

BARGAINING UNIT QUALIFICATION STANDARD
0300f
(2330-0031) VEHICLE OPERATIONS AND MAINTENANCE ASSISTANT—PS-6

DOCUMENT DATE: January 14, 2003

FUNCTION:

Conducts the vehicle maintenance and operations program for postal-owned vehicles at one or more post offices within the geographic area supported by a designated vehicle maintenance facility (VMF).

DESCRIPTION OF WORK:

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

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to perform minor vehicle repairs.
3. Ability to maintain records and prepare reports.
4. Sufficient knowledge of automotive equipment to evaluate commercial repairs and invoices.
5. Ability to monitor local vehicle operations for the purpose of identifying and recommending changes to improve service, minimize costs, and maximize vehicle utilization.
6. Ability to communicate orally sufficient to express spoken ideas or facts clearly and logically when answering questions, giving directions, and providing information.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to efficiently perform the duties of the position.

ADDITIONAL PROVISIONS:

At the time of appointment applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training including demonstration of the ability to safely drive a vehicle of the type used on the job.