



May 12, 2023

RECEIVED
MAY 15 2023

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan,

This is a follow up to the article 19 notification sent on December 23, 2022, regarding the creation of a Dispatch Coordinator (P7-07) job position. The Postal Service has considered the APWU's feedback and made updates to the job position.

The Dispatch Coordinator P7-07 position is proposed as a best qualified job to coordinate trip arrivals and departures, ensure adherence to the dispatch schedule, and to ensure transportation is available in accordance with the operational plan.

Under this new proposal, the job will now fall under the Motor Vehicle craft, as a level 8 best qualified position.

Enclosed is the following:

- A copy of the new Dispatch Coordinator (P7-07) job position

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

James Lloyd
Director
Labor Relations Contract Administration (NALC)

Enclosure

DISPATCH COORDINATOR (PS-08)
OCCUPATION CODE: TBD

FUNCTIONAL PURPOSE:

Coordinates arrivals and departures and ensures adherence to dispatch schedule, to ensure transportation is available in accordance with the operational plan. Works with mail processing to facilitate timely loading, unloading and dispatch of trips. Submits financial documentation for transportation to ensure accurate and timely payment to highway contract route (HCR) suppliers.

DUTIES AND RESPONSIBILITIES:

1. Maintains and ensures compliance with daily dispatch schedules for dock operations. Monitors network trips, extra trips and alternative routings based on network and mail volume demand. Monitors the loading and unloading of mail containers. Coordinates load sequencing of outgoing trips based on service points network and local trips, to include timeliness and adherence to schedules. Ensures maximum trailer utilization, including lidding and double stacking. Liaison to suppliers and supplier escalation for late arriving/omitted service.
2. Ensures all scanning requirements are being performed to load, unload, arrive and depart trips. Ensures proper labeling and compliance with Mail Transport Equipment Label (MTEL) requirements. Ensures timely closing, routing and dispatch of all mail containers within the assigned work area. Verifies mail is being routed properly by checking labels and MTEL placards against dispatch schedules.
3. Interacts with highway contract route (HCR) drivers on-site. Verifies driver and vehicle meet contractual requirements, such as arrival time, vehicle specifications, and driver affiliation. Escalates issues as appropriate. Checks with drivers to ensure compliance with contract, Department of Transportation (DOT) regulations and other requirements.
4. Verifies accuracy and posting of transportation performance record of arrival and departure times (PS Form 5398) in all operations and docks. Reviews paperwork for accuracy to enable invoices to be paid timely and accurately.
5. Completes and verifies accuracy of forms used to document trips and approve payments for contractors. Includes completing paper forms, such as PS Form 5466 for late trips and PS Form 5397 for extra trips. Verifies late and extra trips occurred consistent with the documentation. Submits forms daily to be entered into the system or may enter forms into the Electronic System Change Request (eSCR) system, to ensure accurate and timely payment. Documents trips in Surface Visibility (SV) system.
6. Coordinates with contractors, Postal Vehicle Services (PVS) and freight houses to ensure trips are departing and arriving on time. Recommends arrangements for extra trips of service when necessitated by volume or unusual circumstances.
7. Controls movement of vehicles in and out of the facility, issues yard assignments and gate passes to vehicle operators. Manages vehicle and facility keys, scanners, gas cards and schedules.
8. Performs safety inspections and yard checks to ensure adherence to driver safety protocols in the yard, such as wheels chocked, motor in the off position, van/trailer conditions to include verifying the installation of E tracks, proper use of restraining straps to "E"-tracks, and mail transport equipment being properly loaded and unloaded. Investigates vehicle accidents and prepares necessary reports and recommendations under emergency circumstances.

9. Keeps informed on contract provisions for routes serving the facility such as loading agreements, correct sized vehicles, proper protection of the mail and other special conditions. Periodically inspects contract vehicles and reports deficiencies or irregularities to supervisor.
10. Examines outgoing and incoming vehicles to determine degree of visibility compliance, utilization and adherence to highway safety regulations and reports irregularities to supervisor.
11. Performs other job-related tasks in support of primary duties.

SUPERVISION:

Supervisor Transportation Operations, Manager Transportation/Networks, or another designated supervisor.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

Motor Vehicle

DISPATCH COORDINATOR (PS-08)
OCCUPATION CODE: TBD

BARGAINING UNIT QUALIFICATION STANDARD

DISPATCH COORDINATOR

DOCUMENT DATE: TBD

FUNCTION:

Coordinates arrivals and departures and ensures adherence to dispatch schedule, to ensure transportation is available in accordance with the operational plan. Works with mail processing to facilitate timely loading, unloading and dispatch of trips. Submits financial documentation for transportation to ensure accurate and timely payment to HCR suppliers.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

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. Knowledge of dispatch schedules and dock operations sufficient to coordinate arrivals and departures.
2. Knowledge of safety requirements and regulations of dock and yard operations at a level sufficient to conduct safety compliance reviews and yard checks.
3. Ability to work without immediate supervision.
4. Ability to maintain records and prepare reports.
5. Ability to operate computer equipment.
6. Ability to personally resolve problems of a routine nature.
7. Ability to understand and comply with written and verbal instructions and give understandable information in verbal and written form.
8. Ability to work with others.
9. Ability to schedule work, either materials or people.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete the Virtual Entry Assessment (VEA) – Mail Processing (MP) 476.

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.