



U.S. DEPARTMENT of COMMERCE
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Mail Processing Equipment Operator 03

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NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position is located in

This position sets up, adjusts, operates and monitors mail processing equipment to prepare a variety of material for mailing.

II. MAJOR DUTIES AND RESPONSIBILITIES

Operates simple mail processing equipment according to established procedure and/or instructions.

Assists in the operation of more complicated mail processing equipment as instructed by higher grade operators.

Loads and off bears materials on the mail processing equipment.

Transports materials to various work sites.

Labels assembled materials by stenciling, applying pressure sensitive labels, etc.

Prepares and maintains production records and reports of items processed.

III. FACTOR LEVELS

Factor 1 - Knowledge Required FL 1-2, 200 pts

Knowledge and skill to set up, operate, monitor, and adjust simple mail processing equipment.

Knowledge of components, functions, and capabilities of a variety of mail processing equipment.

Knowledge to detect improper machine operation and to correct minor problems.

Knowledge of established operating procedures, supplies, and materials essential to perform the duties of this position.

Basic skill to perform routine maintenance and minor repairs such as clean and oil the equipment, refill glue or water trays, adjust belt tension, replace filters, belts, and other worn or defective minor parts such as suction cups, gripper jaws, or air hoses.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The assigned work is performed independently following the supervisor or work leader's general instructions and established priorities. The supervisor or work leader is available for assistance with difficult and unusual problems. Work is reviewed by systematic spot-checks and is also evaluated in terms of timeliness and quantity.

Factor 3 - Guidelines FL 3-1, 25 pts.

Guidelines include Postal Service regulations regarding the preparation of mail, portions of equipment manufacturers' manuals, agency procedures and instructions from the supervisor. When there are any questions as to what guidelines apply, the problem is referred to the supervisor or lead person.

Factor 4 - Complexity FL 4-2, 75 pts.

The work consists of several related steps and processes in the set up, operation, adjustment, and maintenance of a variety of mail processing machines. The proper set up and adjustment of the machinery requires the employee to consider several apparent factors such as the work to be processed, the machinery to be utilized, and the differences in equipment set ups for similar jobs. The variety of equipment set ups is limited by the capabilities of the machine and the size of the material being processed.

Factor 5 - Scope and Effect FL 5-1, 25 pts

The work involves routine set up, operation, and adjustment of mail processing equipment to process incoming and outgoing mail. The proper performance of this facilitates the work of others and maintains the operating efficiency of the unit. The work affects timeliness and accuracy of services provided to users.

Factor 6 - Personal Contacts FL 6-1, 10 pts.

Contacts are primarily with the supervisors and co-workers, but there are some contacts with employees in areas serviced.

Factor 7 - Purpose of Contacts FI 7-1, 20 pts.

Contacts serve to provide and clarify work instructions, resolve maintenance problems, obtain and/or report factual information relating to the work.

Factor 8 - Physical Demands FL 8-3, 50 pts.

Work requires the operator to stand for extended periods of time during machine operations and to routinely lift heavy items such as stacks of computer forms, cartons of envelopes, etc., which weigh over 50 pounds.

Factor 9 - Work Environment FI 9-2, 20 pts.

Work is performed in well-lighted areas, with adequate to very poor ventilation. Operator is subject to cuts, bruises, shocks or possible damage to extremities during high speed operation. Environment is noisy, hot or cold, and may be dusty, dirty or smelly during operations or clean-up procedures. Operator is subject to subdued, excessively bright or strobe type (fast blinking) lights.

TOTAL = 550 points

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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