

# A GREAT PLACE to WORK

## EVERYONE

Taking care of business is serving everyone the way they want to be served. Our work force of more than 700,000 career employees is focused on customer satisfaction. We deliver and pick up mail for more than 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 44 percent of the world's mail, almost 670 million pieces, every day. 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 bar-coded, fully automated, mail-stream operation.

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



# Skilled Maintenance Workers



## THE APPLICATION PROCESS

### Exam Announcements — Where to Look

- On the Internet (go to *usps.com*; at the bottom of the screen, click on *Jobs*; under “Related Services & Links,” click on *Apply for Exam*, click on *Continue*, and search for opportunities by state).
- On public bulletin boards in Post Offices™ and in local, state, and federal office 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.

### The Examination — What Is Required

- Bring admission notice, picture ID, and two No. 2 pencils.
- Be on time for the exam. Latecomers will not be admitted.

### After the Examination — What Comes Next

You must receive a passing score of 70 on the written examination. However, a passing rating does not guarantee placement in a job; the rating guarantees further consideration for employment, as follows:

- Applicants with passing ratings are required to complete — within a specific time — a supplemental application that describes their knowledge, skills, and abilities.
- Applicants who are deemed qualified will proceed through the next steps in the employment process.

### Reasonable Accommodation — How to Request

The Postal Service makes reasonable accommodation for the known disabilities of qualified job applicants when the applicant requests assistance. Accommodations are typically provided on a case-by-case basis. The exam scheduling materials provide information on how to request an accommodation.

### Entrance Registers — How They Work

Entrance registers list applicants outside the Postal Service for hiring consideration. The registers list scores from 70 to 100, along with the additional points added to passing scores for those entitled to veterans’ preferences. Applicants’ names are arranged in order by descending score. An applicant’s final score is the basic examination rating plus any veterans’ preference points claimed.

By law, eligible disabled veterans are listed at the top of the register, before other applicants. These individuals must submit proof of disability.

## AN EQUAL OPPORTUNITY EMPLOYER

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 firmly opposed to all forms of discrimination. We are committed to following EEO laws and their application to all employment matters, including recruitment, hiring, training, assignments, promotions, transfers, benefits, and discipline.

## POSTAL SERVICE EMPLOYEES CAN EXPECT

- A drug-free workplace.
- A safe working environment.
- Fairness in personnel-related matters.
- Training.
- Opportunities for advancement.
- A diverse workforce.
- A harassment-free workplace.

**Note:** This material is intended as a general reference to be used in conjunction with recruitment. It is not equivalent to an official handbook, manual, or policy statement and may contain representations that are subject to interpretation and potential changes in the laws.

## COMPENSATION AND BENEFITS

**Pay** — In addition to highly competitive basic pay rates, most Postal Service employees also receive these benefits:

- **Cost-of-living adjustments (COLAs)** — Paid to help protect against inflation and applied semiannually to basic pay.
- **Overtime pay** — Paid at 1 ½ times the applicable hourly rate for working more than 8 hours a day or 40 hours a week.
- **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, which provides 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. After a waiting period, employees may receive automatic and matching contributions (up to 5 percent of pay) from the Postal Service.

**Social Security and Medicare** — New Postal Service employees get Social Security and Medicare coverage.

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

**Flexible Spending Account (FSA)** — Career employees may participate in the FSA program after 1 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** a year of generous **sick leave** to shield against income loss from illness or accident and **10 holidays** a year. Annual leave depends on length of service, as follows:

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



## SKILLED MAINTENANCE JOBS

**Maintenance Mechanic** — Performs semiskilled preventive, corrective, and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, customer service, and delivery equipment. Maintains building equipment and systems.

**Maintenance Mechanic, Mail Processing Equipment** — Performs involved troubleshooting and complex maintenance work on all kinds of mail processing equipment. Performs preventive-maintenance inspections of mail processing equipment and building equipment and systems.

**Building Equipment Mechanic** — Performs complex troubleshooting and maintenance work on building equipment and systems. Performs preventive maintenance and preventive-maintenance inspections of building equipment and systems. Operates and maintains large, automated air-conditioning and heating systems.

**Electronic Technician** — Performs a full range of diagnostic, preventive-maintenance, alignment, calibration, and overhaul tasks on hardware and software for a variety of mail processing, customer service, and building equipment and systems. Applies advanced technical knowledge to solving complex problems.

## A Professional, Friendly Environment



## THE EMPLOYMENT PROCESS

The Postal Service™ is a large, labor-intensive organization. Our employees are our most important asset. Our successes are largely determined by the quality and effort of our employees. In addition to passing entrance examinations, applicants must meet the following eligibility requirements.\*

**Age at Appointment** — Applicants must be 18 years of age or 16 years with a high school diploma.

**Citizenship** — Applicants must be U.S. citizens or lawful permanent resident aliens.

**Language** — Applicants must have basic competency in English.

**Selective Service** — Male applicants born after December 31, 1959, must be registered with the Selective Service System when they reach their 18th birthday.

**Military Service** — Veterans must treat military service as prior employment and submit Copy 4 of DD Form 214, *Certificate of Release or Discharge from Active Duty*.

**Employment History** — Applicants must provide the names of all employers (including current employers) for the 10-year period immediately preceding the date of application or to their 16th birthday, whichever is most recent.

**Criminal Conviction History** — A local criminal conviction record check is conducted on all applicants for Postal Service employment.

**Drug Screening** — Applicants must undergo a urinalysis drug screening to ensure that they are drug-free.

**Medical Assessment** — Applicants must consent to a medical assessment conducted to determine their ability to perform in specific positions.

**Driving Record** — An applicant who will be required to drive on the job must have a safe driving record.

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

### SELECTION, EVALUATION, AND RECOGNITION

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