

## MAIL HANDLER, MH-04

**FUNCTIONAL PURPOSE**

Loads, unloads, and moves bulk mail and performs other duties incidental to the movement and processing of mail.

**DUTIES AND RESPONSIBILITIES**

1. Unloads mail from trucks. Separates all mail received from trucks and conveyors for dispatch to other conveying units and separates and delivers mail for delivery to distribution areas.
2. Places empty sacks or pouches on racks, labels them where prearranged or where racks are plainly marked, dumps mail from sacks, cuts ties, faces letter mail, carries mail to distributors for processing, places processed mail into sacks, removes filled sacks and pouches from racks and closes and locks sacks and pouches. Picks up sacks, pouches, and outside pieces, separates outgoing bulk mails for dispatch and loads mail onto trucks.
3. Handles and sacks empty equipment; inspects empty equipment for mail and restrings sacks.
4. Cancels stamps on parcel post, operates cancelling machines, carries mail from cancelling machine to distribution cases.
5. Assists in supply and slip rooms and operates copy machine and related office equipment.
6. In addition, may perform any of the following duties: make occasional simple distribution of parcel post mail that requires no scheme knowledge; operate electric fork lifts; rewrap damaged parcels; weigh incoming sacks; clean and sweep work areas, offices, rest rooms, and trucks where work is not performed by a regular cleaner.
7. With approval of the Chief Postal Inspector, acts as an armed guard for valuable registry shipments and as a watchman and guard around post office building.

**SUPERVISION**

Supervisor, Distribution operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

STD POSITION DESCRIPTION

U. S. Postal Service

MAIL HANDLER, MH-04

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**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0008

(End of Document)

Document Date: 11-02-94

Occupation Code: 2315-01XX

## MAIL EQUIPMENT HANDLER, MH-04

**FUNCTIONAL PURPOSE**

At a post office mail bag consolidation point, performs all of the manual and simple clerical functions involved in receiving, segregating, consolidating, storing and shipping of empty mail bags.

**DUTIES AND RESPONSIBILITIES**

1. Separates bundles of mail bags by types and sizes; separates mixed bags by type, size, and whether serviceable or unserviceable.
2. Applies prescribed standards as set forth in the Postal Manual to determine whether mail bags are serviceable or unserviceable.
3. Consolidates bags into full bundles; completes and attaches proper labels to bundles according to contents.
4. Stores bundles in prescribed space by type and size; lifts bundles on and off nutting trucks, pallets, or conveyors; moves bundles by manual or powered methods including walking or riding tow, or forklift. Loads and unloads railroad cars and trucks.
5. Condemns mail bags which obviously are unfit for further use; removes cord fasteners and label holders from condemned bags and prepares salvaged articles for return to nearest depository; notifies supervisor of the number, type, and size of mail bags condemned.
6. Keeps records of mail bags received, segregated, consolidated, placed in storage, removed from storage, and dispatched.
7. Remains alert to detect mislabeled and incorrectly packed bundles; reports names of offending post offices to supervisor.
8. Uses semiautomatic or hand-operated wire-tying machines in bundling mail bags.
9. In addition, may perform any of the following duties: adjust wire-tying machines or replacing parts when mechanics are not available; sweeps and cleans work areas as required.

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STD POSITION DESCRIPTION

U. S. Postal Service

MAIL EQUIPMENT HANDLER, MH-04

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**SUPERVISION**

Supervisor, Distribution Operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0008

(End of Document)

Document Date: 11-02-94

Occupation Code: 3502-01XX

MAIL HANDLER EQUIPMENT OPERATOR, MH-05

**FUNCTIONAL PURPOSE**

Operates a jitney, fork-lift or pallet truck for the movement of mail, and performs other mail handler functions as required.

**DUTIES AND RESPONSIBILITIES**

1. Operates a jitney, fork-lift or pallet truck, as a qualified licensed driver in the performance of transporting mail within a postal facility.
2. Moves empty equipment utilized in transporting mail to storage or staging area.
3. Performs routine safety inspection of vehicular equipment utilized; reports deficiencies.
4. Observes established safety practices and requirements.
5. Performs other mail handler duties when not occupied as a licensed driver.

**SUPERVISION**

Supervisor, Distribution operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0010

(End of Document)

## GROUP LEADER, MAIL HANDLERS, MH-05

**FUNCTIONAL PURPOSE**

Serves as working leader of a group of a least five mail handlers in an assigned work unit engaged in separating, piling, loading, and unloading of incoming and outgoing bulk mails and outside parcels on post office platforms, and at other points where bulk mails are separated, or work units assigned to culling, facing, or canceling pieces of mail.

**DUTIES AND RESPONSIBILITIES**

1. Controls and guides a work unit of mail handlers and participates in the nonscheme separation of incoming or outgoing bulk mails, the dumping and sorting of incoming and outgoing bulk mails at primary handling units, the loading and unloading of motor vehicles and platform trucks, and the operation of materials-handling equipment. Controls nondistribution work units requiring mail handlers, such as the culling area, facing tables and canceling operation.
2. Assures that bins, skids, or hampers are available and full loads are promptly moved, that each mail handler is assigned a fair share of the load, and that each mail handler understands the work to be done.
3. Receives assignments and well-defined work plans and instructions on a job-by-job or day-to-day basis; ensures that work is carried through to completion efficiently and effectively.
4. Assigns employees in the group, as instructed by a supervisor, to individual tasks, and shifts employees from one assignment to another to meet fluctuating workloads; requires proper performance of employees in their assigned duties and responsibilities in accordance with prescribed methods, procedures, and safety practices.
5. Resolves problems of a routine nature arising during the tour of duty; reports unusual difficulties to supervisor.
6. Instructs new employees in the various aspects of their assignments and assures that adequate on-the-job training is carried out to promote employee efficiency.
7. Provides immediate supervisor with information for personnel actions affecting members of the group; maintains morale among employees in the group; provides leadership necessary to secure maximum interest and effort among employees, and promotes cooperation and harmony.

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STD POSITION DESCRIPTION

U. S. Postal Service

GROUP-LEADER, MAIL HANDLERS, MH-05

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8. Performs nonsupervisory duties identical with those of employees in the group.

**SUPERVISION**

Supervisor, Distribution Operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0012

(End of Document)

Document Date: 11-02-94

Occupation Code: 2315-02XX

## LABEL MACHINE OPERATOR, MH-04

**FUNCTIONAL PURPOSE**

Operates various machines to print labels and facing slips required in mail distribution operations of post offices, terminals and airport mail facilities or operates photo composing, photocopying and multilith machines, and performs related work in preparing case labels.

**DUTIES AND RESPONSIBILITIES**

1. Sets up and operates printing machines, adjusting for either labels or facing slips and for differing size and weight of stock.
2. Prepares stencils on stencil-cutting machines, spacing and lining type for proper placement, and using stylus to draw lines and special symbols to be reproduced on labels and facing slips by printing machines.
3. Prepares metal plates on graphotype, cutting, bending, shaping and affixing metal stock to printing arms.
4. Participates in the preparation of headliner case labels, as directed, by performing such functions as operating photo composing, photocopying and multilith machines; cutting film into strips and cementing strips on mats; spraying reproduced sheets, and cutting labels.
5. Cleans, oils, and adjusts machines to maintain them in proper working order.
6. Packs completed labels and facing slips for delivery; receives and stores supplies of paper stock; maintains schedule of pickup and delivery.

**SUPERVISION**

Supervisor in the label printing center or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

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STD, POSITION DESCRIPTION

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LABEL MACHINE OPERATOR, MH-04

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**KEY POSITION REFERENCE**

KP-0007

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Document Date: 11-02-94

Occupation Code: 4401-05XX

## LABEL PRINTING TECHNICIAN, MH-05

**FUNCTIONAL PURPOSE**

Produces case labels, scheme cards, rack headers, label and facing slips used by post offices and other postal installations in the distribution and dispatch of mails; operates and services machines used to produce these items.

**DUTIES AND RESPONSIBILITIES**

1. Sets up and operates label printing machines to produce labels and facing slips; adjusts machines for either labels or facing slips and for differing size and weight of stock.
2. Prepares metal plates on graphotype, cutting, bending, shaping and affixing metal stock to printing arms to provide good printing rings.
3. Maintains current up-to-date stencil sets, making changes in the sets from mailing directions and case rack diagrams furnished, and changes issued by the regional schemes and routing office to insure proper direction of mail within the installations and in transit to destinations.
4. Based on knowledge of mail distribution methods gives instructions to the typist to make necessary corrections in format, title abbreviations, and symbols on new stencils.
5. Verifies new or changed stencils prepared, removes stencils no longer authorized and inserts new or changed stencils in the sets in proper sequence of printing and usage. Recommends elimination or combining of sets when size of set no longer meets departmental criteria.
6. Ensures the quality of machine output by proper inking, maintenance of proper margins and performing other adjustments designed to produce maximum legibility.
7. Frequently 'makes revisions based on notice of changes after production has started and where correctness of revisions are dependent on technician's knowledge and experience.
8. Maintains machines in proper working order, operating to prevent breakdowns but maintaining maximum production; oils, cleans parts and makes minor repairs to machines.

**SUPERVISION**

Supervisor in label printing center.

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SPD Number: SP-2578

STD POSITION DESCRIPTION

U. S. Postal Service

LABEL PRINTING TECHNICIAN, MH-05

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**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0012

(End of Document)

Document Date: 11-02-94

Occupation Code: 4401-06XX

## MAIL PROCESSING MACHINE OPERATOR, MH-05

**FUNCTIONAL PURPOSE**

Operates mail processing machines such as facer-canceler and related equipment and performs as necessary specified routine maintenance tasks, outlined in duty 3 pursuant to required training in an effort to keep machines in operation following erratic operation of equipment or failure in operation. Must be able to demonstrate ability to consistently operate the facer-canceler and related equipment to maximum efficiency.

**DUTIES AND RESPONSIBILITIES**

1. Operates a mail processing machine such as the facer-canceler and related equipment, which involves feeding mail into and removing mail from the machine.
2. Checks the effectiveness of additional mail handling employees culling, batching and traying mail for the machine(s) by observing and feeding trayed mail received for processing by the machine(s); provides immediate mail handling supervisor with information as to need of mail handling employees for training or direction to insure continuing flow of machinable mail.
3. When malfunctions occur during operating periods, performs routine troubleshooting limited to work which can be accomplished to promptly put the equipment back in operation. For example, checks the feed section of the equipment & removes foreign matter from the mechanism & photocell lamps & related openings. Also visually checks & corrects by replacement or adjustment such conditions as bent guides, mislocated feed fence, defective main feed & reverse rollers, ink felt rollers, & takeaway rollers. Restores displaced inverter belts to pulleys. Replaces scan lamps & observes & corrects loose connections or similar causes for interruption of power supply from building outlet. Fills the ink tank, stirs the ink, adjusts ink flow, replaces fuses & clears jams. However, incumbent does not perform scheduled preventive maintenance or other repair work requiring extensive disassembly of the machine, or requiring shop equipment & complex test devices/procedures.
4. Reports unusual machine difficulties to mail handling supervisor or maintenance personnel.
5. In addition, may perform other mail handling assignments as qualified.

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STD POSITION DESCRIPTION

U. S. Postal Service

MAIL PROCESSING MACHINE OPERATOR, MH-05

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**SUPERVISION**

Supervisor, Distribution Operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0012

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Document Date: 11-02-94

Occupation Code: 2340-45XX

PACKER-SHIPPER, MH-04

**FUNCTIONAL PURPOSE**

Performs work involved in packaging and shipping items printed in the label printing center, and, in the receipt and storage of supplies used in the center.

**DUTIES AND RESPONSIBILITIES**

1. Removes and/or receives completed nonstandard labels, facing slips and scheme cards from production area and arranges items in lots for shipping.
2. Withdraws from storage, standard items needed to complete requisition and combines lots for packaging; reports withdrawals to maintain inventory.
3. Assures that labels and facing slips as ordered are properly packaged, sealed and labeled for delivery to correct postal installations; loads packages on rolling equipment and takes them to dispatch area.
4. Receives, examines and stores supplies of paper stock, stencils, ink, cartons, etc; in stock room or designated storage area; reports additions and withdrawals to maintain current inventory.
5. Places sufficient quantities of paper stock in production area to meet normal daily needs of machine operators.
6. Verifies the shipping destination of finished goods.
7. Performs on the spot quality evaluation prior to packaging finished goods.
8. Consults with supervisor in determining economic lot size of products to be shipped and most convenient packaging size and *configuration*.
9. Performs other job related tasks in support of primary duties.

**SUPERVISION**

Supervisor in label printing center.

**SELECTION METHOD**

Senior Qualified

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STD POSITION DESCRIPTION

U. S. Postal Service

PACKER-SHIPPER, MH-04

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**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0008

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Document Date: 11-02-94

Occupation Code: 7002-03XX

STD POSITION DESCRIPTION

U. S. Postal Service

MAIL REWRAPPER, MH-04

**FUNCTIONAL PURPOSE**

Repairs and rewraps damaged parcels and other mail matter in the damaged parcel unit.

**DUTIES AND RESPONSIBILITIES**

1. Performs all tasks associated with repairing, rewrapping, or reconditioning of damaged parcels of any class, in order to minimize further damage before delivery or dispatch.
2. Cleans packages soiled by spilled liquids or other foreign matter.
3. Assembles loose articles belonging in a damaged parcel, reseals or reforms the parcel.
4. Operates and uses such necessary equipment as: wire strapping machine, heat-sealing machine, various large and small tape dispensers and rubber stamps.
5. Reports to supervisor such things as; unmailable matter found; excessive amount of improperly wrapped parcels from the same mailer; loss from or damage to parcels apparently due to depredation.
6. Examines sacks and pouches to determine condition and whether empty or not.
7. Performs other job related tasks in support of primary duties.

**SUPERVISION**

Supervisor, Distribution Operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0008

(End of Document)

Document Date: 11-02-94

Occupation Code: 2340-27XX



## MAIL HANDLER TECHNICIAN, MH-05

**FUNCTIONAL PURPOSE**

At a centralized pouching point, opening unit or routing point in largest post offices, performs the sorting of pouches, sacks and/or trays of preferential mail and routes them to the appropriate processing or dispatching point. This includes incoming and outgoing surface pouches, incoming and outgoing airmail pouches, transit pouches, incoming and transit sacks of newspapers, and sacks of special delivery and special handling parcels and papers.

**OPERATIONAL REQUIREMENTS**

This position is for use only in sectional centers and other large post offices (over 500 employees) where the volume of incoming, outgoing or transit mail warrants a centralized pouching point or opening unit or routing point substantially on a full-time basis during the tour involved.

**DUTIES AND RESPONSIBILITIES**

1. At a centralized pouching or routing point, examines, sorts and routes several hundred pouches and sacks of preferential mail daily to appropriate processing and dispatching points. While scheme knowledge is not required, incumbent must be familiar with dispatch times and changes in routing at different times of tour. Maintains record of late arriving pouches and sacks and advises supervisory employees of late arriving mail or mail, which fails to make the correct dispatch. Provides on-the-job training for employees assigned to centralized pouching and/or routing points. Performs loading, unloading, dumping, sacking and other mailhandler functions as required.

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## MAIL HANDLER TECHNICIAN, MH-05

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2. At a centralized pouching point or opening unit, performs the sorting of pouches or sacks of preferential mail and routes them to proper processing point; opens and dumps pouches and sacks at the incoming or transit opening unit and separates contents in accordance with classifications. Is responsible for routing mail promptly to pouch racks, newspaper racks, distribution cases and other processing point within each working area. Sorts and routes pouches and sacks to star routes, railroads, highway post offices, and airlines. Maintains records of late arriving pouches and sacks and advises supervisory employees of late arriving mail which fails to make the proper dispatch. Provides on-the-job training to employees assigned to centralized pouching or opening unit. Performs loading, unloading, dumping, sacking and other mailhandling functions as required.

**SUPERVISION**

Supervisor, Distribution operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0012

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STD POSITION DESCRIPTION

U. S. Postal Service

TYPIST-LABEL PRINTING,

MH-04

**FUNCTIONAL PURPOSE**

Prepares label, facing slip and scheme card stencils and types carrier case labels from approved copy or instructions.

**DUTIES AND RESPONSIBILITIES**

1. Prepares stencils on manual or electric stencil cutting machine in accordance with instructions and list furnished.
2. Spaces and lines type for proper placement on stencil according to established format; uses stylus to draw lines and special symbols to be reproduced on labels and facing slips by printing machines.
3. Types labels on carrier case label typewriter or flatbed writing machine from approved copy, observing and following all special markings requested.
4. In addition, may operate mimeograph, addressograph, collator, folder, inserter and sealer machines; prepare notices and charts on a bulletin type typewriter; type correspondence and memorandum from rough drafts or general information.

**SUPERVISION**

Supervisor in label printing center.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0007

(End of Document)

Document Date: 11-02-94

Occupation Code: 0322-04XX

STD POSITION DESCRIPTION

U. S. Postal Service

OFFICE MACHINE OPERATOR, MH-05

**FUNCTIONAL PURPOSE**

Serves as a working leader in charge of a unit engaged in duplicating and reproducing material.

**DUTIES AND RESPONSIBILITIES**

1. Schedules reproduction work for organizational units to provide material requested in quantities and at time required; makes revisions in daily schedules to meet high priority work; determines the most effective and economical process to use and the type and size of paper.
2. Outlines and assigns work to employees operating office machines.
3. Detects technical difficulties in the machine operation and makes minor adjustments to the machines; maintains the machines in accordance with manufacturers' maintenance schedules; calls manufacturer for service as necessary.
4. Maintains centralized address files for use in distribution of reproduced materials.
5. As required, operates any of the office machines in order to meet work schedule requirements.
6. In addition, may open, separate, and distribute mail within the administrative office.

**SUPERVISION**

Supervisor of unit to which assigned.

**SELECTION METHOD**

Best Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0013

(End of Document)

Document Date: 11-02-94

Occupation Code: 0350-01XX

## SACK SORTING MACHINE OPERATOR, MH-04

**FUNCTIONAL PURPOSE**

Operates a keyboard control unit on an electro-mechanical sorting machine to sort outgoing sacks of nonpreferential mail, making separations to ZIP Code, directs and alphabetical and geographical groupings. Must be able to demonstrate and maintain machine distribution at an average rate of at least 10 sacks per minute with an accuracy rate of 98 percent.

**DUTIES AND RESPONSIBILITIES**

1. Reads sacks labels as sacks are fed on a conveyor to the operator; determines separation item and code; depresses combination of keys to enable machine to direct each sack to appropriate separation area.
2. When not engaged in machine operation, performs duties such as loading and unloading bulk mail, separating mail for subsequent dispatch to other conveying units, placing empty sacks or pouches on racks, labeling sacks or pouches, dumping mail from sacks, removing filled sacks and pouches from racks, closing and locking sacks, inspecting empty equipment for mail content, restringing sacks, rewrapping soiled or broken parcels and occasionally distributing parcel post requiring no scheme knowledge.

**SUPERVISION**

Supervisor, Distribution Operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0008

(End of Document)

SACK SORTING MACHINE OPERATOR, MH-05

**FUNCTIONAL PURPOSE**

Makes separations of sacks of mail on an electro-mechanical sack sorting machine by operation of a keyboard, applying machine codes to accomplish, without scheme examination, distribution by other than ZIP Codes, directs, alphabetical or geographic groupings. Must be able to demonstrate and maintain machine distribution at an average of at least 10 sacks per minute with an accuracy rate of 98 percent.

**DUTIES AND RESPONSIBILITIES**

1. Reads sack labels as sacks are fed on a conveyor to the operator; depresses combination of keys to set the triggering mechanism on the sack machine pallets to dump the sack at the desired destination runout belt or chute.
2. Pushes sack on to loader tray which trips automatically, dumping the sack on to the machine pallet the keying device has set to trigger at the destination runout.

**SUPERVISION**

Supervisor, Distribution Operations, or other designated supervisor.

**SELECTION METHOD**

Senior Qualified

**BARGAINING UNIT**

MAIL HANDLER

**KEY POSITION REFERENCE**

KP-0012

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