

USPS Rural Carrier Job Description.

Sorting Mail / Loading

I work in a mail case that has three sides with a wing. Most have more than 600 customers. Most have 1 inch separations or cells. There are 6 shelves in a case at a height from three to six feet from the floor.

Upon reporting to work I pick up from the floor three to eight tubs of flats and or 8 to twenty bundles of catalogs and assorted magazines. (Magazines, catalogs, newspapers up to 20lbs each) I empty each tub onto the case ledge, cutting straps, and pulling shrink wrapping off the bundles.

I then start casing flats by holding a handful of flats in my left hand and casing with my right hand. This requires twisting, turning and reaching and is repeated until all flats are cased into the

proper 1 inch slots. Then I case Delivery Point Sequenced and raw letter mail. I hold handfuls with my left hand, finger the mail and insert it into the cell with my right hand. This is 4 x 9" mail that I receive in trays from a clerk. Trays hold an average of 500 to 700 pieces of mail. It takes about three hours to case all of the mail. The standard is to case 28 pieces per minute until finished. This is without any scheduled break.

After all mail is cased I retrieve the parcel hamper. I bend and pick up each parcel from the hamper, mark each parcel for delivery. Some parcels in the hamper can weigh up to 70 pounds. After marking I place the package on the floor, if it is small I place it in the case or a tub. This is repeated until the hamper is empty. Then I pick up empty equipment and place it for return to the mail sorting center.

After all mail is cased for delivery and parcels are marked I lay a strap on the case ledge. I then pull each customer's mail from the cell and lay it on the strap. Some slots are so packed with mail the whole shelf comes out when pulling on the mail. When I have about ten inches of mail, I bundle the mail by pulling the strap as hard as I can. Then I tie a knot in the strap. If not tight, bundles will fall apart. I can have between 10 and 25 bundles (avg. 20 lbs each) depending on volume. Each bundle is loaded into the hamper after it is strapped out.

After all mail is pulled down I pick up two to three tubs of small parcels and place them in the hamper on top of the bundled mail. Then I pick up the larger parcels and place them in the hamper. It may require up to three trips to load mail into the delivery vehicle.

I push the full hamper out two sets of single swinging doors with a two inch clearance. It is pushed down a ramp and out to the mail truck. I unlock and push up the heavy back door of the LLV delivery truck all the way to the top so it won't fall down. I pick up each parcel and load it into the back of the truck in delivery sequence. I then unlock the driver side sliding door and pull open. Then I pick up small parcels and load them into the cab of the truck. Then I pull the driver

door closed and lock it. The hamper is then pushed around the truck to the left side door where I unlock and pull open the sliding door. I pick up each bundle and each tray of mail and place in truck. I then pull the door to close and lock it. The hamper is then pushed up the ramp and into the building. This may be repeated one to three times depending on parcel and mail volume. After loading I drive to route for delivery.

Mail Delivery

During delivery I have a handful of mail in my left hand that is fingered with my right hand. (Each address on every piece of mail is reread) The correct addressed mail is then put together with the bundled flats pulled down from the case for the customer. If I have box holder I pick one up with my left hand, pass it off to my right hand and add it to the mail bundle for each customer. I then reach with the mail bundle in my right hand for the mailbox door and open it with a finger. If there is outgoing mail, I push most flags down with the bundled mail, place the bundle in the box, pull out the outgoing mail then close the door all with my right hand.

The outgoing mail is passed to my left hand then it is put into a tray. My shoulders and body are twisting from left to right a couple of times at each box. The truck seat is stiff and prevents the body from twisting (a firm, bucket type seat). I then drive to the next box for delivery. This continues and repeats for over 600 mail boxes on a route unless the customer has a parcel.

Driving is done mostly with my left arm and hand.

Sequence of events for Parcel Delivery.

- Pull into the driveway after putting the mail in the box.
- Put shift into park, pull on the parking break, and turn off the ignition.
- Unfasten seat belt, pull open sliding door, pick up scanner, exit truck, and step down.
- Unlock and pull up on back door to open it, reach for and pickup parcel, scan parcel.
- Carry parcel to customer door, scan parcel with scanner, walk back to truck, pull down and latch the rear door.
- Climb back into truck, put scanner in holder, fasten seatbelt, pull door closed.
- Push parking break off, start truck, put in reverse and back out of driveway.
- Drive to next mailbox.

Return to Office

Returning back to the office I carry two to three tubs of mail and parcels into the office. Many times I pick customers outgoing packages, several sets of golf clubs, bags and other types of parcels. This requires me to get a parcel hamper from inside the post office and take it to the delivery truck to unload. Then bring the hamper of parcels back into the post office where I unload the hamper.

Most days advertiser magazines (box holder) or shrink wrapped catalogs, come in while I am out on my route. I then pickup each bundle, place it on the ledge, cut strap, and pull shrink wrap off. Now I case each one into each customer slot on the case. This is for delivery the next day. The events listed above are repeated every day I work 5 to 6 days a week

In addition to the items listed above, it is important to add the weather conditions associated with delivering mail. In the winter months, snow is plowed and piled in front of mail boxes. This makes it impossible to drive within inches of the door. The extra distance requires the carrier to extend the arm as far as possible in order to reach the box. Many doors are frozen shut during the winter season. Some doors cannot be opened unless a hammer is used to crack the ice.

In summary;

When working a six day week I am moving on my feet standing, walking and climbing steps about 5 hours of a 8 hour shift. My arm is used to reach and sort an average of 3,202 flats and 10,163 letters into the mail case. I then pull down 3,702 slots of customers mail and straps it into 100 + bundles. The bundles are loaded into a hamper and moved to a delivery truck where they are loaded, moved and unbundled as I deliver mail. The mail is again sorted. 3,660 mail box doors are opened where I extend my arm holding the customers mail and place it into the box. My arm is used to close the box door then the arm and hand is used to drive to the next customer and sort mail for the next box. Each week an average of 300 to 500 parcels are picked up, scanned and delivered each time opening, closing doors of the delivery truck.

I feel that the repetitive nature of my job has aggravated my shoulder, spine, knees wrists and hands.

