



\*\*\*\*\* **POST ON ALL BULLETIN BOARDS**\*\*\*\*\*

August 15, 2018

MEMORANDUM FOR: ALL CAREER CRAFT EMPLOYEES IN THE  
CHARLOTTE BID CLUSTER

SUBJECT: OPPORTUNITY ANNOUNCEMENT  
BEST QUALIFIED – TRAINING TECHNICIAN PEDC, P7-07

This is to afford all interested **CAREER CRAFT** employees in the Charlotte Bid Cluster, the opportunity to make application for the vacancy shown below:

<u>JOB ID</u>	<u>INSTALLATION</u>	<u>P/L</u>	<u>HOURS</u>	<u>SDO</u>	<u>VACATED</u>
71819778	LD&D CHARLOTTE P&DC	062	0800-1700	Sat/Sun	7/21/2018

**METHOD OF APPLICATION**

Submit your eCareer candidate profile addressing **KSAs 1 through 11**. There are no examination or Driving Requirements but Physical Requirements must be met. **APPLICANTS WHO DO NOT ADDRESS ALL OF THE REQUIREMENTS WILL BE DISQUALIFIED FROM CONSIDERATION.** (See Bargaining Unit Qualification Standard).

**METHOD OF SELECTION:**

The best qualified applicant meeting the stated requirements and provisions will be selected for the position based on their application, Official Personnel Folder, Interviews, and any other pertinent information relative to the applicant.

**CLOSING DATE**

Applications will be accepted by Joi Kirk, Manager, Learning, Development and Diversity (LD&D), 2901 Scott Futrell Drive, Charlotte North Carolina 28228-9962, until **Close of Business on Friday, August 24, 2018.**

*Barbara J. Brown*

Barbara J. Brown  
Human Resources Generalist (Principal)

**STD JOB DESCRIPTION**

U.S.Postal Service

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**TRAINING TECHNICIAN PEDC (P7-07)**  
**OCCUPATION CODE: 1712-34XX**

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**FUNCTIONAL PURPOSE:**

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

**DUTIES AND RESPONSIBILITIES:**

1. Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.
2. Applies accepted principles of learning to all instructor assignments.
3. Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.
4. Coordinates the development of training plans for classroom and on-the-job instruction.
5. Applies the most effective technique(s) of instruction to accomplish specific learning objectives.
6. Uses a variety of training devices and visual aids.
7. Informs employees of standards and criteria used to evaluate satisfactory performance.
8. Maintains accurate training records in accordance with approved procedures.
9. Occasionally performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor assigned to the training function.

**SELECTION METHOD:**

Best Qualified selection on an office wide basis regardless of craft.

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0017

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**Doc Date: 11/02/1994****Occ Code: 1712-34XX**

**QUALIFICATIONS**

U.S.Postal Service

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**TRAINING TECHNICIAN PEDC (P7-07)**  
**OCCUPATION CODE: 1712-34XX**

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**BARGAINING UNIT QUALIFICATION STANDARD**1712  
(1712-34XX)

TRAINING TECHNICIAN PEDC

**DOCUMENT DATE:** November 30, 1987**FUNCTION:**

Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

**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 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.

B-4. Ability to work without immediate supervision.

B-6. Ability to use reference materials and manuals.

B-10. Ability to maintain records and prepare reports.

B-11. Ability to perform effectively under the pressures of the position.

B-14. Ability to interpret instructions, specifications, etc.

B-19. Ability to instruct.

B-28. Knowledge of different relevant lines of work.

B-39. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.

B-45. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.

B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.

B-53. Ability to work with others.

**EXPERIENCE REQUIREMENTS:**

Applicants must have three years of practical and progressive general experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.

This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been demonstrated by one or any combination of the following:

Experience as a teacher or instructor.

Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching.

Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.

Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.

Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training must show the ability to perform the duties of the position.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

#### **ADDITIONAL PROVISIONS:**

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 used on the job.

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**Doc Date: 06/01/2005**

**Occ Code: 1712-34XX**