



April 24, 2020



Mr. Brian J. Wagner
President
National Association
of Postal Supervisors
1727 King Street Suite 400
Alexandria, VA 22314-2753

Dear Brian:

The Postal Service is proposing, in accordance with Title 39, U.S. Code, § 1004 (d), establishment of the following position:

Manager Transportation Operations (EAS-21, Occ Code 2150-0001)

The enclosed position description and qualifications for this position is provided for your review. This position will report to the Manager Transportation/Networks in the plant and be responsible for overseeing transportation and network programs for Postal Vehicle Services (PVS) and its service area. This role will also ensure schedules are established to meet customer needs and ensure effective use of motor vehicle, commercial and contract carrier services.

This position will be authorized for facilities with 325 or more PVS craft positions, and 14 or more authorized Supervisor, Transportation Operation positions.

Pursuant to Title 39, U.S. Code, § 1004 (d), please provide any questions or recommendations you might have regarding this matter. We look forward to your soonest possible input in order to expedite establishment and deployment of this position.

Please contact me at extension 7773 if you wish to discuss or if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce A. Nicholson".

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

MGR TRANSPORTATION OPERATIONS (EAS-21)
OCCUPATION CODE: 2150-0001

FUNCTIONAL PURPOSE

Oversees transportation and network programs for Postal Vehicle Services (PVS) and its service area; ensures schedules are established to meet customer needs and ensures effective use of motor vehicle, commercial and contract carrier services.

DUTIES AND RESPONSIBILITIES

1. Manages the transportation of mail for a PVS facility and its service area; ensures schedules are established to meet customer needs and ensures effective use of motor vehicle, commercial and contract carrier service.
2. Coordinates the implementation of plans governing the use of containers within the processing plant and its service area. Develops and implements procedures and guidelines governing PVS operations; oversees studies to reduce PVS costs without impacting service standards.
3. Manages the development and implementation of procedures and guidelines governing PVS operations; develops contingency plans to provide transportation services in emergency situations; oversees studies to reduce transportation costs without impacting service standards.
4. Manages and reviews transportation performance and utilization reports; directs changes needed to improve service and reduce costs.
5. Manages the development and evaluation of cost studies including comparisons of motor vehicle service versus contract service. Participates in the planning and start-up of new and leased facilities to be included in local transportation network. Makes recommendations to that best meets the needs of the organization.
6. Serves as a liaison with representatives of major mailers private contractors and government agencies to coordinate and meet their product and transportation needs.
7. Provides input for the development of the plant transportation budget.
8. Plans and adjusts vehicle transportation routes and schedules; ensures that they interface with outside carrier schedules; responds to emergency needs.
9. Manages a team of supervisors involved in PVS operations and issues. Ensures that employees are properly trained in all activities related to transportation and vehicle operations.

SUPERVISION

Mgr Transportation/Networks

SELECTION METHOD

See Handbook EL-312, Section 740 - Selection Policies For Non-bargaining Positions.

REQUIREMENTS

1. Knowledge of policies and procedures related to mail transportation.
2. Knowledge of mail transportation networks.
3. Ability to estimate transportation expenditures in order to provide budget input.
4. Ability to gather and analyze performance and cost data in order to identify problems and recommend changes for improvements.
5. Ability to manage, including planning, organizing, directing and monitoring the work of people, programs, and projects to meet organization goals.
6. Ability to communicate orally in order to maintain contact with major mailers, private contractors, and government agencies.
7. Ability to provide training and orientation to employees and contractors.
8. Ability to monitor transportation operations, including arrival/departure data, vehicle utilization and availability, maintenance schedules, and take action to optimize operations.