

QUALIFICATIONS

U.S.Postal Service

**TOOL & PARTS CLK (P7-06)
OCCUPATION CODE: 6904-01XX**

BARGAINING UNIT QUALIFICATION STANDARD6904A
(6904-01XX)

TOOL AND PARTS CLERK

DOCUMENT DATE: MARCH 16, 2019**FUNCTION:**

Requisitions, receives, stores, issues, and accounts for a wide variety of parts, tools, and supplies used in the maintenance of motor vehicles.

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.

Ability to work without immediate supervision.

Ability to use reference materials and manuals.

Ability to safely perform the duties common to the position.

Ability to maintain records and prepare reports.

Ability to perform effectively under the pressures of the position.

Ability to plan, lay out, and set up work independently.

Ability to interpret instructions, specifications, etc.

Ability to estimate time and material.

Ability to inspect.

Ability to work with others.

EXPERIENCE REQUIREMENTS:

Applicants must have two years of experience in which a knowledge of a variety of parts, tools, and supplies was gained.

Successful completion of a full 4-year high school course including credits in commercial or vocational subjects may be substituted for one year of general experience.

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.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment MP (476).

Applicants must demonstrate basic computer skills. This must be demonstrated by successful completion of Postal Service Test 718.

PHYSICAL REQUIREMENTS:

Applicant must be able to perform the physical requirements of the position with or without reasonable accommodation.

ADDITIONAL REQUIREMENTS:

Applicants must have the ability to handle weights and loads included in incidental climbing.

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