



A GREAT PLACE to WORK

EVERYONE

Taking care of business is serving everyone the way they want to be served. Our work force of over 780,000 career employees is focused on customer satisfaction. We have daily mail delivery and pick-up for over 130 million households and businesses.

EVERYWHERE

We are a service provider for the worldwide movement of messages, merchandise, and money. With nearly 300,000 delivery employees and 38,000 facilities nationwide, we are located where our customers live or have their businesses.

EVERY DAY

We deliver 41 percent of the world's mail, almost 670 million pieces, everyday. Automation of 5 billion hand-addressed letters saves millions of hours of manual effort. We are moving closer to our goal to be the world's first completely barcoded, fully automated mail stream operation.

We are fulfilling our historic trust to "bind the nation together."



Automotive Maintenance Workers

AUTOMOTIVE AND TRUCK TECHNOLOGY

If you are making a career in automotive technology, the United States Postal Service operates the largest non-military vehicle fleet in the U.S. with over 205,000 vehicles traveling over one billion miles on our nation's highways and byways.

We employ over 4,000 vehicle maintenance technicians to maintain our fleet. The Postal Service operates:

- 322 vehicle maintenance facilities and auxiliary garages.
- Light and medium delivery vehicles, tractors, trailers, service vehicles, and automobiles.

TRAINING

If additional training at no cost is important to you, we provide employees with a variety of training courses to improve and maintain their technical skills on postal vehicles, including:

- On-the-job and on-site training.
- Major vehicle manufacturer training.
- State-of-the-art facilities and campus at the Postal Service's National Center for Employee Development (NCED) in Norman, Oklahoma.
- Satellite training and teleconferences.

ALTERNATIVE FUEL VEHICLES

If you like working with alternative fuel vehicles, this job is for you. We're proud to lead the nation in deploying the largest alternative fuel vehicle (AFV) fleet operating on clean-burning fuels throughout the U.S., including:

- More than 20,000 flexible-fuel ethanol vehicles using ethanol or gasoline.
- Bi-Fuel and dedicated compressed natural gas (CNG) vehicles.
- Electric vehicles.
- Selected vehicles using biodiesel fuel.

VEHICLE MAINTENANCE POSITIONS

The Postal Service recruits, tests, screens, selects, and hires qualified applicants for vehicle maintenance positions. Most new employees are designated part-time flexible (PTF) employees. As a PTF, you are paid an hourly rate and work a flexible schedule as required by the workflow needed to maintain the postal fleet. Vehicle maintenance positions include the following:

LEAD AUTOMOTIVE TECHNICIAN: Serves as a working group leader at a maintenance facility or an auxiliary garage without direct supervision. Personally performs the most complex automotive maintenance and repairs on all types of motor vehicles.

AUTOMOTIVE TECHNICIAN: Performs routine and complex repairs and maintenance on all types of motor vehicles. Troubleshoots and diagnoses more complex vehicle malfunctions using a variety of computerized test equipment. You may provide assistance to other employees.

AUTOMOTIVE MECHANIC: Troubleshoots, diagnoses, and performs routine repairs and scheduled maintenance on all types of motor vehicles.

WORK ENVIRONMENT

Automotive technicians and mechanics work in a vehicle maintenance facility noted for a clean and safe environment, state-of-the-art diagnostic equipment, tools, and shop equipment, and environmentally friendly materials.



THE EMPLOYMENT PROCESS

We are a large labor-intensive organization that recognizes our employees as one of our most important assets. Our successes are largely determined by the caliber and efforts of our employees. In addition to our entrance examinations, the following eligibility requirements are used to determine employment.

AGE REQUIREMENT: 18 years at the time of appointment or 16 years with a high school diploma.*

CITIZENSHIP: Employees must be a U.S. citizen or permanent resident alien.*

BASIC COMPETENCY IN ENGLISH

SELECTIVE SERVICE: Males born after 12/31/59 must be registered with the Selective Service System when they reach their 18th birthday.*

EMPLOYMENT HISTORY: Applicants must provide the names of their current employer and all previous employers for the 10-year period immediately preceding the date of application or to their 16th birthday, whichever is most recent.

MILITARY SERVICE: Military service is treated as prior employment. Veterans must indicate service and submit Copy 4 of the DD Form 214, Certificate of Release or Discharge from Active Duty.*

CRIMINAL CONVICTION HISTORY: A local criminal check is required prior to employment. A more extensive criminal history check is completed at employment.*

DRUG SCREEN: A qualification for postal employment is to be drug free, and is determined through a urinalysis drug screen.

MEDICAL ASSESSMENT: A medical assessment is conducted to provide information about an applicant's ability to physically or mentally perform in a specific position.

SAFE DRIVING RECORD: A safe driving record is required for employees who drive at work (i.e. city carrier, motor vehicle operator, etc.).

*Interested applicants should start to gather the documentation for these requirements in advance, so that they will be available when needed. These include, notice of registration with Selective Service, appropriate military discharge records, employment eligibility documents, and any other records that are appropriate.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity (EEO) is embodied in our nation's laws. It is illegal to discriminate on the basis of race, religion, color, sex, national origin, age (40 and above), physical or mental disabilities, or in reprisal for participating in protected EEO activity.

The Postal Service is unequivocal in its opposition to all forms of discrimination. We are committed to following EEO laws and their application to all employment matters including, but not limited to, recruitment, hiring, training, assignments, promotions, transfers, benefits, and discipline.

POSTAL SERVICE EMPLOYEES CAN EXPECT

- Drug-Free Workplace
- Safe Working Environment
- Fairness in Personnel-Related Matters
- Training
- Advancement Opportunities
- Diverse Workforce
- Harassment-Free Workplace

This material is intended as a general reference for recruitment purposes. It is not equivalent to an official handbook, manual, or policy statement and may contain information subject to interpretation and potential changes in the laws.



A Professional
Friendly
Environment

COMPENSATION AND BENEFITS PROGRAMS

COMPENSATION: On top of highly competitive basic pay rates, most Postal Service employees also receive the following:

- **COST-OF-LIVING ADJUSTMENTS (COLA).** Help protect pay against inflation. COLA is applied semiannually to basic pay.
- **OVERTIME PAY.** Paid at 1½ times the applicable hourly rate for work in excess of 8 hours per day, or 40 hours within a workweek.
- **NIGHT SHIFT DIFFERENTIAL.** Paid at a specified dollar rate for all hours worked between 6 p.m. and 6 a.m.
- **SUNDAY PREMIUM PAY.** Paid at 25 percent for work scheduled on Sunday.

HEALTH INSURANCE: The Postal Service pays most costs of the Federal Employees Health Benefits (FEHB) Program providing excellent coverage and flexibility. Employee premium contributions are deducted on a pre-tax basis, making health insurance even more affordable.

RETIREMENT: Federal retirement program provides a defined benefit annuity at normal retirement age and disability coverage.

THRIFT SAVINGS PLAN (TSP): Career employees may immediately contribute to the TSP on a tax-deferred basis, similar to private sector 401(k) retirement savings plans. Employees may after a waiting period receive automatic and matching contributions (up to 5 percent of pay) from the Postal Service.

SOCIAL SECURITY AND MEDICARE: New postal employees get Social Security and Medicare coverage.

LIFE INSURANCE: The Postal Service fully pays Federal Employees' Group Life Insurance (FEGLI) costs for basic coverage with an option to purchase additional coverage through payroll deduction.

FLEXIBLE SPENDING ACCOUNTS (FSA): Career employees may participate in the FSA program after one year of service. Tax-free FSA contributions can cover most out-of-pocket health care and dependent care (day care) expenses.

LEAVE: Full-time career employees earn **13 days** per year of generous sick leave to shield against income loss from illness or accident and **10 holidays** per year. Annual leave depends on length of service:

- First 3 years — **13 days** annual leave per year.
- After 3 years up to 15 years — **20 days** per year.
- After 15 years — **26 days** per year.

THE APPLICATION PROCESS

EXAM ANNOUNCEMENTS — WHERE TO LOOK

- Public bulletin boards in post offices and in local, federal, and state municipal buildings.
- State employment offices.
- Local TV, newspaper, and radio advertisements.
- Community organizations, including minority, women, and veterans' organizations.

Note: Individuals with 10 point veterans' preference and veterans who apply within 120 days of discharge are eligible to reopen certain examinations.

EXAMINATIONS — WHAT IS REQUIRED

Applicants who apply will receive an exam scheduling package. Read the entire package. Applicants must do the following:

- Bring the admission card, a picture ID, and two No. 2 pencils.
- Report for the exam on time.
- Pass with a score of 70 on the exam.
- After passing the exam, complete a bench test for a career automotive mechanic or technician position.
- Take exams to assess required skills for each position, completing both tests in two different settings in about two hours.



REASONABLE ACCOMMODATION — HOW TO REQUEST

The Postal Service makes reasonable accommodations for known disabilities of qualified job applicants when assistance is requested. These accommodations are typically provided case-by-case. We provide contact information in exam scheduling material on where to request accommodations.

ENTRANCE REGISTERS — HOW THEY WORK

Registers list applicants with exam scores of 70 to 100 for potential hiring. Veterans with scores in this range and proof of preference-eligible points receive additional points in their final scores. Applicants are listed in order of descending scores. By law, eligible disabled veterans with proof of disabilities are listed at the top of the register.