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**SUPERVISOR, VEHICLE MAINTENANCE, EAS-15**

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**FUNCTIONAL PURPOSE**

Provides first line supervision over postal employees engaged in automotive repair, preventive maintenance, and service work on postal vehicles.

**DUTIES AND RESPONSIBILITIES**

1. Schedules work assignments for subordinate employees, making effective use of specialized or skilled employees.
2. Supervises a small- to medium-size work force.
3. Reviews work orders, making adjustments when necessary; checks quality of preventive maintenance and repair work, ensuring proper vehicle performance and priority schedules.
4. Makes estimates and recommendations required for major repair work.
5. Provides on-the-job instruction on new repair techniques, the proper use of specialized equipment or tools and any other needed techniques or procedures.
6. Provides advice and consultation to all perimeter offices under the jurisdiction of the vehicle maintenance facility.
7. Maintains required statistical records and reports, and ensures that necessary parts and equipment are requisitioned.
8. Coordinates the activities of the vehicle maintenance shop with other supervisory employees.
9. Investigates accidents and prepares the necessary paperwork.
10. Has occasional phone and personal contact with automotive parts, fuel suppliers, and with the general public when providing information on surplus vehicles and obtaining accident investigation information.
11. Exercises supervisory responsibility for the protective care and effective use of equipment with particular regard for mechanized equipment.
12. Exercises a high regard for the safety of self and others.

**SUPERVISION**

Manager, Fleet Operations; or other designated supervisor.

**SELECTION METHOD**

See Handbook EL-311, Section 540 - Selection Policies For Nonbargaining Positions.

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**SUPV VEHICLE MAINTENANCE EAS-17**

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**FUNCTIONAL PURPOSE**

Supervises a medium size group of craft employees performing automotive repair, preventive maintenance, and service work on postal vehicles; ensures proper vehicle performance, the efficient scheduling and completion of work, the most effective use of resources, and cost-effective maintenance and repair work.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the scheduling, coordination, and timely completion of periodic preventive maintenance for all vehicles under the jurisdiction of the vehicle maintenance facility.
2. Reviews and adjusts work orders, evaluating and determining priorities; schedules and assigns work; and checks the quality of completed preventive maintenance and repair work.
3. Prepares repair cost estimates, and determines if work should be completed in-house or contracted out, considering such factors as costs, workload, and employee and equipment capabilities; makes recommendations as to whether vehicles should be overhauled or replaced; and authorizes major repair work.
4. Supervises, conducts, and administers environmental and recycling programs to ensure compliance with local and national regulations and standards; maintains required federal, state, and local reports and records.
5. Administers contracts for vehicle maintenance repairs and services; coordinates, monitors, and evaluates contracted work; and supervises the enforcement of all provisions of new vehicle warranty claims and the rework of unsatisfactory contractor repairs.
6. Supervises the sale of surplus vehicles, including providing information to the general public; coordinates with the general public regarding the repair of private vehicles involved in accidents with postal owned vehicles.
7. In the absence of a dedicated vehicle supplies supervisor, supervises stockroom operations and the requisitioning of required parts, equipment, and supplies.
8. May supervise the operations of one or more auxiliary garages.
9. Provides technical advice and guidance regarding both in-house and contractor repairs to all offices under the jurisdiction of the vehicle maintenance facility.
10. Coordinates the activities and operation of the vehicle maintenance shop with supervisors both within the facility and at offices under its jurisdiction.
11. Supervises and participates in reporting activities required to collect, track, measure, evaluate, and improve vehicle maintenance shop performance.

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**SUPV VEHICLE MAINTENANCE EAS-17**

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12. Provides budget development input, and monitors and controls costs within budget allocations.
13. Evaluates employee work performance and identifies training needs; provides on-the-job instruction on repair techniques, and the proper use of specialized equipment, tools, and shop procedures; ensures that employees receive remedial, developmental, and refresher training.
14. Meets with union representatives to discuss issues and participates in the resolution of grievances; and initiates action to correct performance and discipline problems.
15. Ensures employee compliance with established safety, environmental, and recycling policies and procedures; inspects work areas and equipment; and investigates vehicle maintenance employee accidents and prepares required reports.
16. Exercises supervisory responsibility for the protective care and effective use of equipment, including diagnostic and computerized equipment and systems.

**SUPERVISION**

Manager, Vehicle Maintenance or Manager, Vehicle Maintenance Facility

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**SUPERVISOR, VEHICLE SUPPLIES, EAS-16****FUNCTIONAL PURPOSE**

Supervises the procurement, warehousing, inventory, and distribution of vehicle parts and repair supplies for a district including vehicle maintenance facilities and auxiliary garages.

**OPERATIONAL REQUIREMENTS**

Position authorization determined by Headquarters.

**DUTIES AND RESPONSIBILITIES**

1. Supervises the acquisition of spare parts and vehicle repair supplies from all sources including centralized procurement, blanket purchase agreement (BPA), and emergency purchase procedures; inspects new stock for quality upon delivery.
2. Oversees and coordinates automatic replenishment systems for maintenance supplies for all vehicle maintenance facilities within a district.
3. Supervises the warehousing of tools, parts, and supplies including maintenance of inventory controls; analysis of tools and parts usage including turnover rates; and recommends modifications to acquisition cycles to eliminate excessive inventories.
4. Establishes issuance controls based on current regulations; supervises the accurate maintenance of transaction records for items received and issued.
5. Supervises stockroom operations at vehicle maintenance facilities throughout a district and ensures proper procedures are practiced by local vehicle maintenance employees.
6. Provides technical guidance to managers and others on proper stockroom organization and operation; emergency purchase procedures; and elimination of excessive inventories.
7. Has regular contact with spare parts and vehicle maintenance supplies vendors.
8. Prepares estimates for and administers a large-size budget for vehicle parts and supplies.
9. Exercises a normal regard for the safety of self and others with particular emphasis on ensuring employee compliance with established safety policies and procedures; identifies and eliminates safety hazards in the vehicle maintenance stockroom.
10. Exercises supervisory responsibility for the protective care of a stock of vehicle maintenance tools and parts of a high dollar value; establishes accountability procedures and ensures compliance.
11. Assists in the oversight of vehicle maintenance contracts.

**SUPERVISION**

Manager, Vehicle Maintenance

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**SUPERVISOR, VEHICLE SUPPLIES, EAS-16**

**REQUIREMENTS**

1. Knowledge of postal policies, procedures and regulations regarding procurement and supply, inventory control, and issuance of tools and parts.
2. Knowledge of inventory and issuance control techniques and practices, including automatic replenishment systems, acquisition cycles, turnover rate analysis, accountability procedures, and stockroom organization and operation.
3. Ability to manage, including planning, organizing, directing and monitoring programs, projects, and the work of people to meet organizational goals.
4. Ability to communicate orally and in writing sufficient to prepare reports and make recommendations, provide technical guidance to managers and others, and interact with vendors.
5. Ability to administer a budget and to control operating costs within budget allocations.
6. Ability to evaluate contract compliance.

**SELECTION METHOD**

See Handbook EL-211, Section 540 - Selection Policies for Nonbargaining Positions.

**SELECTION REQUIREMENTS**

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STANDARD POSITION DESCRIPTION

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SIGNATURE

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JOB TITLE

Supervisor, Body Shop

I. FUNCTIONAL PURPOSE

Supervises a small sized work force engaged in automotive vehicle body repair for a large post office.

II. RESPONSIBILITY FOR

1. Public Contact

Has occasional contact with insurance adjusters about vehicle accidents and damage to vehicles.

**B. RESPONSIBILITY FOR (Continued)**

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

Exercises supervisory responsibility for the normal protective care of tools and equipment used.

**3. Personnel**

Takes personnel action for and supervises a small sized work force of body and fender repairmen and other workers.

**4. Work of Others**

**5. Budget**

**6. Safety**

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

III. DUTIES PERFORMED IN EXECUTING THE RESPONSIBILITIES

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1. Supervises a small sized work force engaged in automotive vehicle body repair.
2. Establishes body shop work practices; prepares work orders, and assigns employees to tasks.
3. Conducts a continuous on-the-job training program for body shop employees.
4. Reviews vehicle damage, establishes repair time and material costs, and determines the approach to repair of salvages.
5. Inspects finished work to ensure its acceptability.
6. Maintains vehicle repair histories and prepares statistical reports.



IV. REQUIREMENTS FOR POSITION

1. Disciplines Acquired through Formal Schooling or Training

Vocational level understanding of body and fender repair work.

2. Experience

Extensive experience in body and fender repair work, including activities and supervision over the work of others. Well-developed human relations and communications skills.

3. Physical Requirements

4. Other Desirable Characteristics and Skills

V. NORMAL WORKING CONDITIONS

A normal garage environment.

VI. DEGREE OF DIRECTION OR SUPERVISION REQUIRED

Diversified procedures and standards under general supervision.

VII. NORMALLY SUPERVISED BY

General Supervisor Vehicle Maintenance or designated Supervisor.