

Vacancy Announcement

Driver Safety Instructor

Issue Date: 8/27/2018

Closing Date: 9/6/2018

**LOCATION:**

Gateway District

 \*\*\* Given ongoing changes within the Postal Service and the Gateway District, Domicile location may change

**TITLE:** Driver Safety Instructor

**GRADE:** PS-08

**OCCUPATION CODE:** 5703-0006

**HOURS:** 7:00AM – 3:30PM N/S DAYS- SAT/SUN

**PERSONS ELIGIBLE TO APPLY:** All qualified Craft employees within Gateway district with at least three years of current career service are eligible to apply for this position. **Note**: This position is open to all crafts. A valid state driver’s license is necessary to serve in this position.

**FUNCTIONAL PURPOSE;** Conducts initial road tests, vehicle familiarization, vehicle operator training, driver instructor training and certification, driver improvement and refresher training, as well as coaches and observes driving practices. Assists in classroom training related to the safe operation of motor vehicles and powered industrial equipment.

**SELECTION METHOD:** Best qualified selection, on an office wide basis, regardless of craft.

**REQUIREMENTS:**

1. Ability to work without immediate supervision.
2. Ability to maintain records and prepare reports.
3. Ability to instruct.
4. 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 in that local post office.
5. Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicles.
6. Ability to give driving tests to newly assigned drivers to determine whether driving privileges should be granted to operate government owned and leased motor vehicles.
7. 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.)
8. Ability to maintain effective working relations with other employees under varying circumstances
9. Ability to evaluate driving training needs and plan and schedule driver training activities to meet those needs.
10. Ability to understand and comply with written instructions and to give understandable information in written and verbal form.
11. Ability to stand and sit for eight (8) hours.

**Note:** Applicants may be disqualified based on their driving record

**MAIL TO:**

Sean Barnes – Safety Manager

1720 Market St. RM 2027

St. Louis, MO 63155-9441

**HOW TO APPLY**: Employees must complete and submit Form 2591, Application for Employment (pages 1-4), plus a separate statement of qualifications for each Requirement to the application address for receipt on or before the closing date. Employees are encouraged to include the ZIP+4 in their mailing list. THE UNITED STATES POSTAL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW, AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.