

POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Mailing Machines Supervisor I	<i>Mailing Machines Supervisor I</i>
NAME OF INCUMBENT:	POSITION NUMBER:
<i>Click here to enter text.</i>	280-345-1459-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Office of Documents, Publications & Distribution / Mail Operations and Distribution Section / Production Mail Finishing Group / Mail Finishing Unit 1, 2 or 3	<i>Click here to enter text.</i>
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Document Management Division	Mailing Machines Supervisor II
BRANCH:	REVISION DATE:
Administration	9/25/2019
Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
Check all that apply: ☐ Conflict of Interest Filing (Form 700) Required ☐ May be Required to Work in Multiple Locations ☐ Requires DMV Pull Notice ☐ Travel May be Required ☐ Call Center/Counter Environment ☒ Requires Fingerprinting & Background Check ☐ Bilingual Fluency (<i>specify below in Description</i>) ☒ Other (<i>specify below in Description</i>)	
Description of Position Requirements: (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Stands for prolonged periods of time. Works in a noisy environment. Adapts to rotational cross-training and accepts assignment changes to work hours. Lift 35 pounds or more on a regular basis. Works overtime on a mandatory basis when workload or schedule requires. Will work the evening shift from 3:00 pm to 11:30 pm.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
Summary Statement: (Briefly describe the position's organizational setting and major functions)	

Under the general supervision of the Production Mail Finishing Mailing Machines Supervisor II, the incumbent is responsible for supervising subordinate staff in a Production Mail Finishing Unit on one of three shifts in the operation of various types of mailing equipment. The MMS I is personally responsible for providing training and technical expertise on mailing equipment, managing equipment maintenance programs, prioritizing, and assigning work to operators, performing continual quality control checks, maintaining quality control logs and verifying accuracy of documentation for jobs processed.

The Mailing Machines Supervisor I's (MMS I) is a working supervisor who must possess a thorough understanding of the theory of operation of mailing equipment and associated software applications utilized in the Section. The incumbent must be able to operate equipment at established acceptable production levels and have a working knowledge of current United States Postal Service's mailing requirements and regulations.

Percentage of Duties	Essential Functions
40%	Supervises Mailing Machines Operators in the operation of various types of mailing equipment. Prioritizes and assigns work to operators. Identifies and corrects machine settings and adjustments, makes minor repairs including the replacement of minor parts, and appropriately refers more serious equipment and software malfunctions to vendor technicians. Determines when the malfunction falls within the scope of routine operator repairs/adjustments and provides timely instruction to the employee on the appropriate action. Performs continual quality control checks for documents being processed, signs and maintains quality control logs, and verifies accuracy of documentation for jobs processed. Facilitates daily production turn-overs and provides written recap to management and staff.
30%	Operates equipment at established acceptable production levels when required. Helps move, transport, and load mail cages into mail trucks and vans as required. Provides training and technical expertise on mailing equipment, assesses staff training needs, and prepares written evaluations on operator performance. Operates a pallet jack (both power-driven and manual) and forklift, drives various vehicles as required, and lifts 25 pounds or more on a regular basis. Demonstrates a thorough understanding of the theory of operation of all mailing equipment and associated software applications utilized in the Section and is familiar with all operator manuals. Keeps up to date on current postal mailing requirements and regulations. Ensures that all safety rules and regulations are followed and that any hazardous working conditions are addressed and corrected immediately.
15%	Monitors staff and enforces departmental policy on attendance, breaks, cell phone usage, etc. Prepares probationary reports, employee training plans, monthly activity reports, monthly statistical reports, and other reports and letters as required. Approves leave requests based on operational need. Assists with recruitment efforts as needed.
5%	Informs vendor technicians of any maintenance issues, verifies and signs off maintenance logs before machines are put back into operation.
5%	Maintains security of the area and the documents on the production floor.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
4. WORK ENVIRONMENT <i>(Choose all that apply)</i>	
Standing: Frequently - activity occurs 33% to 66%	Sitting: Occasionally - activity occurs < 33%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%
Other: Click here to enter text.	
Type of Environment: ☐ High Rise ☐ Cubicle ☒ Warehouse ☐ Outdoors ☐ Other:	
Interaction with Customers: ☐ Required to work in the lobby ☐ Required to work at a public counter ☐ Required to assist customers on the phone ☐ Required to assist customers in person ☐ Other:	

Civil Service Classification
Mailing Machines Supervisor I

Position Number
280-345-1459-xxx

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly - 5 to 8 Mailing Machines Operator I & II's.

6. SIGNATURES

Employee's Statement:

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.

Employee's Name: *Click here to enter text.*

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.

Supervisor's Name: *Click here to enter text.*

Supervisor's Signature:

Date:

7. HRSD USE ONLY

Classification and Pay (CPU) Approval

☒ Duties meet class specification and allocation guidelines.

CPU Analyst Initials

Date Approved

☐ Exceptional allocation, STD-625 on file.

FNB

8/14/2026

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations made:

Supervisor: After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file