
LABORER, CUSTODIAL, PS-03

FUNCTIONAL PURPOSE

Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment.

DUTIES AND RESPONSIBILITIES

1. Makes or assists in making minor maintenance repairs to building and equipment.
2. In smaller buildings assists the fireman-laborer in firing the boiler; in firemen-laborer's absence fires and cleans the boiler.
3. Operates a variety of power driven equipment such as floor scrubbers, floor sanders, waxers, and wall washers; adjusts brushes, buffers, and other attachments on machines; uses wax, polish, and other protective agents appropriate for the various surfaces; washes walls and ceilings from scaffolding.
4. Performs general laboring duties such as uncrating and assembling furniture and fixtures using bolts and screws for assembly, loading and unloading supplies and equipment.
5. Performs janitorial duties such as cleaning, scrubbing, waxing, and polishing floors; washes walls and ceiling; dusts furniture and fixtures; cleans hardware and toilet fixtures; washes windows; cares for lawns and shrubs; cleans sidewalks and driveways and removes ashes, snow and ice.
6. In addition, may: operate elevator, stack supplies in storage rooms and on shelves; move furniture and equipment.

309

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

BLDG/EQUIP MAINT

(Continued on Next Page)

GROUP LEADER, CUSTODIAL, PS-04

FUNCTIONAL PURPOSE

In accordance with specific instructions, or well defined work assignments furnished by supervisor, oversees the work of up to approximately 15 laborers, janitors and cleaners performing general laboring and cleaning duties.

DUTIES AND RESPONSIBILITIES

1. Assigns tasks to be performed by laborers, janitors and cleaners.
2. Checks performance of employees both during and upon completion of assignments.
3. Instructs new employees in cleaning methods and in the proper use of tools and equipment.
4. Oversees the moving of furniture and equipment.
5. In addition may perform laboring tasks as required; acts for supervisor in that person's absence.

SUPERVISION

Supervisor of unit to which assigned.

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SELECTION METHOD

Senior Qualified when filled from Custodial Laborer (Lvl 3) 3502-03XX, SP 6-13. Best Qualified when filled from any other position.

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0008

(End of Document)

LABORER, CUSTODIAL, PS-03

FUNCTIONAL PURPOSE

Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment.

DUTIES AND RESPONSIBILITIES

1. Makes or assists in making minor maintenance repairs to building and equipment.
2. In smaller buildings assists the fireman-laborer in firing the boiler; in firemen-laborer's absence fires and cleans the boiler.
3. Operates a variety of power driven equipment such as floor scrubbers, floor sanders, waxers, and wall washers; adjusts brushes, buffers, and other attachments on machines; uses wax, polish, and other protective agents appropriate for the various surfaces; washes walls and ceilings from scaffolding.
4. Performs general laboring duties such as uncrating and assembling furniture and fixtures using bolts and screws for assembly, loading and unloading supplies and equipment.
5. Performs janitorial duties such as cleaning, scrubbing, waxing, and polishing floors; washes walls and ceiling; dusts furniture and fixtures; cleans hardware and toilet fixtures; washes windows; cares for lawns and shrubs; cleans sidewalks and driveways and removes ashes, snow and ice.
6. In addition, may: operate elevator, stack supplies in storage rooms and on shelves; move furniture and equipment.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0002

(End of Document)

LABORER, CUSTODIAL, PS-03

SELECTION METHOD

Senior Qualified

SELECTION REQUIREMENTS

TEST 911

QUALIFICATION STANDARD

3500C

(End of Document)

Cleaner—Level 1 (3565-01)
Custodian—Level 2 (3566-04)
Laborer, Custodial—Level 3 (3502-03)
Laborer, Custodial—Level 3 (3502-1019)
Laborer, Custodial (MES)—Level 3 (3502-1022)

Document Date: November 30, 1987

Function

Cleaner: Performs a variety of light cleaning and housekeeping tasks in connection with the custodial maintenance of a postal installation.

Custodian: Performs manual laboring duties in connection with custody of an office or building.

Laborer, Custodial: Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment.

Description of Work

See Handbook EL-201 (P-1), *Standard Position Descriptions*, for the occupation code given above.

Proficiency Requirements

The abilities contained in this section are requirements which all applicants must meet to be considered minimally acceptable. Applicants will be rated on each ability listed below.

1. For Laborer, Custodial position—Ability to use hand tools, such as power cleaning equipment (waxers, polishers, mowers, etc.).
2. Ability to work without immediate supervision.
3. Ability to interpret instructions and follow simple signs and directions.
4. For Custodian and Laborer, Custodial positions—Ability to handle weights and loads beyond "normal" type functions of a position.

Examination Requirements

Applicants must demonstrate the ability to interpret instructions and follow simple signs and directions. This must be demonstrated by successful completion of Postal Service Test 911.

Additional Provisions

1. Competitors for Laborer, Custodial positions may be required to show that they are able to operate power cleaning equipment. Competitors for Cleaner positions may be required to show that they have cleaning experience in a supervised work environment. If these requirements are used, competitors who do not meet the appropriate requirements for these positions are ineligible and need not be rated further.
2. Applicants must be physically able to perform efficiently the duties of the position which may involve the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters. Corrective lenses are permitted.

BARGAINING UNIT QUALIFICATION STANDARD
4749a
(4749-03XX) MAINTENANCE MECHANIC - LEVEL 6

DOCUMENT DATE: March 18, 2006

FUNCTION:

Independently performs semiskilled preventive, corrective, and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings, and building equipment, customer service and delivery equipment.

DESCRIPTION OF WORK:

See the Standard Position Descriptions 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. The numbers in parentheses reflect KSA item numbers.

(1) Knowledge of basic mechanics refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic, and hydraulic devices.

(2) Knowledge of basic electricity refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.

(5) Knowledge of safety procedures and equipment refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic) and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

(8) Knowledge of lubrication materials and procedures refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved with lubrication materials such as oils, greases, and other types of lubricants.

(9) Knowledge of cleaning materials and procedures refers to the terminology, characteristics, storage, preparation, disposal, and usage techniques involved in application and removal of cleaning materials such as alcohols, solvents, detergents, and degreasers. Included is an understanding of the use of compressed air and vacuum type cleaning procedures.

(19) Ability to perform basic mathematical computations refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(21) Ability to apply theoretical knowledge to practical applications refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance applications such as troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

(23) Ability to use written reference materials refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) Ability to communicate in writing refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance operations, and other personnel.

(25) Ability to communicate orally refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations and other personnel.

(26) Ability to follow instructions refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) Ability to work under pressure refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) Ability to work with others refers to the ability work safely and efficiently in cooperation with fellow employees to perform the duties of the position.

(29) Ability to work without (immediate) supervision refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

(30) Ability to work from heights refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) Ability to use hand tools refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) Ability to use portable power tools refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(33) Ability to use shop power equipment refers to the knowledge of, and proficiency with shop machines such as bench grinders, drill presses, and table/band saws.

(35) Ability to use technical drawings refers to the ability to read and comprehend technical materials such as diagrams, schematics, flow charts, and blueprints.

(36) Ability to use test equipment refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, circuit tracers, amprobes, and RPM meters.

EXAMINATION REQUIREMENTS:

Applicants for all positions must complete the appropriate written examination. For positions filled through the Maintenance Selection System, an applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

PHYSICAL REQUIREMENTS:

Applicants must be physically able to perform efficiently the duties of the position which may require arduous exertion involving the following: standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time; and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces

and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

ADDITIONAL PROVISIONS:

(A) Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.

(B) Applicants must be able to qualify to operate powered industrial equipment.

(C) For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type use on the job. Employees may be required to drive motor vehicles in all kinds of traffic and road conditions.

(D) The knowledge and abilities contained in this section are not actual requirements and are not to be used as the basis for disqualification. These are desirable factors which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

(15) Knowledge of carpentry refers to the terminology, materials, techniques, and procedures used in carpentry applications such as form construction, building framing, and interior and exterior finishing projects.

(17) Knowledge of plumbing refers to the terminology, materials, techniques, and procedures used in plumbing applications such as installing pipe and tubing, making joints, repairing flush and float valves, and cleaning drains.

(18) Knowledge of painting refers to the terminology, materials, techniques, and procedures used in painting applications such as surface preparation, application procedures and usage of protective/identifying materials (e.g., enamels, varnishes, plastics, stains, sealants, decals), and painting equipment.

(22) Ability to detect patterns refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related.

(37) Ability to solder refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

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