

April 9, 2024

OPENING DATE: 4/9/2024

CLOSING DATE: 04/19/2024

TO: **MOTOR VEHICLE CRAFT EMPLOYEES**

POSITION: Lead Automotive Technician P7-09

OCCUPATION CODE: 5823-0004

LDC: 32

JOB ID: **95627254**

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

TOUR OF DUTY
5:00 AM – 1:30 PM

DAYS OFF
Sunday – Monday

FUNCTIONAL PURPOSE:

Serves as a working group leader for lower level technicians and mechanics in a vehicle maintenance facility or an auxiliary garage; personally performs the most complex repairs and maintenance on all types of motor vehicles used in the postal fleet; provides work guidance and direction to lower level employees.

DUTIES AND RESPONSIBILITIES:

1. Diagnoses operating difficulties on a variety of vehicles and performs operational checks on engines; its major supporting systems, parts, components, assemblies; including emissions systems, electrical, computer and electronic controlled components.
2. Performs various computerized and electronic diagnostic tests using specialized equipment; interprets trouble codes and other information from electronic scanners and test analyzers; uses reference materials such as service manuals and wiring schematics to determine operational difficulties, drivability problems and evaluates performance efficiency.
3. Conducts road tests before and after maintenance and repairs; annotates vehicle problems on work orders.
4. Troubleshoots malfunctioning vehicles resulting from road calls and identifies improperly functioning part(s).
5. Conducts vehicle inspections, determines necessary repairs, annotates established estimated repair time (ERT); assigns and schedules work for individual employees or a group of employees engaged in vehicle maintenance.
6. Performs maintenance and repairs resulting from normal preventive maintenance inspections.

7. Provides technical guidance and instructions to mechanics and technicians on more difficult repairs and in the use of specialized computer-aided diagnostic equipment.

8. Maintains, prepares, and updates vehicle maintenance records, annotates repairs, labor hours and other relevant data.

9. Assists in training personnel in the repair of vehicles and the use of specialized computer-aided diagnostic equipment.

10. Personally observes and monitors compliance of established safety practices and procedures of vehicle maintenance activities; complies with all postal, local, state, and federal environmental regulations and policies.

BARGAINING UNIT QUALIFICATION STANDARD

5000B

(5823-0004)

LEAD AUTOMOTIVE TECHNICIAN

REQUIREMENTS:

This section is composed of the 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.

1. Ability to troubleshoot and diagnose malfunctions in automotive components or systems refers to a proficiency in observing, testing, analyzing, and isolating sources of trouble in automotive systems or their components, such as electrical/electronic systems, engine, power train, fuel delivery, suspension, and braking systems through the use of appropriate automotive test equipment.
2. Ability to use automotive test equipment refers to the knowledge of, and proficiency with, various types of electrical/electronic diagnostic test equipment, such as voltage/amperage testers (VAT), multimeters (VOM), test lights, scanners, gas analyzers, etc.
3. Ability to make minor and major repairs to automotive components or systems refers to a proficiency in replacing parts, making adjustments, and rebuilding automotive systems or their components, such as electrical/ignition, emissions, fuel delivery, engine, suspensions, power train, braking systems, intake, exhaust, and starting aids.
4. Ability to prepare paperwork refers to the ability to record information and data to complete forms, such as parts requests and estimated repair time (E.R.T.), as it relates to the operation of a facility.
5. Ability to work with others refers to the ability to work safely and efficiently in cooperation with fellow employees to perform the duties of the position to include the test and repair of electrical/electronic and mechanical problems using the appropriate diagnostic equipment and/or procedure.
6. Ability to work without (immediate) supervision refers to the ability to perform safely and efficiently the duties of the position such as planning and executing work activities without direct supervision.

EXAMINATION REQUIREMENTS

Applicants must successfully complete Postal Service's Test 943 and Test 944.

Effective June 11, 2022, Exam 941 Automotive Bench Test is suspended until further notice.

PHYSICAL REQUIREMENTS

Applicants must be physically able to efficiently perform the duties of the position.

TRAINING REQUIREMENTS:

Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to reassignment or promotion.

ADDITIONAL PROVISIONS:

At the time of appointment, applicants must have a valid driver's license from the state in which they live. Applicants must also demonstrate and maintain a safe driving record. Applicants selected under this qualification standard must successfully complete the required Vehicle Familiarization and Safe Operation training, including demonstration of the ability to safely drive a vehicle of the type used on the job.

HOW TO APPLY

Applicants must submit a PS Form 991 and address each of the six (6) requirements listed on page 2. It is not necessary to give the PS Form 991 to your supervisor as no evaluation is needed. Applicants must submit completed PS Form 991 to USPS **Oakland VMF Manager (or mail Oakland VMF, 1675 7th Street, Oakland, CA 94615)** on or before the closing date **(04/19/2024 – 4p.m.)**. Applicants who fail to comply will be rated ineligible.

All applicants will be considered on the basis of qualifications regardless of race, color, religion, sex, national origin, age or physical handicap.