

STD JOB DESCRIPTION

U.S. Postal Service

SUPV TRANSPORTATION OPERATIONS (EAS-17)
OCCUPATION CODE: 2330-0040

FUNCTIONAL PURPOSE:

Supervises, on an assigned tour, the local dispatching and movement and mail transportation vehicles on scheduled and non-scheduled runs; ensures efficient and timely movement of mail.

DUTIES AND RESPONSIBILITIES:

1. Supervises the assignment, movement and dispatching of Motor Vehicle Service and Highway Contract Route vehicles; ensures vehicle availability to meet installation's dispatch requirements.
2. Plans and adjusts vehicle transportation routes and schedules; ensures that they interface with outside carrier schedules; responds to emergency needs.
3. Assigns vehicles, issues schedules, keys and trip reporting devices; verifies arrivals/departures and utilization data; takes appropriate action to provide replacement vehicles when necessary.
4. Inspects incoming and outgoing vehicles to ensure proper utilization of vehicles, mail destination and security; ensures that vehicles are operated in a safe manner; investigates and/or cites violations against vehicle operators; provides remedial training as required.
5. Maintains a vehicle control and dispatching system and related records on location, availability and movement of trucks, tractors and trailers.
6. Provides on-the-job training for new employees and orientation for highway contractors.
7. Coordinates the orderly scheduling of postal vehicle maintenance to prevent delays and down-time.
8. Supervises a medium size workforce.
9. Has frequent contact with drivers of contractor's vehicles for spotting and pick-ups; has regular contact with drivers of customer's trucks and with large volume mailers regarding mailing pick-up.
10. Provides input for the development of the plant transportation budget.

SUPERVISION:

Manager, Transportation and Networks; or other designated supervisor