

# United States Postal Service

## *External Publication for Job Posting 77827933*

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

### *Branch*

Tennessee District

### *Job Posting Period*

06/11/2014 - 06/18/2014

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached.

### *Job Title*

PSE LABORER CUSTODIAL (NEW WORK)

### *Facility Location*

ELIZABETHTON  
901 W ELK AVE  
ELIZABETHTON, TN 37643-9998

Applicants must live within 50 miles of the facility address in order to be eligible for this position because the work is performed in the Facility Location and candidates will need to be present for screening activities, including an interview. Veterans who are entitled to veterans preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

CONTACT INFORMATION: Susie Whittington, Postmaster, 423-543-1224 - [susie.m.whittington@usps.gov](mailto:susie.m.whittington@usps.gov)

### *Position Information*

TITLE: PSE LABORER CUSTODIAL (NEW WORK)  
FLSA DESIGNATION: Non-Exempt  
OCCUPATION CODE: 2395-0031  
NON-SCHEDULED DAYS: VARIES  
HOURS: VARIES

PSEs hold temporary appointments for periods not-to-exceed 360 days. Subsequent appointments after a 5 day break in service may be offered but are not guaranteed and should not be expected because the use of PSEs is discretionary and subject to business needs.

PSEs can be scheduled any hours and the position is intended to be very flexible, including weekends and holidays as needed. PSEs must be available to work when needed.

DRIVING REQUIRED: Applicants must have a valid state drivers license, a safe driving record, and at least two years of documented driving experience.

SALARY RANGE: \$12.94 per hour paid bi-weekly

FINANCE NUMBER: 472796

**BENEFIT INFORMATION:** This is a non-career position, which may lead to a career position depending on organizational needs. Limited benefits include paid vacation days, pay raises, and eligibility for health insurance after completion of a 360-day term and reappointment to another 360-day term following a break in service of less than 6 days.

### ***Persons Eligible to Apply***

This position is restricted to applicants eligible for veterans preference. Applicants who are not entitled to veterans preference may be considered only when preference eligible applicants are not available for appointment.

All applicants must apply on line at [www.usps.com/employment](http://www.usps.com/employment). Paper or Emailed Applications for Employment will not be accepted in person or by email. You must have a valid email address to apply for this position. Communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email.

**NOTE:** We will communicate with you by email concerning your application, so it is very important that you are able to receive our messages. Please add the following email domain addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address!

@usps.gov                      @panpowered.com                      @geninfo.com

**EXAM REQUIRED:** If you are invited to take this test, instructions regarding the exam process will be sent via email once you successfully submit your online application. Please ensure you can receive messages from our test vendor and follow instructions carefully so you can be considered for this employment opportunity!

**NOTICE TO CURRENT NON-CAREER POSTAL SERVICE EMPLOYEES** - Current non-career Postal Service employees who wish to apply for this vacancy must go to [usps.com/employment](http://usps.com/employment), create an external (non-employee) Candidate Profile (or log in if you have an active external Profile), apply, and follow instructions for testing. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to [usps.com/employment](http://usps.com/employment). If you created an external Candidate Profile before and then were hired, you may need to create a new Profile. If you create a new Profile, you will be required to use a different email address.

### ***Background Check***

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

### ***Functional Purpose***

Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment.

### **DUTIES AND RESPONSIBILITIES**

1. Makes or assists in making minor maintenance repairs to building and equipment.
2. In smaller buildings assists the fireman-laborer in firing the boiler; in firemen-laborer's absence fires and cleans the boiler.
3. Operates a variety of power driven equipment such as floor scrubbers, floor sanders, waxers, and wall washers; adjusts brushes, buffers, and other attachments on machines; uses wax, polish, and other protective agents appropriate for the

various; surfaces; washes walls and ceilings from scaffolding.

4. Performs general laboring duties such as uncrating and assembling furniture and fixtures using bolts and screws for assembly, loading and unloading supplies and equipment.

5. Performs janitorial duties such as cleaning, scrubbing, waxing, and polishing floors; washes walls and ceiling; dusts furniture and fixtures; cleans hardware and toilet fixtures; washes windows; cares for lawns and shrubs; cleans sidewalks and driveways and removes ashes, snow and ice.

6. In addition, may: operate elevator, stack supplies in storage rooms and on shelves; move furniture and equipment.

PSE Custodians perform manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility. The job is physically demanding, requiring both indoor and outdoor responsibilities. Applicants must be able to perform the duties of the position with or without accommodation.

## SUPERVISION

Supervisor of unit to which assigned.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

### **Requirements**

1. Physical Requirements: Applicants must be physically able to perform efficiently the duties of the position with or without reasonable accommodation.

2. FUNCTION: Performs manual labor in connection with maintenance and cleaning of the buildings and grounds of a postal facility; assists in firing low pressure boiler and in making minor repairs to the building and equipment. DESCRIPTION OF WORK: See the Standard Position Description for the Occupation Code given above. REQUIREMENTS: KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS: This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position. Applicants must demonstrate that they possess a sufficient level of each KSA, to include at least minimum competency for senior-qualified positions to enable them to perform these tasks satisfactorily. 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 at heights above floor level, such as from ladders, vert-a-lifts, walkways, and scaffolds. 2. Ability to understand and carry out oral instructions expressed in English. EXAMINATION REQUIREMENTS: Applicants must successfully complete Postal Service Test 916. PHYSICAL REQUIREMENTS: 1. Applicants must be physically able to perform efficiently the duties of the position. These duties may involve using a variety of hand and power-assisted tools, and power-driven custodial equipment. 2. Applicants must have the ability to stand, stoop, bend, and stretch for long periods of time and to manually lift and carry objects weighing 45 pounds or more, without assistance.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

## IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the

criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at [FairChanceActSupport@usps.gov](mailto:FairChanceActSupport@usps.gov). Further information can be found at [www.usps.com](http://www.usps.com).

**SPECIAL NOTE:** Current career Postal Service employees are ineligible to apply to this posting.