heat-seal machine to repair mail bags.
 - (2) Performs all types of bench repair work.
 - (3) Operates grommet press.
 - (4) Cuts canvas bottoms and restrings bags.

ORGANIZATIONAL RELATIONSHIPS. Supervises mail equipment handlers. Reports to a foreman or other designated supervisor.

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POSTAL FIELD SERVICE

Title: Operator, Sewing Machine (Repair)
Key Position Reference No. 9

Salary Level: PFS-4

BASIC FUNCTION. Repairs mail sacks, pouches, rack lockholders, or similar items, operating heavy duty, high-speed, or other power sewing machines and equipment.

DUTIES AND RESPONSIBILITIES. Performs a variety of the following tasks:

- (A) Sews new bottoms to old sacks and pouches.
- (B) Sews heavy duty pouches to repair tears and breaks.
- (C) Sews new binding on old pouches.
- (D) Sews satchels and lockholders to repair tears and breaks.
- (E) Darns holes in mail sacks or pouches and sews ripped seams and ears.
- (F) In addition, may also perform the following duties:
 - (i) Removes worn and broken lacing cords and cord fasteners and replaces with new cords and cord fasteners.
 - (ii) Cuts off bottoms of mail bags with a knife.
 - (iii) Operates semi-automatic grommet press.
 - (iv) Operates punch press for knocking out rivets in mail bag hardware.
 - (v) Operates heat-seal machine to place patches on mail bags.
 - (vi) Performs other duties as directed by supervisor.

ORGANIZATIONAL RELATIONSHIPS. Reports to foreman in the mail bag repair unit, or other designated supervisor. Has no supervisory responsibility.

POSTAL FIELD SERVICE

Title: Group Leader, Mail Equipment Handlers
Key Position Reference No. 12

Salary Level: PFS 5

BASIC FUNCTION. At a mail bag facility, serves as working leader of a group of at least 5 or more mail equipment handlers engaged in performing substantially all of the manual and simple clerical functions involved in receiving, examining, storing, and shipping empty mail bags, locks, furniture, and equipment. At a facility having a repair unit, also leads employees engaged in repair and related activities.

DUTIES AND RESPONSIBILITIES.

- (A) Provides immediate direction of, and participates in loading and unloading, checking, storing and shipping functions, and operating materials handling equipment; segregating mail bags by types, sizes, and condition classifications; salvaging scrap canvas, leather and hardware; crating furniture and equipment for shipment, or repairing damaged crates; making routine adjustments on conveyors, wire-tying machines and other equipment when mechanics are not available, and performing simple clerical work such as maintaining bin record cards or records of receipts and dispatches, and preparing strip labels or shipping tags.
- (B) At a facility having a repair unit, provides immediate direction of mail bag examiners and mail equipment handlers engaged in mail bag functions and related activities.
- (C) Receives assignments, well-defined work plans and instructions, and guidance on a job-by-job or day-to-day basis, and sees that the work is carried through to completion in an efficient and effective manner.
- (D) Exercises discretion in assigning employees to tasks, and shifting employees from one assignment to another; requires proper performance of employees in their assigned duties and responsibilities in accordance with prescribed methods and procedures.
- (E) Resolves problems of a routine nature arising during his tour of duty; reports unusual difficulties to his supervisor.
- (F) Instructs new employees as to the methods involved in performing their assignments, and assures that adequate on-the-job training is carried out to promote employee efficiency.
- (G) Provides his immediate supervisor, as requested, with information for personnel actions affecting members of his working group; maintains good morale among employees in the group; provides leadership necessary to secure maximum interest and effort among employees, and promotes cooperation and harmony.
- (H) Performs non-supervisory duties identical with those of his subordinates.

ORGANIZATIONAL RELATIONSHIPS. Responsible to a foreman or other designated supervisor.

POSTAL FIELD SERVICE

Title: Satchel Repairer
Key Position Reference No. 10

Salary Level: PFS-5

BASIC FUNCTION. Repairs or remakes leather and canvas items and fabricates new items on special order.

DUTIES AND RESPONSIBILITIES.

- (A) Uses leather and canvas working tools and equipment and operates various types of heavy duty power sewing machines to repair, remake, or fabricate leather and canvas items such as carrier and collector satchels.
- (B) Operates leather cutting and splitting machine to secure proper sizes and thicknesses of leather used in the work.
- (C) Salvages all usable leather and hardware from condemned leather items.
- (D) Cuts salvaged leather or new canvas to proper size and shape to repair or remake leather and canvas items.
- (E) Fabricates special order items according to specified size, shape, material and appearance.

ORGANIZATIONAL RELATIONSHIPS. Responsible to supervisor of unit in which tasks are performed.