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

SELECTION METHOD:

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

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QUALIFICATIONS

<div align="right">U.S.Postal Service</div>

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DOCUMENT DATE: August 24, 2002

REQUIREMENTS:

1. Knowledge of dispatching and scheduling for vehicle fleet operations.

2. Ability to supervise a workforce, employee and contractor, engaged in transporting mail.

3. Ability to plan and adjust routes and schedules to ensure efficient and timely movement of mail, including adjustments to meet emergency needs.

4. Ability to inspect vehicles for proper utilization and safety.

5. Ability to investigate safety and traffic law incidents.

6. Ability to provide training and orientation to employees and contractors.

7. Ability to resolve scheduling issues with customers and postal operations personnel.

8. Ability to monitor transportation operations, including arrival/departure data, vehicle utilization and availability, maintenance schedules, and take action to optimize operations.

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