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**UNITED STATES POSTAL SERVICE**  
**OAKLAND DISTRICT**  
**OAKLAND, CA 94615 – 9351**

**OPENING DATE: June 27, 2023**

**CLOSING DATE: July 8, 2023**

**TO: All MVS / VMF Employees are eligible to apply.**

**POSITION: Tools & Parts Clerk Vehicle Maintenance Facility (Level-06) Tour 3**

**LOCATION: Oakland Vehicle Maintenance Facility**  
**1675 7th Street**  
**Oakland, CA 94615-9351**

**NOTE:**

*Applicants must submit completed PS Form 991 to USPS Oakland VMF Manager, or mail to above address, on or before the closing date (July 8, 2023 – 4:00 p.m.).*

***Applicants who fail to comply will be rated ineligible.***

**TOUR OF DUTY**

14:30PM – 23:00 PM

**DAYS OFF**

Saturday-Sunday

**BASIC FUNCTIONS**

Performs a variety of clerical duties relating to the maintenance of vehicles to include but not limited to: requisitions, receiving, storing, issuing, and accounts for a wide variety of parts, tools and supplies used in the maintenance of motor vehicles.

**DUTIES AND RESPONSIBILITIES:**

1. Selects, issues, and accounts for items requested by users; maintains follow-up on items to be returned; fills requisitions from within the organization and from other postal installations for stock; uses knowledge of the stock, familiarity with maintenance operations, and reference to catalogs or parts lists to supply proper items of stock to using personnel.
2. Prepares and submits requisitions to maintain prescribed levels of mechanical, electrical, engineering and custodial stock items; requisitions special items on request.
3. Receives, unloads, unpacks, and checks stock against corresponding requisitions and invoices; reconciles variations in quantity, specifications, and condition; puts away shipments received as well as items returned by users.
4. Relocates stock to make room for new items or use space more effectively.

5. Inventories stock on hand either on a perpetual, periodic or special basis, traces shortages; searches for misplaced items; recommends changes in stock levels based upon usage experience.
6. Maintains stock records showing such information as nomenclature, stock number, stock levels, location, receipts, issues, and balances on hand; performs other record keeping functions such as filling out tags and issuing documents.
7. Performs other duties, as assigned, such as, assuming responsibility for operation of the stockroom in cases where the incumbent is the sole employee, or may oversee one or two employees such as supply clerks or stock record clerks; selecting, packing and shipping stock to fill requisitions; performing minor maintenance on tools such as oiling, greasing, sharpening and replacing wooden handles; receiving trouble calls and relaying to maintenance.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

**BARGAINING UNIT:**

MOTOR VEHICLE

**FUNCTION:**

**TOOL AND PARTS CLERK**

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

**ADDITIONAL REQUIREMENTS:**

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

**HOW TO APPLY:**

Applicants must submit completed PS Form 991 to USPS Oakland VMF Manager – Douglas Chow or Ernesto Eugenio (or mail to Oakland VMF, 1675 7th St. Oakland, CA 94615) on or before the closing date (July 8, 2023 – 4:00 p.m.). **Applicants who fail to comply will be rated ineligible.**

Applicants should also submit copies of:

1. Current PS Form 3972 (Absence Analysis)
2. Current DMV Driver's Abstract/printout H-6

All qualified applicants will receive consideration for this position without regard to race, religion, color, national origin, age, sex, political affiliation or any other non-merit factor.

Applications must be submitted no later than **July 8, 2023, 4:00p.m.**

No withdrawals and/or additional applications will be accepted after this closing date.

