



Vacancy Announcement

Issue Date: 12/14/2024
Closing Date: 12/23/2024

TITLE: DRIVING SAFETY INSTRUCTOR

**LOCATION: 80 county Road
Jersey City NJ (NDC)**

GRADE: P9-08

AREA OF CONSIDERATION: District-wide

**SCHEDULE: 06.00AM – 02.30PM
N/S DAYS – SAT/SUN**

PERSONS ELIGIBLE TO APPLY: This position is posted District –Wide. All career employees with 3 years of Postal driving experience are eligible to apply for this position.

Employee must have a Class A CDL with a minimum of two (2) years of Tractor Trailer driving experience.

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.

REQUIREMENTS:

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.



Vacancy Announcement

Issue Date: 12/14/2024
Closing Date: 12/23/2024

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.

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.

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



Vacancy Announcement

Issue Date: 12/14/2024
Closing Date: 12/23/2024

HOW TO APPLY:

Employees should send a brief email/mail indicating your interest and attach eCareer Profile addressing each requirement listed above on the “Summary of Accomplishments” section. Forward or mail completed profile to the email address below for receipt on or before the closing date to:

MAIL TO:

Kathleen Maher
HR Mgr. Administrative Assistant
Local Services New Jersey District
21 Kilmer Road
Edison, New Jersey 08899
Kathleen.A.Maher@usps.gov

NOTE: PLEASE INDICATE POSTING NUMBER AND TITLE LISTED ABOVE IN YOUR RESPONSE

THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.