



DATE: August 21, 2024

**UNITED STATES POSTAL SERVICE**

OAKLAND DISTRICT

OAKLAND, CA 94615 - 9351

**OPENING DATE:** August 21, 2024

**CLOSING DATE:** August 31, 2024

**TO: All Motor craft employees are eligible to apply.**

**POSITION: TOOL & PARTS CLK (P7-06) (Level-06) Tour 2**

**JOB ID: 95855248**

**OCCUPATION CODE: 6904-01XX**

**Position to be filled by best qualified applicant.**

**LOCATION: Oakland VMF**

**1675 7th Street**

**Oakland, CA 94615-9351**

**NOTE:** TO BE FILLED BY THE BEST QUALIFIED APPLICANT. APPLICANTS MUST SUBMIT A WRITTEN STATEMENT SHOWING QUALIFICATIONS AND EXPERIENCE ON PS FORM 991. APPLICANTS WHO FAIL TO COMPLY WITH THIS REQUEST WILL BE RATED “*INELIGIBLE*”.

**TOUR OF DUTY**

01:30PM – 10:00PM

**DAYS OFF**

Saturday-Sunday

**FUNCTIONAL PURPOSE:**

Requisitions, receives, stores, issues, 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.

#### **KNOWLEDGE, SKILLS, & ABILITIES 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.

1. Ability to maintain records and prepare reports.
2. Ability to read and understand instructions.
3. Ability to perform basic arithmetic computations.
4. Ability to operate office machines such as calculator, adding machine, duplicating machine, etc., if required.
5. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
6. Ability to work with others.
7. Ability to schedule work, either materials or people.

**SUPERVISION:**

Supervisor of unit to which assigned.

**SELECTION METHOD:**

Senior Qualified when utilized within the Motor Vehicle craft. Best Qualified when utilized within the Maintenance craft.

**BARGAINING UNIT:**

MOTOR VEHICLE

**KEY POSITION REFERENCE:**

KP-0012

**PHYSICAL REQUIREMENTS**

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

**BARGAINING UNIT QUALIFICATION STANDARD**

Q0301x

(6904-01XX)

**TOOL & PARTS CLK (P7-06)**

**HOW TO APPLY**

Applicants must submit a PS Form 991 and address each of the seven (7) 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 **Kevin Temple** USPS Oakland VMF (A) Manager on or before the closing date (**8/31/2024 – 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 **August 31, 2024 4:00p.m.**

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

Kevin Temple  
Oakland VMF (A) Manager

Cc: Board, Union