
POSTMASTER EAS-16

FUNCTIONAL PURPOSE

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

OPERATIONAL REQUIREMENTS

1. Workload service credits normally fall between 821 and 2,075. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-15 Postmasters in an exempt status only.

DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others, with particular emphasis for ensuring employee compliance with established safety policies and procedures.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

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POSTMASTER EAS-18

FUNCTIONAL PURPOSE

Manages the operation of a small- to medium-size city post office, having a limited distribution activity and providing any combination of city, rural, and highway contract route mail delivery and collection, and sales of Postal Service retail products and services.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 2076 and 5500. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

SUPERVISION

Manager, Post Office Operations.

SELECTION METHOD

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

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POSTMASTER EAS-20

FUNCTIONAL PURPOSE

Manages the operation of a small- to medium-size city post office, having a limited distribution activity and providing any combination of city, rural, and highway contract route mail delivery and collection, and sales of Postal Service retail products and services.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 5501 and 13,000. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. Supervises directly or through a subordinate supervisor, a medium-size group of carriers and clerks.
12. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

SUPERVISION

Manager, Post Office Operations

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POSTMASTER EAS-20

SELECTION METHOD

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

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POSTMASTER EAS-21

FUNCTIONAL PURPOSE

Manages, through subordinate supervisors, the operation of a medium- to large-size post office, providing distribution, delivery, collection, and window service; may provide for the operation of stations or branches within the area served.

OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 13,001 and 26,000. These numerical limits are subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Manages, directly or through subordinate supervisors, the operation of a medium- to large-size post office, and the activities of stations or branches within the area served.
2. Manages the development, implementation, and administration of local procedures to meet Postal Service policy and objectives.
3. Manages the preparation and control of a medium- to large-size operating budget.
4. Establishes goals and objectives for the post office to meet standards established by the Region and Headquarters.
5. Manages the implementation and administration of proper safeguards for the welfare of customers and employees, and the security of the mails.
6. Selects locations for contract stations and administers the contracts.
7. Has regular contact with postal customers.
8. Exercises managerial responsibility for the protective care of all equipment, facilities, vehicles, and accountable paper assigned to the office.
9. Manages, through subordinate supervisors, a medium- to very large-size group of employees.
10. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

SUPERVISION

Manager, Post Office Operations

SELECTION METHOD

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

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POSTMASTER EAS-22

FUNCTIONAL PURPOSE

Manages, through subordinate supervisors, the operation of a medium- to large-size post office, providing distribution, delivery, collection, and window service; may provide for the operation of stations or branches within the area served.

OPERATIONAL REQUIREMENTS

Workload service credits normally exceed 26,000. This numerical figure is subject to the rules of tolerance and credit for exceptions.

DUTIES AND RESPONSIBILITIES

1. Manages, directly or through subordinate supervisors, the operation of a medium- to large-size post office, and the activities of stations or branches within the area served.
2. Manages the development, implementation, and administration of local procedures to meet Postal Service policy and objectives.
3. Manages the preparation and control of a medium- to large-size operating budget.
4. Establishes goals and objectives for the post office to meet standards established by the Region and Headquarters.
5. Manages the implementation and administration of proper safeguards for the welfare of customers and employees, and the security of the mails.
6. Selects locations for contract stations and administers the contracts.
7. Has regular contact with postal customers.
8. Exercises managerial responsibility for the protective care of all equipment, facilities, vehicles, and accountable paper assigned to the office.
9. Manages, through subordinate supervisors, a large group of employees.
10. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

SUPERVISION

Manager, Post Office Operations

SELECTION METHOD

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

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SUPV CUSTOMER SERVICES EAS-17

FUNCTIONAL PURPOSE

Supervises a group of employees in the delivery, collection, and distribution of mail, and in window service activities within a post office, station or branch, or detached unit.

DUTIES AND RESPONSIBILITIES

1. Supervises carrier activities; evaluates the daily workload and makes carrier and route assignments; calls and assigns auxiliary carriers and messengers; makes temporary changes in routes and time schedules and authorizes overtime work.
2. Supervises the distribution and dispatch of mail and other mail handling activities, including handling change of address mail; ensures that proper procedures are followed related to receipt, recording, and delivery of accountable mail.
3. Supervises window services to the public, including sale of stamps and other accountable paper; providing special services such as Express Mail, box rental, and acceptance of advance deposits; providing information on postal services; setting meters; and accepting mail at public windows; conducts audits of employee flexible accountabilities.
4. Establishes work schedules and allocates work hours to meet service requirements; reschedules assignments based on changes in mail volume and human resource availability.
5. Analyzes delivery operations, mail flows, and retail operations within the work unit using observation, data analysis, and computer models; makes recommendations to improve operations.
6. Conducts or oversees mail counts and inspections; analyzes factors such as office practices, safety conditions, route layout, and delivery methods to determine if routes are laid out properly; makes recommendations for route adjustments and other efficiency improvements.
7. Ensures compliance with vehicle maintenance and inspection schedules; monitors vehicle service contracts; may investigate vehicle accidents.
8. Supervises a medium-size group of craft employees; provides on-the-job training; ensures complete training in current operating and safety procedures; assesses employee performance and provides guidance and direction to employees regarding work performance; makes recommendations for performance improvement; and ensures development of employees in the work unit.
9. Establishes effective work team relationships; involves employees in decisions that affect them; and encourages decision making at the lowest possible level.
10. Has frequent contact with the public, large volume mailers, and representatives of community, business, or mailing organizations to respond to mailing inquiries.

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SUPV CUSTOMER SERVICES EAS-17

11. Supervises and participates in record-keeping of work hours, mail volumes, cost ascertainment data, carrier transportation costs, accident and injury occurrences and costs, and personnel time and attendance.
12. May personally perform certain non-supervisory tasks in order to meet established service standards, consistent with the provision of Article I, Section 6, of the National Agreement.

SUPERVISION

Postmaster or Manager, Customer Services, or designated unit manager.

SELECTION METHOD

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

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