

The Maintenance Inservice Register is now open to all eligible career employees from March 1 – March 31, 2023!

Please disseminate attached Maintenance Inservice Register Announcement Letter and Employee Maintenance Position/Data Collection Sheet for printing and posting to throughout your functional areas.

MAINTENANCE DEPARTMENT
 SAN ANTONIO P&DC
 10410 PERRIN BEITEL RD
 SAN ANTONIO TX 78284-9141
 FAX: 210-368-8432

CC: EMPLOYEE BULLETIN BOARDS
 SAN ANTONIO PO STATIONS/BRANCHES
 HR MSS COORDINATOR

March 1, 2023

To: San Antonio Bid Cluster and San Antonio VMF Employees

Re: Maintenance Inservice Registers

Authorization has been given to establish an inservice register for the following positions:

- **Laborer Custodian (LC), PS-04** (salary range: \$37,041 - \$63,921)
- **Maintenance Mechanic (MM), PS-07** (salary range: \$48,617 - \$67,437)
- **Maintenance Support Clerk (MSC), PS-07** (salary range: \$48,617 - \$67,437)
- **MPE Mechanic (MPE), PS-09** (salary range: \$62,309 - \$71,021)
- **BEM/AMT, PS-09** (salary range: \$62,309 - \$71,021)
- **Electronic Technician (ET), PS-10** (salary range: \$68,579 - \$80,195)

This Inservice Register will be used to fill any vacancies not filled by Incraft procedures. All interested inservice career employees within the **San Antonio Bid Cluster and San Antonio VMF** are invited to apply for this position.

Opening Date: March 1, 2023

Closing Date: March 31, 2023

ELIGIBILITY REQUIREMENTS

Laborer Custodian	Maintenance Mechanic MPE / ET	BEM/AMT	Maint. Support Clerk
Career Employee	Career Employee	Career Employee	Career Employee
	Exam 955	Exam 955	Exam 718
	Interivew	Interview	Interview

In addition to the above-listed requirements, management will give full consideration to the work, attendance, and safety records of all employees who request consideration for reassignment.

APPLICATION INSTRUCTIONS

Eligible employees must complete the Employee Maintenance Position Selection Sheet (attached). The form can also be obtained from the local maintenance department or from Employee Development. Submitted forms must be date stamped and submitted to the San Antonio P&DC Maintenance Department by close of business March 31, 2023. The forms may be hand-delivered or submitted by the following methods:

1. **Email to :** SATMNT@usps.gov

2. **Mail to:** **USPS Maintenance Dept – Attn: Inservice**
 10410 Perrin Beitel Rd.
 San Antonio, TX 78284-9141

- Fax to: 210-368-8432**

the messages and give them to you. This person must agree to give you these messages in a timely fashion. All applicants must complete the entire assessment process within the time indicated on the email invitation; no exceptions will be made. Applicants who do not complete the entire assessment process within the allotted time will not receive further consideration for the position. If you need help identifying someone to receive your messages, you may contact your local HR office for assistance.

Received by Maintenance Control on: