

SACK SORTING MACHINE OPERATOR, MH-04

FUNCTIONAL PURPOSE

Operates a keyboard control unit on an electro-mechanical sorting machine to sort outgoing sacks of nonpreferential mail, making separations to ZIP Code, directs and alphabetical and geographical groupings. Must be able to demonstrate and maintain machine distribution at an average rate of at least 10 sacks per minute with an accuracy rate of 98 percent.

DUTIES AND RESPONSIBILITIES

1. Reads sacks labels as sacks are fed on a conveyor to the operator; determines separation item and code; depresses combination of keys to enable machine to direct each sack to appropriate separation area.
2. When not engaged in machine operation, performs duties such as loading and unloading bulk mail, separating mail for subsequent dispatch to other conveying units, placing empty sacks or pouches on racks, labeling sacks or pouches, dumping mail from sacks, removing filled sacks and pouches from racks, closing and locking sacks, inspecting empty equipment for mail content, restringing sacks, rewrapping soiled or broken parcels and occasionally distributing parcel post requiring no scheme knowledge.

SUPERVISION

Supervisor, Distribution Operations, or other designated supervisor.

SELECTION METHOD

Senior Qualified

BARGAINING UNIT

MAIL HANDLER

KEY POSITION REFERENCE

KP-0008

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