

Vacancy Announcement

Training Tech - PEDC

Issue Date: 10/21/2019

Closing Date: 10/31/2019

**LOCATION:**

St. Louis MO PEDC located in the Main Post Office – 1720 Market St. St. Louis MO 63155

**TITLE:** TRAINING TECHNICIAN PEDC

**GRADE:** 7

**SALARY RANGE:** $43,780 - $61,980

**OCCUPATION CODE:** 1712-34XX

**HOURS:** 9:00 AM – 5:30 PM N/S DAYS – Sat / Sun

**PERSONS ELIGIBLE TO APPLY:** All Craft employees in the St. Louis MO installation

**FUNCTIONAL PURPOSE;** Provides technical support and serves as an instructor for craft employees in a particular area of specialization at a Postal Employee Development Center.

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

**REQUIREMENTS:**

1. Ability to work without immediate supervision.
2. Ability to use reference materials and manuals.
3. Ability to maintain records and prepare reports.
4. Ability to perform effectively under the pressures of the position.
5. Ability to interpret instructions, specifications, etc.
6. Ability to instruct.
7. Knowledge of different relevant lines of work.
8. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.
9. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.
10. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.
11. Ability to work with others.

**Note:**
Applicants must have three years of practical and progressive general experience or training in a trade, craft, occupation, or subject appropriate to the position to be filled.

This experience must show evidence of sufficient knowledge and ability to demonstrate, explain, and instruct students in the use of tools, techniques, principles, or practices of the trade, craft, occupation, or subject. Evidence of this knowledge and ability may have been demonstrated by one or any combination of the following:

 -Experience as a teacher or instructor.
 -Satisfactory completion of a formal course or on-the-job training program in the basic principles and techniques of instruction which included supervised practice teaching.
 -Performance of duties involving the supervision or on-the-job instruction of fellow workers in the use of tools, techniques, principles, or practices of a trade or craft, or other appropriate occupation or subject.
 -Successful completion of a formal vocational training program for a trade or craft, or other appropriate occupation, in which the applicant demonstrated an unusual and marked aptitude for learning and applying the principles, practices, and techniques of the trade, craft, or occupation.
 -Successful completion of study in a resident school above high school level, including vocational schools may be substituted for general experience at the rate of nine months of experience for each academic year of education, up to a maximum of 36 months.

Note: The required amount of experience will not in itself be accepted as proof of qualification. The applicant's record of experience and training most show the ability to perform the duties of the position.

**PHYSICAL REQUIREMENTS:**
Applicants must be physically able to perform efficiently the duties of the position. Vision of 20/40 (Snellen) in one eye and ability to read without strain printed material the size of typewritten characters are required. Corrective lenses are permitted. Ability to distinguish basic colors and shades is desirable. Ability to hear the conversational voice is required; hearing aids are permitted.

**ADDITIONAL PROVISIONS:**
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 used on the job.

**MAIL TO:**

Carolyn Robinson

1720 Market St., Room 2028

St. Louis MO 63155

**HOW TO APPLY**: Employees must complete and submit Form 991, 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.

**DUTIES AND RESPONSIBILITIES:**

1.  Instructs craft employees in work methods, procedures, skill requirements, duties, and responsibilities of positions and work assignments.

2.  Applies accepted principles of learning to all instructor assignments.

3.  Provides for each trainee the full opportunity to understand, participate in demonstrations, and discuss training ensuring that all necessary skills and knowledge have been acquired.

4.  Coordinates the development of training plans for classroom and on-the-job instruction.

5.  Applies the most effective technique(s) of instruction to accomplish specific learning objectives.

6.  Uses a variety of training devices and visual aids.

7.  Informs employees of standards and criteria used to evaluate satisfactory performance.

8.  Maintains accurate training records in accordance with approved procedures.

9.  Occasionally performs other job related tasks in support of primary duties.

**SUPERVISION:**

Supervisor assigned to the training function.