



Notice of Vacancy in Assignment(s)

Post this notice on the bulletin board in your station or unit for the full time of posting as shown below. Remove on the date and at the time shown below, retain in your office for as necessary.

Note to Employee: Use Form 1717, *Bid for Preferred Assignment*, to bid for the assignment(s) described below. Your bid(s) must have been received in the Personnel Office no later than the date and time shown below. Under no circumstances will your bid(s) be accepted after the date and time specified. Complete a separate Form 1717 for each position desired and number them in order of preference.

CUSTODIAL LABORER C (K7-04) OCCUPATION CODE: 3566-0007 Position # 70170757-18
Location: Clementon Carrier Annex, 22 West Berlin Rd, 1468 Blackwood /Clementon Rd. Laurel Springs
Hours 10:00 AM - 18:50 (30) Minute Lunch
Non Scheduled Days Sunday - Monday

FUNCTIONAL PURPOSE:

Provides custodial services using a variety of heavy duty power-driven custodial equipment for U.S. Postal Service Headquarters facility.

DUTIES AND RESPONSIBILITIES:

1. Operates a variety of heavy duty power-driven custodial equipment. Such equipment includes floor machines, buffers and riding equipment such as, but not limited to, sweepers, lawn mowers, and snow tractors or plows.
2. Performs general cleaning duties such as stripping and refinishing floors and shampooing carpets.
3. Cleans ceiling and walls, glass partitions and building fixtures which may require the use of ladders.
4. Performs general ground-keeping tasks including cutting and trimming lawns, bushes or hedges, and cleaning sidewalks and driveways using heavy duty and/or riding equipment.
5. Loads and unloads custodial supplies and equipment, moves furniture and equipment as required to clean.
6. Performs other job-related tasks as assigned.

SUPERVISION:

Reports to supervisor of unit to which assigned or Supervisor, Custodial Services.

SELECTION METHOD:

NO BIDS RECEIVED

[Signature]
5/30/18

Date and Time Posted May 14, 2018 08:00 AM

Date and Time Withdrawn May 29, 2018 16:50 PM

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.