



Vacancy Announcement BQ21-01 DRIVING SAFETY INSTRUCTOR

Issue Date: 1/1/2021
Closing Date: 1/11/2021

****Applications must be received in LDD Mgr Office (Room 301E) by 16:30 on the closing date****

LOCATION: Grand Rapids P1, 3500 Patterson SE, Grand Rapids MI

TITLE: DRIVING SAFETY INSTRUCTOR **POSITION ID:** 71767170

GRADE: PS-08 **OCCUPATION CODE:** 5703-0006

HOURS: SAT, SUN, MON, THU, FRI 8:00am to 16:30pm – 30 minute Lunch - N/S Days: Tuesday & Wednesday

PERSONS ELIGIBLE TO APPLY: Open to ALL CRAFT EMPLOYEES within the Grand Rapids installation.

Note: This is a Best Qualified position and open to all Career Craft employees. Will become Motor Vehicle Craft employee upon placement.

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.

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must have demonstrated to a sufficient degree the following skills, abilities, and knowledge to assure adequate performance in the position. Applicants demonstrate these levels by describing examples of experience, education, or training, any of which may be non-postal. Ratings are based on the demonstration of the level of possession of each of the KSAs. Failure to demonstrate any KSA is disqualifying.

1. Ability to work without immediate supervision.
2. Ability to maintain records (training, certification) and prepare reports as required.
3. 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.
4. Ability to teach effectively classroom instruction courses given to newly assigned operators of motor vehicle equipment.
5. Ability to grant driving privileges to newly assigned drivers to determine whether they are qualified to properly operate government owned and leased motor vehicles.
6. 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.)
7. Ability to maintain effective working relations with other employees under varying circumstances.
8. Ability to evaluate driving training needs and to plan and schedule driver training activities to meet these needs.
9. Ability to understand and comply with written instructions and to give understandable information in written or verbal form.
11. 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. Applicants must meet the requirements for certification.

PHYSICAL REQUIREMENTS: Applicants must be physically able to perform efficiently the duties of the position.

HOW TO APPLY: Employees must complete and submit Form 991, Application for Promotion (Pages 1 and 2), plus a 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 ACCOMMODATION 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

RETURN PS991 TO:

Julie Campbell, MLDD
USPS Greater MI District
225 Michigan NW
Grand Rapids MI 49599-9425
Julie.Campbell@usps.gov

STD JOB DESCRIPTION

U.S.Postal Service

**DRIVING SAFETY INSTRUCTOR (P7-08)
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: 04/20/2019

Occ Code: 5703-0006