

Grand Rapids(MI) Bid Cluster

REPORT CODE
NOIOI

NOTICE OF INTENT TO FILL A VACANT DUTY ASSIGNMENT

POSTING #: 25-
0506MS1

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 ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

In accordance with article 38, Section 4, of the USPS-APWU National Agreement, this is to give notice that the following position will be filled using the appropriate Preferred Assignment Selection Register and/or Promotion Eligibility Register. All employees are advised that where your name appears on a Promotion Eligibility Register or a Preferred Duty Assignment Selection Form, you may be promoted and/or reassigned according to your current preferences. You have the option to exercise your right to submit a new or amended preferred assignment selection form according to the criteria established in Article 38, Section 5.A.6 of the USPS-APWU National Agreement.

POSITION DESCRIPTION

Occupation Group Title: MAINTENANCE SUPPORT CLERK
HRIS Number: 70527850
Duty Assignment Number: MS712212
Occupation Code: 0303-02XX
PS Salary Level: 7

WORK SCHEDULE

Tour: 2
Non Scheduled Days: SAT & SUN
Hours Of Duty: 0800 to 1630

PRINCIPAL ASSIGNMENT AREA

Work Location: P-1 CAMPUS
Pay Location: 034

PHYSICAL OR OTHER SPECIAL REQUIREMENTS

Maintain Valid Driver License. MOS Policies and Procedures for Clerks.

An employee who is listed on the appropriate register for a vacant assignment shall have the right to withdraw a preferred assignment or promotion selection, in writing at anytime, but no later than the closing hour & date for this notice of intent.

CLOSING DATE: 05/13/2025

Time: 17:00



RICHARD C BROWN

05/06/2025

NAME

DATE

U.S.POSTAL SERVICE
MAINTENANCE

RAMILEE A ROBBINS

3550 PATTERSON AVE NE

GRAND RAPIDS MI 49512

MSS

TITLE

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2ND PART

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ADDITIONAL DUTY ASSIGNMENT REQUIREMENTS

Position Title	HRIS No:	DA No:	Work Location:	PS Level:
MAINTENANCE SUPPORT CLERK	70527850	MS712212	P-1 CAMPUS	7

MUST BE CAPABLE OF PHYSICAL REQUIREMENTS AS LISTED IN THE QUALIFICATION STANDARD FOR THIS JOB POSITION AND BE CAPABLE OF PERFORMING ALL DUTIES AS LISTED IN THE JOB DESCRIPTION FOR THIS POSITION.

IN ACCORDANCE WITH ARTICLE 38, SECTION 4 OF THE USPS - APWU NATIONAL AGREEMENT, THE FOLLOWING DUTY ASSIGNMENTS / HRIS NUMBERS HAVE BEEN IDENTIFIED FOR POSSIBLE CHANGE OR REVERSION:

DA NUMBER	HRIS	JOB TITLE	TOUR	1ST	2ND	WORK LOCATION
BE901212	95517965	BUILDING EQUIPMENT MECHANIC	2	SAT	SUN	GMF
MM701145	71487279	MAINTENANCE MECHANIC	1	TUE	WED	GMF
MM701145	73947976	MAINTENANCE MECHANIC	1	TUE	WED	GMF
MM701167	71345370	MAINTENANCE MECHANIC	1	THU	FRI	GMF
MM712256	72012387	MAINTENANCE MECHANIC	2	WED	THU	P-1 CAMPUS
MM712267	71909347	MAINTENANCE MECHANIC	2	THU	FRI	P-1 CAMPUS
ET112312	72997898	ELECTRONIC TECHNICIAN	3	SAT	SUN	PSA
LC412312	72915405	LABORER CUSTODIAL	3	SAT	SUN	PSA
LC412312	73787680	LABORER CUSTODIAL	3	SAT	SUN	PSA
LC412312	72915407	LABORER CUSTODIAL	3	SAT	SUN	PSA

Additional Information:

All subsequent duty assignment awards resulting from this NOI are subject to training requirements. See Facility Duty Assignment Qualification Training Requirements posted on maintenance bulletin boards.