



UNITED STATES
POSTAL SERVICE

POSTING DATES: FRIDAY, AUGUST 11, 2017 – MONDAY, AUGUST 21, 2017

TO: ALL QUALIFIED CAREER EMPLOYEES WITHIN THE SOUTH JERSEY DISTRICT

TITLE: DRIVING SAFETY INSTRUCTOR (DSI)
PS LEVEL 7
OCCUPATION CODE: 5703-0006

UNIT: SOUTH JERSEY DISTRICT
POSITION DOMICILED AT:
147 QUIGLEY BLVD, NEW CASTLE, DE 19720
AND MAY REQUIRE TRAVEL TO DRIVER SKILLS COURSES LOCATED AT 561 BENIGNO BLVD AND TRENTON P&DC UP TO 5 DAYS PER WEEK AND OTHER TRAVEL WITHIN THE DISTRICT AS NEEDED

HOURS: 7:30 AM – 4:00 PM (1/2 Hour Lunch)

DAYS OFF: SATURDAY/SUNDAY

DUTIES: SEE ATTACHED POSITION DESCRIPTION AND QUALIFICATIONS STANDARD

Applications are now being accepted for the above position. Interested employees must complete their Profile in e-Career application and print it from the Overview Application. Using a separate word document, describe your knowledge, skills and abilities that support each of the twelve (12) Proficiency Requirements listed on the Qualifications Standard.

Completed applications must be received by Debbie Whalen, District Safety Office, 501 Benigno Boulevard, Bellmawr, NJ 08031-9441 by 3:00 p.m. on Monday, August 21, 2017.

Bid cards, telephone/computerized bidding are not acceptable. Selection will be made from the Best-Qualified applicants.

PLEASE NOTE: Driving is a requirement for this position; applicant must possess a valid state driver's license and have three years of USPS driving experience. Applicant must have a demonstrated ability to work safely.

The required knowledge, skills, and abilities will not, in and of themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

See the DSI Qualifications Standard for Proficiency Requirements

cc: Human Resources Manager
All Unions, File

STD JOB DESCRIPTION

U.S.Postal Service

**DRIVING SAFETY INSTRUCTOR (P7-07)
OCCUPATION CODE: 5703-0006**

FUNCTIONAL PURPOSE:

Conducts vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices.

DUTIES AND RESPONSIBILITIES:

1. Reviews and assists Human Resource personnel with state driving abstracts.
2. Instructs classroom and facilities web-base driver training and conducts controlled drivers training.
3. Administers vehicle familiarization, skills course training and conducts controlled drivers training.
4. Coordinates and provides driving instructor training and certification to ad-hoc driving safety Instructors.
5. Coaches and mentors employees and observes driving practices, ensuring drivers are applying and demonstrating learned skill sets.
6. Conducts driver improvement documents training in appropriate national database.
7. Prepares reports as required noting number of observations performed as well as count by deficiencies and type observed; maintains employee driving records in accordance with duties and responsibilities.
8. May perform other safety and training related activities in support of primary duties.

SUPERVISION:

Manager, Safety (District) or Safety Specialist (TL)

SELECTION METHOD:

Best Qualified selection, on an office wide basis, regardless of craft.

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0015

Doc Date: 11/02/2013

Occ Code: 5703-0006

QUALIFICATIONS

U.S.Postal Service

**DRIVING SAFETY INSTRUCTOR (P7-07)
OCCUPATION CODE: 5703-0006**

BARGAINING UNIT QUALIFICATION STANDARD
5700c
(5752-01XX) DRIVER INSTRUCTOR AND EXAMINER

DOCUMENT DATE 11/02/2013

FUNCTION

Conducts, vehicle familiarizations, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices.

DESCRIPTION OF WORK

See the Standard Position Description for the occupation code given above.

Proficiency Requirements

General

Applicants must have demonstrated to a sufficient degree the following skills, abilities, and knowledge to assure adequate performance in the position.

Ability to work without immediate supervision.

Ability to maintain records (training, certification) and prepare reports as required.

Ability to provide, on an individual and group basis to both newly assigned and current drivers, effective instructions on the safe and proper operation of the various types of motor vehicle equipment used at the local facility.

Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicle equipment.

Ability to grant driving privileges to newly assigned drivers to determine whether they are qualified to properly operate Government-Owned and leased motor vehicles.

Ability to drive safely. Applicants must know and observe safe driving laws and regulations. Applicants must have three years of USPS driving experience. (Before being assigned, promoted, or reassigned to this position, candidate must have qualified on all motor vehicles used in that local post office.)

Ability to maintain effective working relations with other employees

under varying circumstances.

Ability to evaluate driving training needs and to plan and schedule driver training activities to meet these needs.

Ability to understand and comply with written instructions and to give understandable information in written or verbal form.

Be safety conscious and support safety programs.

Note

The required knowledge, skills, and abilities will not, in themselves, be accepted as proof of qualification. The applicant's total record of experience, education, and training must show the ability to perform the duties of the position.

Additional Provisions

Candidates must meet the requirements for certification.

Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

Doc Date: 11/02/2013

Occ Code: 5703-0006