

## Vacancy Announcement BQ21-01 TRAINING TECHNICIAN

Issue Date: 10/08/2021

Closing Date: 10/18/2021

**\*\*Applications must be received by the MLDD by 16:30 on the closing date. See "HOW TO APPLY instructions below\*\***

**LOCATION:** 3500 Patterson Ave SW, Grand Rapids MI

**TITLE:** TRAINING TECHNICIAN

**POSITION ID:** 71524376

**GRADE:** PS-07

**OCCUPATION CODE:** 1712-34xx

**HOURS:** TOUR 3, MON, TUE, WED, THU, FRI 6:30pm-3:00am – 30 minute Lunch - N/S Days: Saturday & Sunday

**DUTIES:** WHEN NOT PERFORMING TRAINING DUTIES YOU WILL BE ASSIGNED TO WORK MANUAL PRIORITY.

DOMICILED AT THE MP ANNEX, BUT MAY BE REQUIRED TO TRAVEL TO OTHER LOCATIONS WITHIN THE CITY OF GRAND RAPIDS. TRAINING TECHNICIAN PEDC, BEST QUALIFIED POSITION. SUCCESSFUL APPLICANT MUST PASS A FACILITATOR SKILLS CLASS. OTHER JOB RELATED TASKS IN SUPPORT OF PRIMARY DUTIES. BQ APPLICANTS MUST SUBMIT A PS FORM 991. APPLICATION FOR PROMOTION ADDRESSING EACH REQUIREMENT (KSA) LISTED BELOW.

**PERSONS ELIGIBLE TO APPLY:** Open to ALL CRAFT CAREER EMPLOYEES within the Grand Rapids Bid Cluster.

**Note:** This is a Best Qualified position. Will become Clerk Craft employee upon placement.

### 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.*

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.

### KSA'S:

**B-4. Ability to work without immediate supervision.**

**B-6. Ability to use reference materials and manuals.**

**B-10. Ability to maintain records and prepare reports.**

**B-11. Ability to perform effectively under the pressures of the position.**

**B-14. Ability to interpret instructions, specifications, etc.**

**B-19. Ability to instruct.**

**B-28. Knowledge of different relevant lines of work.**

**B-39. Ability to operate office machines such as calculators, adding machine, duplicating machine, or any other office equipment as appropriate to the position.**

**B-45. Ability to understand and comply with written and verbal instructions, and give understandable information in verbal and written form.**

**B-46. Ability to analyze, explain, and apply laws, regulations, rulings, and procedures pertinent to the work to be performed.**

**B-53. Ability to work with others.**

### EXPERIENCE REQUIREMENTS:

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 must show the ability to perform the duties of the position.

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. 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.

**\*\*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, B- Factors, 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, MED  
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Traverse City MI 49684-9998  
[Julie.Campbell@usps.gov](mailto:Julie.Campbell@usps.gov)

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**TRAINING TECHNICIAN PEDC (P7-07)  
OCCUPATION CODE: 1712-34XX**

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**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.

**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.

**SELECTION METHOD:**

Best Qualified selection on an office wide basis regardless of craft.

**BARGAINING UNIT:**

CLERK

**KEY POSITION REFERENCE:**

KP-0017