

United States Postal Service

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Branch

Ohio Valley District

Job Posting Period

02/28/2017 - 03/15/2017

Job Title

0896-0019 OPS INDUSTRIAL ENGN TRAINEE (FLD) EAS-17 CINCINNATI OH

Facility Location

CINCINNATI NDC
3055 CRESCENTVILLE RD
CINCINNATI, OH 45235-9998

***SELECTING OFFICIAL IS: STEPHEN HAGENSTEIN
NB10094905

Position Information

TITLE: OPS INDUSTRIAL ENGN TRAINEE (FLD)
GRADE: EAS - 17
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 0896-0019
NON-SCHEDULED DAYS: Sunday/Monday
HOURS: 08:00 P.M. to 04:30 A.M.
SALARY RANGE: 49,385.00 - 80,112.00 USD Annually
FINANCE NUMBER: 381604

Persons Eligible to Apply

This position is posted Service-Wide. All career Postal employees are eligible to apply for this position.

NOTES:

Employees may apply for lateral/downgrade non-competitive consideration outside eCareer by submitting their request in writing directly to the Selecting Official. Non-competitive applicants are encouraged to submit a written request along with copy of their updated Candidate Profile directly to the Selecting Official.

Functional Purpose

As a trainee, participates in industrial engineering programs to improve service and cost performance through direct involvement in mail processing, delivery, transportation, maintenance and/or customer service operations. This is the first level of a two-step, two year career ladder trainee program through which the trainee moves as he or she acquires increasingly more complex levels of competence in all areas of USPS operations. At this level, incumbents perform

assignments in an on-the-job training capacity under direct supervision while learning USPS policies, process and procedures and developing job-related knowledge, skills and abilities. Upon successful completion of the program, targeted outplacement is to a full performance Operations Industrial Engineer (Field) EAS-21 position. Participation in this program is subject to special eligibility criteria. To be eligible, candidates must not have previously held a USPS career appointment as an Operations Industrial Engineer.

DUTIES AND RESPONSIBILITIES

1. Performs highly structured, entry-level assignments designed to develop a broad understanding of Postal Service operations.
2. Supports the implementation of standardization programs and processes to postal operations using industrial engineering and Lean / Continuous Improvement principles to improve service, productivity and cost performance.
3. Participates in process or value stream mapping exercises and collaborates with cross-functional teams in order to determine and identify business improvement areas.
4. Performs analysis of service KPIs, staffing productivity, etc. to promote the effective use of resources within given objectives, variables and constraints. Optimizes work flow and cell designs for improved efficiency. Develops standard work procedures.
5. Develops and proposes alternatives to improve operating performance and reduce costs; monitors and evaluates the implementation of new procedures and reports on results.
6. Monitors and analyzes operations (specifically equipment performance) using national and local reporting metrics to improve service, productivity, and cost performance.
7. Exercises a normal regard for the safety of self and others; uses safety equipment such as eye safety glasses and hearing protection. Because work is performed primarily in a processing plant or field setting employees may be subject to prolonged standing, walking, bending, reaching, stooping, and handling heavy objects (e.g., tools and equipment). In addition, employees may be requested to travel and work nights and weekends for special projects.
8. Gains understanding of Lean / Continuous Improvement principles (i.e., Lean Six Sigma, Kaizen process) to accomplish the improvement goals for the organization.

SUPERVISION

Manager of organizational unit to which assigned.

Qualifications/Requirements

1. Knowledge of industrial engineering theory, principles, techniques and practices related to layout planning, work simplification, process analysis, work measurement, quality control, ergonomics and material handling.
2. Knowledge of and understanding of Lean / Continuous Improvement principles (i.e., Lean Six Sigma, Kaizen process) to accomplish the improvement goals for the organization.
3. Ability to implement industrial engineering principles as related to work methods improvement, operational performance improvement, work measurement, and employee scheduling and staffing.
4. Ability to communicate orally and in writing sufficient to prepare reports and, give technical guidance and make recommendations.
5. Skill using Microsoft Office word processing, spreadsheet and presentation software to create documents, reports and presentations.
6. Ability to optimize and standardize processes through elimination of time, waste, non-value added costs, and other resources.
7. Ability to compile, extract and analyze data and report results of findings to determine cost and savings impacts on the organization
8. SPECIAL CONDITION: Willingness to travel and work nights and weekends for special projects.
9. SPECIAL CONDITION: Willingness and genuine passion for conducting Lean projects in a manufacturing environment.
10. MINIMUM EDUCATION, TRAINING & EXPERIENCE REQUIREMENT: Applicants must possess a Bachelor's or graduate degree in an industrial engineering or professional engineering program accredited by the Engineering

Accreditation Commission (EAC) of ABET. Preference eligible veterans qualify with a valid license as a Professional Engineer and six (6) years of professional industrial engineering experience.

How to Apply

Eligible employees apply on-line via the Internet at www.liteblue.usps.gov from any computer with internet access. You will need your Employee Identification Number (EIN) and Personal Identification Number (PIN). Click on the '**Go To eCareer**'. Click on '**Search and/or Apply for EAS Jobs**'. Complete the candidate profile, questionnaires, and summary of accomplishments addressing the requirements stated on the job posting. Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. If you need assistance you may call 1-877-477-3273, choose Option 5. The US Postal Service is an equal employment opportunity employer and provides reasonable accommodation to qualified individuals with disabilities. If you need a 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.