

# What do the differences in the MM-7, MPE-9 and ET-10 job descriptions really mean?

By Mike Nodine 8/2016

Here is a simplified list of the differences in the MM-7, MPE-9 and ET-10 job descriptions:

Only ET-10's can be assigned to perform any Mail Processing Equipment maintenance assignment including inspecting, testing, diagnosis, troubleshooting, repair, calibration and preventative maintenance tasks.

Only ET-10's **MUST** be assigned to participate in all installation, removal, modification, assembly, and/or disassembly of systems and equipment. MPE-9's and MM-7's can be assigned as well, AFTER ET-10's have been assigned to participate in this work.

Only ET-10's can be assigned to perform final operational checks and test work completed by other employees.

Only ET-10's can be assigned to analyze reports.

Only ET-10's can be assigned maintenance tasks relating to computer networks and start-up and shutdown procedures of multiple operating systems.

ET-10's may be assigned to provide technical support to other employees and on-the-job training to other lower level maintenance employees.

ET-10's may be assigned to observe the operation of systems and equipment. (This is also known as "Area Assurance").

ET-10's may be assigned to test and diagnose malfunctions and/or failures and ensure maximum system performance.

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MPE-9's can be assigned to inspect, test, diagnose, troubleshoot, troubleshoot using menu driven computers, repair, calibrate and perform most, but not all, preventative maintenance tasks.

MPE-9's can be assigned to oversee the work of lower level maintenance employees, advising and instructing them in proper work methods, and checking for adherence to instructions; or make in process and final operational checks and tests of work completed by lower level maintenance employees.

MPE-9's may be assigned to observe various components of systems in operation. (This is arguably "Reactive Maintenance" when troubleshooting and making breakdown repairs.)

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MM-7's **MAY NOT** be assigned to observe running equipment, **MAY NOT** perform any troubleshooting, **MAY NOT** make any diagnosis, and **MAY NOT** make any decisions or judgment calls.

MM-7's may be assigned to take instructions from MPE-9's or ET-10's.

MM-7's may be assigned to perform **semiskilled** preventive, corrective and predictive maintenance tasks.


MM-7's are **NOT** required to read blueprints or schematics.


**Memorandum of Settlement  
Between  
The United States Postal Service  
and the  
American Postal Workers Union, AFL-CIO**

**RE: Outstanding Disputes Relative to Minimum Skill Level assignments on Preventative Maintenance  
MMOs**

As a final and complete settlement of the outstanding or pending headquarters level disputes and/or grievances regarding Maintenance Management Orders, Preventive Maintenance Guidelines, which have as an issue those MMOs that are superseded or declared obsolete, the parties agree as follows:

1. Arbitrator Shyam Das addressed the issue of minimum skill level assignments to maintenance work tasks in national case Q98C-4Q-C00183263 & Q98C-4Q-C01002200;
2. All tasks, which are semi-skilled in nature, shall be assigned to Maintenance Mechanics, PS-7, (pay level references are to those levels effective pursuant to the upgrade of February 16, 2008). For example, such work tasks include mail searches; daily cleaning tasks; go/no-go tasks (e.g. is an indicator light on or off as opposed to determining why the indicator light is not on or off).
3. All duties, which require troubleshooting and/or a decision to be made or a judgment call regarding what maintenance needs to be accomplished, repair made, method to be used, etc. shall be assigned to higher skill levels in maintenance and not to the position of Maintenance Mechanics, PS-7.
4. Duties and tasks of the Mail Mechanic, Mail Processing Equipment, PS-9 to which they may be assigned include, for example and not limited to, troubleshooting; repair; locating and repairing malfunctions; preventive maintenance inspections; and observations throughout mail processing equipment and include using a computer as a menu driven test device.
5. All duties which require, for example, detailed knowledge of the equipment, analysis of reports, work tasks pertaining to computer networks, start-up and shutdown procedures of multiple operating systems, etc., are examples of duties and tasks which shall be assigned to Electronic Technicians, PS-10.
6. Grievances or pending disputes as identified in the opening paragraph, whether at the national level or on hold at the field level shall be resolved in accordance with the foregoing items and the case files administratively closed.
7. Issues which involve the estimated time for a task on a preventive maintenance route are initiated at the headquarters level.

 2-28-11  
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John Dockins  
Manager, Contract Administration  
USPS

  
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Gregory B. See  
Assistant Director "B",  
Maintenance Division, APWU, AFL-CIO

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**MAINTENANCE MECHANIC**  
**OCCUPATION CODE: 4749-03XX**  
**JOB LEVEL: P7-P7-07**

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FUNCTIONAL PURPOSE

Independently performs semiskilled preventive, corrective and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings and building equipment, customer service and delivery equipment.

DUTIES AND RESPONSIBILITIES

1. Independently performs preventive maintenance and minor repairs on plumbing, heating, refrigeration, air-conditioning low-voltage electrical systems, and other building systems and equipment.
2. Performs preventive maintenance and routine repairs on simple control circuitry, bearings, chains, sprockets, motors, belts and belting, and other moving parts or wearing surfaces of equipment.
3. Assembles, installs, replaces, repairs, modifies and adjusts all types of small operating equipment such as letter boxes mechanical scales, stamp vending equipment, building service equipment, mailhandling equipment and related equipment.
4. Under the direction of skilled maintenance employees, or clearly written instructions from either hard copy or electronic format, performs specific tasks related to disassembling equipment, replacing parts, relocating and reassembling equipment; assists higher level workers in locating and repairing equipment malfunctions.
5. Maintains an awareness of equipment operation, especially excessive heat, vibration, and noise, reporting malfunctions hazards or wear to supervisor.
6. Uses a variety of hand and power tools, gauging devices and test equipment required, or as directed, to perform the above tasks.
7. May drive a vehicle to transport tools, equipment, employees materials or in the normal performance of assigned duties.
8. Completes or initiates work record sheets, as required. Takes readings from meters, gauges, counters and other monitoring and measuring devices. Maintains logs and other required records; reports on breakdowns and equipment being tested.
9. Follows established safety practices and requirements while performing all duties.
10. May serve as a working leader over a group of lower level employees assigned to a specific task.
11. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0010

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**Doc Date: 02/16/2008**

**Occ Code: 4749-03XX**

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**MAINTENANCE MECHANIC  
OCCUPATION CODE: 4749-03XX  
JOB LEVEL: P7-P7-07**

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Must pass maintenance exam measuring job-related knowledge, skills and abilities.

Must pass structured interview.

BARGAINING UNIT QUALIFICATION STANDARD

4749J

(4749-03XX) MAINTENANCE MECHANIC

**DOCUMENT DATE:**

July 14, 2013

**FUNCTION:**

Independently performs semiskilled preventive, corrective, and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings, and building equipment, customer service and delivery equipment.

**DESCRIPTION OF WORK:**

See the Standard Position Descriptions for the Occupation Code given above.

**REQUIREMENTS:**

**KNOWLEDGE, SKILL, and ABILITY REQUIREMENTS:**

This section is composed of Knowledge, Skills, Abilities (KSAs) that are required to satisfactorily perform the tasks of the position.

Individuals 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. Successful completion of the applicable testing and interview procedure (s) is sufficient to demonstrate the KSAs listed below. In certain circumstances, applicants may demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal.

1 Ability to demonstrate mechanical comprehension to learn and apply mechanical principles, including a working knowledge of basic mechanical operations (such as levers and pulleys) and the application of physical laws (such as force and gravity). This includes knowledge

**in the following areas:**

(A) Power transmission--such as gears, sprockets and chains, belts and pulleys; (B) Power translation--such as cams and cam followers, linkages, springs; (C) Friction reduction such as bushings, bearings; (D) Fasteners--such as screws, nuts and bolts, pins, rings, clips, couplings.

2 Knowledge of basic electricity principles; this includes knowledge of Ohm's law, Kirchoff's law, AC-DC circuitry, relays, switches, and circuit breakers. Knowledge of the National Electrical Code may be required for employees in a skilled position; this also

includes knowledge of techniques and procedures as used in electrical installations and maintenance (circuit protection, wiring, conduits, etc.).

4 Knowledge of and ability to follow safety and security procedures for performing maintenance work. This includes knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic) and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

Knowledge of cleaning and lubrication materials and procedures including storage, preparation and disposal and proper Personal Protective

**Equipment; this includes knowledge related to:**

(A) Lubrication materials--such as oils, greases, etc, (B) Lubrication procedures--as in application techniques, storage, disposal, etc, This also includes

**knowledge related to:**

(A) Cleaning materials - such as alcohols, solvents, detergents, degreasers and (B) Cleaning procedures - as in hand methods, machine methods (compressed air, vacuum cleaners).

12 Ability to perform mathematical calculations such as addition, subtraction, multiplication, and division correctly; to solve practical problems by selecting from a variety of mathematical techniques such as formulas and percentages.

13 Ability to remember material learned earlier refers to the ability to recall specific information and/or theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance work such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

17 Ability to learn and comprehend new or unfamiliar material; to use multiple approaches to grasp or learn the implication of new information; to quickly incorporate information and ideas.

18 Ability to comprehend spatial relations as required to perform maintenance work; to form three-dimensional mental pictures of objects; to know what an object would look like when viewed from a different angle; to determine if something will fit in a specified area. This may include the ability to use technical drawings (e.g. diagrams, blueprints and schematics).

19 Ability to read and comprehend job related written materials; this also includes the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

Ability to communicate work related information in writing to complete forms or provide routine and technical information (e.g., in business letters, reports, e-mails, memos and technical reports/documents).

21 Ability to follow oral and written directions, instructions, rules, policies and/or procedures correctly and in order.

22 Ability to speak to others in a clear, concise, and organized manner to convey information effectively; to respond to questions appropriately; to listen to what other people are saying and ask questions to ensure understanding refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

23 Ability to adjust to new conditions, situations or technology; to move easily from one topic to another; to accept change; to be flexible with regard to viewpoint.

24 Ability to develop and maintain effective working relationships; to work with teams; to help others; to accept suggestions; to treat others with dignity and respect.

25 Ability to demonstrate organizational commitment to the public service goals and mission of the Postal Service.

26 Ability to be conscientious to carry out job tasks; to be responsible and dependable; to take care in performing routine and novel tasks; to track details; to check that all work is accurate and complete; to record information accurately

27 Ability to work independently; to remain focused to produce quality work under time pressure or other stressors.

28 Ability to work from heights refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

29 Knowledge and ability to use various hand or portable power tools in performing mechanical, electrical, electronic or other maintenance work; this may include the use of shop power equipment. This ability includes the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies,

rules, gauges, and alignment tools; refers to the knowledge of, and proficiency with, various power tools; the ability also involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders; refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

32 Knowledge and ability to use test equipment, gauges or tools to take measurements to perform maintenance work.

**EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 955, for the Maintenance Mechanic job group, which measures maintenance knowledge, skills and abilities.

In addition, applicants must successfully complete a structured interview evaluation.

**PHYSICAL REQUIREMENTS:**

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation which may require arduous exertion involved prolonged standing, walking, bending and reaching, and may involve handling heavy objects, e.g., tools and equipment up to the allowable weight.

**TRAINING REQUIREMENTS:**

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

**ADDITIONAL PROVISIONS:**

(A) Applicants must be able to qualify to operate powered industrial equipment.

(B) For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record.  
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**MAINTENANCE MECHANIC MPE**  
**OCCUPATION CODE: 5350-0001**  
**JOB LEVEL: P7-P7-09**

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FUNCTIONAL PURPOSE

Performs involved trouble-shooting and complex maintenance work throughout the system of mail processing equipment; performs preventive maintenance inspections of mail processing equipment, building and building equipment.

DUTIES AND RESPONSIBILITIES

1. Performs the more difficult testing, diagnosis, maintenance, adjustment and revision work, requiring a thorough knowledge of the mechanical, electrical and electronic, pneumatic, or hydraulic control and operating mechanisms of the equipment. For example, performs trouble shooting and repair of complex interlocking and supervisory group control panels, keying circuits, memory storage circuits, readout and feedback circuits, and associated mechanical and electrical components throughout the installation; locates and corrects malfunctions in scanning, triggering and other electromechanical and electronic circuits.
2. Observes the various components of the system in operation and applies appropriate testing methods and procedures to insure continued proper functioning.
3. Locates the source of and rectifies trouble in involved or questionable cases, or in emergency situations where expert attention is required to locate and correct the defect quickly to avoid or minimize interruptions to mail processing activities.
4. Installs or alters equipment and circuits as directed.
5. Reports the circumstances surrounding equipment failures, and recommends measures for their correction.
6. Performs preventive maintenance inspections for the purpose of discovering incipient mechanical malfunctions and for the purpose of reviewing the standard of maintenance. Initiates work orders requesting corrective actions for below standard conditions; assists in the estimating of time and materials required. Recommends changes in preventive maintenance procedures and practices to provide the proper level of maintenance; assists in the revision of preventive maintenance checklists and the frequency of performing preventive maintenance routes. In instances of serious equipment failures conducts investigation to determine the cause of the breakdown and to recommend remedial action to prevent recurrence.
7. Uses necessary hand and power tools, gauging devices, and both electrical and electronic test equipment.
8. Reads schematics, blue prints, wiring diagrams and specifications in locating and correcting potential or existing malfunctions and failures.
9. Observes established safety practices and requirements pertaining to the type of work involved; recommends additional safety measures as required.
10. In addition, may oversee the work of lower level maintenance employees, advising and instructing them in proper work methods, and checking for adherence to instructions; or make in process and final operational checks and tests of work



completed by lower level maintenance employees.

SUPERVISION

Supervisor or manager of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

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**Doc Date: 11/16/2002**

**Occ Code: 5350-0001**

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**MAINTENANCE MECHANIC MPE**  
**OCCUPATION CODE: 5350-0001**  
**JOB LEVEL: P7-P7-09**

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Must pass maintenance exam measuring job-related knowledge, skills and abilities.

Must pass structured interview.

BARGAINING UNIT QUALIFICATION STANDARD

5350B

(5350-0001)MAINTENANCE MECHANIC,  
MAIL PROCESSING EQUIPMENT--LEVEL 9

**DOCUMENT DATE:**

June 1, 2009

**FUNCTION:**

Performs involved trouble-shooting and complex maintenance work throughout the system of mail processing equipment; performs preventive maintenance inspections of mail processing equipment, building, and building equipment.

**DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

**REQUIREMENTS:**

**KNOWLEDGE, SKILL, and ABILITY REQUIREMENTS:**

This section is composed of Knowledge, Skills, Abilities (KSAs) that are required to satisfactorily perform the tasks of the position. Individuals 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. Successful completion of the applicable testing and interview procedure (s) is sufficient to demonstrate the KSAs listed below. In certain circumstances, applicants may demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal.

1 Ability to demonstrate mechanical comprehension to learn and apply mechanical principles, including a working knowledge of basic mechanical operations (such as levers and pulleys) and the application of physical laws (such as force and gravity). This includes knowledge

**in the following areas:**

(A) Power transmission--such as gears, sprockets and chains, belts and pulleys; (B) Power translation--such as cams and cam followers, linkages, springs; (C) Friction reduction--such as bushings, bearings; (D) Fasteners--such as screws, nuts and bolts, pins, rings, clips, couplings.

2 Knowledge of basic electricity principles; this includes knowledge of Ohm's law, Kirchoff's law, AC-DC circuitry, relays, switches, and circuit breakers. Knowledge of the National Electrical Code may be required for employees in a skilled position; this also includes knowledge of techniques and procedures as used in electrical installations and maintenance (circuit protection, wiring, conduits, etc.).

3 Knowledge of electronic principles; this includes knowledge of

(A) basic logic gates, symbology, resistors, memory, encoders, decoders, etc.; (B) Hardware/components - such as solid state devices (diodes, transistors, etc.), coils, capacitors, etc.; (C) Digital circuit components - as in registers, adders, counters, memories, flip-flops, encoders, decoders, etc.; and D) AC and DC circuitry - as in circuit analysis, schematic interpretation, etc.

4 Knowledge of and ability to follow safety and security procedures for performing maintenance work This includes knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic) and procedures and techniques established to avoid injuries to self and others such as lock out devices, protective clothing, and waste disposal techniques.

7 Knowledge of cleaning and lubrication materials and procedures including storage, preparation and disposal and proper Personal

**Protective Equipment; this includes knowledge related to:**

(A)

Lubrication materials--such as oils, greases, etc, (B) Lubrication procedures--as in application techniques, storage, disposal, etc, This

**also includes knowledge related to:**

(A) Cleaning materials - such as alcohols, solvents, detergents, degreasers and (B) Cleaning procedures - as in hand methods, machine methods (compressed air, vacuum cleaners).

12 Ability to perform mathematical calculations such as addition, subtraction, multiplication, and division correctly; to solve practical problems by selecting from a variety of mathematical techniques such as formulas and percentages.

13 Ability to remember material learned earlier refers to the ability to recall specific information and/or theoretical knowledge and apply it to mechanical, electrical, or electronic maintenance work such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

14 Ability to troubleshoot problems to analyze the root cause of a specific error and decide what action to take to prevent recurrence; to back track from a specific problem to identify the source of the error.

15 Ability to think logically and critically; to understand the relevance of information; to identify relationships between information and data.

16 Ability to think of possible causes for problems and find solutions; to choose the best course of action; to make a decision without delay when the opportunity arises or when all desired information is not available.

17 Ability to learn and comprehend new or unfamiliar material; to use multiple approaches to grasp or learn the implication of new information; to quickly incorporate information and ideas.

18 Ability to comprehend spatial relations as required to perform maintenance work; to form three-dimensional mental pictures of objects; to know what an object would look like when viewed from a different angle; to determine if something will fit in a specified area. This may include the ability to use technical drawings (e.g. diagrams, blueprints and schematics).

19 Ability to read and comprehend job related written materials; this also includes the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

20 Ability to communicate work related information in writing to complete forms or provide routine and technical information (e.g., in business letters, reports, e-mails, memos and technical reports/documents).

21 Ability to follow oral and written directions, instructions, rules, policies and/or procedures correctly and in order.

22 Ability to speak to others in a clear, concise, and organized manner to convey information effectively; to respond to questions appropriately; to listen to what other people are saying and ask questions to ensure understanding refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

23 Ability to adjust to new conditions, situations or technology; to move easily from one topic to another; to accept change; to be flexible with regard to viewpoint.

24 Ability to develop and maintain effective working relationships; to work with teams; to help others; to accept suggestions; to treat others with dignity and respect.

25 Ability to demonstrate organizational commitment to the public service goals and mission of the Postal Service.

26 Ability to be conscientious to carry out job tasks; to be

responsible and dependable; to take care in performing routine and novel tasks; to track details; to check that all work is accurate and complete; to record information accurately

27 Ability to work independently; to remain focused to produce quality work under time pressure or other stressors.

28 Ability to work from heights refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

29 Knowledge and ability to use various hand or portable power tools in performing mechanical, electrical, electronic or other maintenance work; this may include the use of shop power equipment. This ability includes the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools; refers to the knowledge of, and proficiency with, various power tools; the ability also involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders; refers to the knowledge of, and proficiency with, shop machines such as bench grinders, drill presses, and table/band saws.

30 Knowledge and ability to use test equipment, gauges or tools to take measurements and/or to take measurements with electrical or electronic test equipment (such as VOMs, oscilloscopes, amprobes) to perform maintenance work; this includes various types of maintenance equipment and may include monitoring the operation of a system or machine or use of data networking test equipment.

31 Knowledge and ability to use appropriate soldering techniques.

#### **EXAMINATION REQUIREMENTS:**

Applicants must successfully complete Postal Service Test 955, configuration 2, which includes the following measures of job-related

#### **knowledge, skills and abilities:**

- A. Spatial Relations
- B. Multi-Craft Test Maintenance Employees
- C. Personal Characteristics and Experience Inventory

In addition, applicants must successfully complete a structured interview evaluation.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of the position, which may require arduous exertion involved prolonged standing, walking, bending and reaching, and may involve handling heavy objects, e.g., tools and equipment up to the allowable weight. The ability to distinguish colors is required.

#### **TRAINING REQUIREMENTS**

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

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**Occ Code: 5350-0001**

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**ELECTRONIC TECHNICIAN**  
**OCCUPATION CODE: 0856-0006**  
**JOB LEVEL: P7-11**

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**FUNCTIONAL PURPOSE**

Independently performs the full range of diagnostic, preventive maintenance, alignment and calibration, and overhaul tasks, on both hardware and software on a variety of mail processing, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.

**DUTIES AND RESPONSIBILITIES**

1. Performs complex testing, diagnosis, maintenance, alignments and calibration, overhaul, and revision, of electronically operated or controlled equipment or systems; may be required to perform maintenance of associated electromechanical equipment and systems.
2. Observes the operation of systems and equipment, and applies various testing and diagnostic methods and procedures to locate and correct malfunctions and/or failures and ensures maximum system performance.
3. Performs equipment inspections to assess the quality of service or maintenance received, and to discover incipient malfunctions; initiates work orders requesting corrective actions for equipment not meeting maintenance or operating standards; estimates time and materials necessary to make corrections and conducts investigations of frequent or serious equipment failures to determine the cause of the breakdown and to recommend remedial maintenance action.
4. Recommends changes to servicing and preventive maintenance activities; assists in the revision of preventive maintenance and operator checklists, and their frequency to sustain the proper degree of maintenance.
5. Performs analyses of equipment failures; reviews operational reports, audits, and other information, to determine where operational enhancement can be made to prevent equipment or systems deterioration.
6. Participates in the installation, removal, modification, assembly, and/or disassembly of systems and equipment.
7. Participates in classroom, on-the-job, and correspondence training programs; attends courses at postal facilities, trade schools, and manufacturers sites; assists in developing and implementing training programs; provides on-the-job training to other lower level maintenance employees.
8. Provides technical support to other employees in the facility or in installations within the area served; performs in-process and final operational checks and tests work completed by other employees; may work without direct supervision.
9. May drive a vehicle or use other appropriate modes of transportation in the course of assigned duties.
10. Follows established safety practices and requirements while performing all duties; reads and adheres to instructions listed in applicable maintenance directives; maintains a library of maintenance directives.
11. Performs other duties as assigned.

SUPERVISION

Supervisor of unit to which assigned.

SELECTION METHOD

BARGAINING UNIT

BLDG/EQUIP MAINT

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**Doc Date: 11/29/2003**

**Occ Code: 0856-0006**

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**ELECTRONIC TECHNICIAN**  
**OCCUPATION CODE: 0856-0006**  
**JOB LEVEL: P7-11**

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BARGAINING UNIT QUALIFICATION STANDARD  
0856C  
(0856-0006) ELECTRONIC TECHNICIAN

**DOCUMENT DATE:**

November 29, 2003

**FUNCTION:**

Independently performs the full range of diagnostic, preventive maintenance, alignment and calibrations, and overhaul tasks, on both hardware and software on a variety of mail processing, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.

**DESCRIPTION OF WORK:**

See the Standard Position Description for the Occupation Code given above.

**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. The numbers in parentheses reflect KSA item numbers.

- (1) Knowledge of basic mechanics refers to the theory of operation, terminology, usage, and characteristics of basic mechanical principles as they apply to such things as gears, pulleys, cams, pawls, power transmissions, linkages, fasteners, chains, sprockets, and belts; and including hoisting, rigging, roping, pneumatic and hydraulic devices.
- (2) Knowledge of basic electricity refers to the theory, terminology, usage, and characteristics of basic electrical principles such as Ohm's Law, Kirchoff's Law, and magnetism, as they apply to such things as AC-DC circuitry and hardware, relays, switches, and circuit breakers.
- (3) Knowledge of basic electronics refers to the theory, terminology, usage, and characteristics of basic electronic principles concerning such things as solid state devices, vacuum tubes, coils, capacitors, resistors, and basic logic circuitry.
- (4) Knowledge of digital electronics refers to the terminology, characteristics, symbology, and operation of digital components as used in such things as logic gates, registers, adders, counters, memories, encoders, and decoders.
- (5) Knowledge of safety procedures and equipment refers to the knowledge of industrial hazards (e.g., mechanical, chemical, electrical, electronic), and procedures and techniques established to avoid injuries to self and others such as lockout devices, protective clothing, and waste disposal techniques.
- (6) Knowledge of basic computer concepts refers to the terminology, usage, and characteristics of digital memory storage/processing devices such as core memory, input-output peripherals, and familiarity with

programming concepts.

(19) Ability to perform basic mathematical computations refers to the ability to perform basic calculations such as addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.

(20) Ability to perform more complex mathematics refers to the ability to perform calculations such as basic algebra, geometry, scientific notation, and number conversions, as applied to mechanical, electrical, and electronic applications.

(21) Ability to apply theoretical knowledge to practical applications refers to the ability to recall specific theoretical knowledge and apply it to mechanical, electrical, electronic, or computerized maintenance applications such as inspection, troubleshooting, equipment repair and modification, preventive maintenance, and installation of electrical equipment.

(22) Ability to detect patterns refers to the ability to observe and analyze qualitative and quantitative factors such as number progressions, spatial relationships, and auditory and visual patterns. This includes combining information and determining how a given set of numbers, objects, or sounds are related to each other.

(23) Ability to use written reference materials refers to the ability to locate, read, and comprehend text material such as handbooks, manuals, bulletins, directives, checklists, and route sheets.

(24) Ability to communicate in writing refers to transmitting written information (e.g., equipment status, recommended repairs) to maintenance, operations, and other personnel.

(25) Ability to communicate orally refers to receiving/transmitting oral information (such as equipment status, recommended repairs or modifications, parts usage, and technical procedures) to/from maintenance, operations, and other personnel.

(26) Ability to follow instructions refers to the ability to comprehend and execute written and oral instructions such as work orders, checklists, route sheets, and verbal directions and instructions.

(27) Ability to work under pressure refers to safely and effectively performing the duties of the position under stress or in emergency situations.

(28) 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.

(29) 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.

(30) Ability to work from heights refers to the ability to perform safely and efficiently the duties of the position above floor level such as from ladders, catwalks, walkways, scaffolds, vert-a-lifts, and platforms.

(31) Ability to use hand tools refers to the knowledge of, and proficiency with, various hand tools. This ability involves the safe and efficient use and maintenance of such tools as screwdrivers, wrenches, hammers, pliers, chisels, punches, taps, dies, rules, gauges, and alignment tools.

(32) Ability to use portable power tools refers to the knowledge of, and proficiency with, various power tools. This ability involves the safe and efficient use and maintenance of power tools such as drills, saws, sanders, and grinders.

(35) Ability to use technical drawings refers to the ability to read and comprehend technical materials such as diagrams, schematics, flowcharts, and blueprints.

(36) Ability to use test equipment refers to the knowledge of, and proficiency with, various types of mechanical, electrical, and electronic test equipment such as VOMs, oscilloscopes, circuit tracers, amprobes, and RPM meters.

(37) Ability to solder refers to the knowledge of, and the ability to safely and effectively apply, the appropriate soldering techniques.

#### **EXAMINATION REQUIREMENTS:**

Applicants must complete the appropriate written examination. An applicant's total qualifications will be evaluated by a combination of the written examination and the review panel evaluation; and additionally, for in-craft candidates, the supervisor evaluation.

#### **PHYSICAL REQUIREMENTS:**

Applicants must be physically able to perform efficiently the duties of



the position, which may require arduous exertion involving standing, walking, climbing, bending, reaching, and stooping for prolonged periods of time and intermittent lifting and carrying of heavy tools, tool boxes, and equipment on level surfaces and up ladders and stairways. Applicants must have vision of 20/40 (Snellen) in one eye and the ability to read without strain printed material the size of typewritten characters is required. Corrective lenses are permitted. The ability to distinguish basic colors and shades is required. Applicants will be required to hear the conversational voice in a noisy environment and to identify environmental sounds, such as equipment running or unusual noises. Hearing aids are permitted.

**ADDITIONAL PROVISIONS:**

- (A) Applicants who qualify under this standard may be required to satisfactorily complete a prescribed training course(s) prior to assignment, reassignment, or promotion.
- (B) Applicants must be able to operate powered industrial equipment.
- (C) For positions requiring driving, applicants must have a valid state driver's license, and demonstrate and maintain a safe driving record. Applicants must pass the Postal Service road test to show the ability to safely drive a vehicle of the type use on the job. Employees may be required to drive motor vehicles in all kinds of traffic and road conditions.

**Desirable Factors:**

The knowledge and ability contained in this section are not actual requirements and are not to be used as the basis for disqualification. These are desirable factors which would enhance the applicant's ability to perform the duties of the position and may be used in evaluating the quality and extent of the applicant's total background.

- (7) Knowledge of mail processing equipment operation refers to the knowledge of machine operation such as safety considerations, start up, shut down, and operating characteristics of mail processing equipment such as conveyors, letter sorters, and cancellers.
- (34) Ability to use information retrieval systems refers to the operation of computer terminals or other peripherals as control, information monitoring, or diagnostic devices for obtaining reports or information.

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**Occ Code: 0856-0006**

[Back](#)



## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

March 7, 2007

**MAINTENANCE**  
**DIVISION**  
**OFFICERS**

**TO: Local Presidents  
Local Maintenance Craft Directors**

**Subject: Work Assignments for Automated Mail Processing Equipment**

Steve Raymer  
Director

Gary Kloepfer  
Assistant Director

Greg See  
Assistant Director

Idowu Balogun  
National Rep. at  
Large

1300 L Street, NW  
Washington DC 20005  
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In July of 1998 the parties entered into an agreement at the Headquarters level in case D94T-1D-C-97010513 pertaining to work that certain maintenance occupational groups were permitted to work on automated mail processing equipment. At the time automated mail processing equipment was limited to equipment which read addresses or bar code and sorts either ***letter or flat mail*** (emphasis added) for either delivery or transportation to another office. The parties also agreed that the Advanced Facer/Canceler System was included as part of this agreement.

The parties agreed to three (3) work assignment tasks among the Maintenance Mechanic (MM), Mail Processing Equipment Mechanic (MPE) and Electronics Technician (ET) occupational groups which was limited to automated mail processing equipment that read addresses or bar codes and sorted either letter or flat mail for either delivery or transportation to another office. . The agreement did not extend beyond these types of automated equipment; it was clearly limited in scope. Specifically the parties agreed:

- Maintenance Mechanics, MM, were permitted to perform tasks within their Standard Position Description **on automated mail processing equipment that existed at that time i.e. letter and/or flats, e.g. DBCS, AFSM100, etc.**
- Mail Processing Equipment Mechanics, MPE, could use a computer as a menu driven test device **on automated mail processing equipment that existed at that time i.e. letter and/or flats, e.g. DBCS, AFSM100, etc.**
  - a) Determine the operational status of the equipment and its electro/mechanical components;
  - b) Isolate mechanical and/or electrical malfunctions and verify the results of corrective actions.
- In addition to agreeing the operational maintenance properly fell within the Standard Position Description of the Electronics Technician, the parties' agreed that for staffing

purposes, eighty (80%) of the maintenance operational maintenance work hours associated with automated equipment on automated mail processing equipment that existed at that time i.e. letter and/or flats, e.g. DBCS, AFSM100, etc. would be used to staff Electronics Technician positions.

Since 1998, the Postal Service has introduced many new pieces of automated mail processing equipment, e.g. the Singulate Scan Induction Unit (SSIU), Automated Package Processing Systems (APPS), Low Cost Tray Sorter, High Speed Tray Sorters, robots, etc and will probably introduce many other types of automated equipment in the future. Based on the introduction of this new automated mail processing equipment the Union sought to expand the terms of the December 1998 Step 4 settlement to this new equipment. By expanding the terms of the settlement to cover all automated mail processing equipment the Union sought to maintain continuity of staffing allowances and work assignments on the work room floor. Unfortunately the Postal Service refused to expand the terms of this settlement to cover all types of automated mail processing equipment. It's failure to expand the terms of the Step 4 agreement in case D94T-1D-C-97010513 to all automated mail processing equipment prevented the continuity of staffing allowances and work assignments created by the Step 4 to grow with the Postal Service's evolving automated mail processing environment.

**What does the Postal Service's refusal to expand the terms of our agreement regarding staffing allowances and work task assignments in the Step 4 settlement of case D94T-1D-C-97010513 mean to the bargaining unit?**

The Postal Service's refusal to expand our agreement regarding staffing allowances and work task assignments could and probably will result in lower level maintenance employees being assigned higher level work which will result in higher level employees being deprived of work at either the straight or overtime rate of pay. Therefore the Local Union must file individual grievances any time local management assigns a Maintenance Mechanic (MM), a Mail Processing Equipment Mechanic (MPE) to perform work tasks on automated mail processing systems or fails to assign operational maintenance to an Electronics Technician or assign eighty (80%) of operational maintenance work hours to Electronics Technician for staffing purposes. These grievances are necessary to protect the integrity of our negotiated Standard Position Descriptions as well as protesting the Postal Service's failure to bargaining in good faith on this issue. The Postal Service's actions in these situations represent violations of Article 7 and 25 of the Collective Bargaining Agreement. These grievances must be pursued up through Step 3, if not settled at the lower steps, so that we can track the number of disputes in the field. Holding cases at the Local level prevents us from maintaining accurate numbers.

In summary, the following represents what the Postal Service gave up by refusing to reach agreement on this issue:

1. Maintenance Mechanic (MM) are now limited to being assigned to and performing maintenance task(s) within their Standard position description on automated mail processing equipment that processes letters and flats mail.
2. Mail Processing Equipment Mechanics, MPE, are now limited to being assigned and performing maintenance task(s) such as using a computer as a menu driven tool to determine the working status of a piece of automated mail processing equipment that processes letters and flats mail.

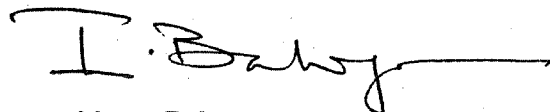
3. Only Electronics Technicians can be assigned to operational maintenance on all mail processing equipment with the exception of automated mail processing equipment that processes letters and flats mail.
4. The Postal Service violates the Collective Bargaining Agreement whenever it fails to assign eighty (80%) of the maintenance operational maintenance work hours associated with automated mail processing equipment with the exception of automated mail processing equipment that processes letters and flat mail for staffing purposes.

In addition to the above the Union has initiated a national level dispute, Q00T-4Q-C-04134590. It is our position that the Postal Service violated Articles 19 and 38 of the National Agreement by classifying Automated Mail Processing Equipment such as the Singulator and the APPS, as mechanized equipment rather than automated mail processing equipment. Consistent with the American Postal Workers Union, AFL-CIO (APWU) position, mail processing equipment, such as the SSIU, Automated Parcel Package Processing System and all other automated mail processing equipment which reads addresses or bar codes and sorts mail (parcels, sacks, trays, etc.) for either delivery or transportation to another office is automated mail processing equipment. As such, the Postal Service actions represent a violation of the Collective Bargaining Agreement. In order to fully protest the Postal Service's attack we need your grievances to support our efforts as well as protect your rights. Please contact us should you have any questions regarding this matter.

  
**Steve Raymer**  
Director

  
**Gary Kloepfer**  
Assistant Director

  
**Gregory See**  
Assistant Director

  
**Idowu Balogun**  
National Representative-at-Large

Mr. James W. Lingberg  
Director  
Maintenance Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street NW  
Washington, DC 20005-4128

RE: D94T-1D-C 97010513  
Dipeitro, R.  
Columbia, SC 29292-9511

Dear Jim:

Recently, we met to discuss the aforementioned grievance at the fourth step of the contractual grievance procedure.

The issue in this case is whether the Postal Service violated the National Agreement in its assignment of duties and responsibilities for maintenance employees.

The functional purpose of the Maintenance Mechanic, PS-5 provides that they independently perform semiskilled preventive, corrective, and predictive maintenance tasks associated with the upkeep and operation of various types of mail processing, buildings and building equipment, customer service and delivery equipment.

- The parties agree that the aforementioned language includes automated mail processing equipment.

The functional purpose of the Maintenance Mechanic MPE, PS-7 states that they perform involved trouble-shooting and complex maintenance work throughout the system of mail processing equipment; performs preventive maintenance inspections of mail processing equipment, building and building equipment.

- The parties agree that Mechanic MPE, PS-7 may use a computer as a menu driven test device to:
  - a) Determine the operational status of the equipment and its electro/mechanical components;
  - b) Isolate mechanical and/or electrical malfunctions and verify the results of corrective actions.

The functional purpose of the Electronics Technician, PS-9 states that they independently perform a full range of diagnostic, preventive maintenance, alignment and calibration, and overhaul tasks, on both hardware and software on a variety of mail processing, customer service, and building equipment and systems, applying advanced technical knowledge to solve complex problems.

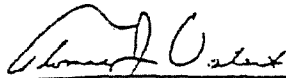
- The parties agree that the functional purpose of the Electronics Technician, PS-9 includes operational maintenance assignments. For the purpose of determining staffing in accordance with Maintenance Management Order (MMO) 028-97, eighty percent (80%) of the maintenance operational maintenance work hours associated with automated equipment will be used to staff Electronic Technician, PS-9 positions.<sup>1</sup>

Accordingly, we agree to remand this case to Step 3 for application of the aforementioned language. The parties will determine the fact circumstances and, if appropriate, a remedy.

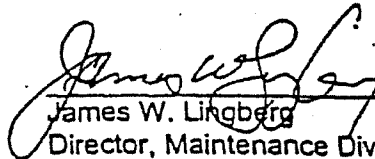
Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to remand this issue.

Time limits at this level were extended by mutual consent.

Sincerely,



Thomas J. Valenti  
Labor Relations Specialist  
Contract Administration  
(APWU/NPMHU)



James W. Lingberg  
Director, Maintenance Division  
American Postal Workers Union,  
AFL-CIO

Date: July 2, 1998

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<sup>1</sup> Automated mail processing equipment is identified for this agreement as equipment which reads addresses or bar codes and sorts either letter or flat mail for either delivery or transportation to another office. This will also include the Advanced Facer/Canceler System.