



MAINTENANCE CRAFT MEMBERS

<p>NOTICE OF INTENT TO FILL A VACANT DUTY ASSIGNMENT</p>

**PLEASE SEE THE ATTACHED NOTICES TO
FILL A VACANT POSITION NOI FY25-021-022**

- 1. LABORER CUSTODIAL VARIOUS STATIONS**
- 2. BUILDING EQUIPMENT MECHNIC**
- 3. ELECTRONIC TECHNICIAN**
- 4. MAINTENANCE MECHANIC MPE**

**Also attached is the MAINTENANCE REFERRED
DUTY ASSIGNMENT SELECTION FORM
LABORER CUSTODIAL LEVEL 4**

**For additional information contact your
Maintenance Craft Officers**

Sherrie Pierre — Craft Director

Tia Lockett — Assistant Craft Director

San Antonio(TX) Bid Cluster

REPORT CODE

PAR02

MAINTENANCE PREFERRED DUTY ASSIGNMENT SELECTION FORM

LABORER CUSTODIAL LEVEL 4

First, MI, Last Name

EIN

Signature of Employee

Date

Signature Authorizing Manager

Date

INSTRUCTIONS: Complete this form to indicate your interest in Preferred Assignments. Place ranking number in 'Choice Number' box. Use '1' for the most desired position, '2' for the next most desired position and so on for each next position you desire. Do not put a number in a position you DO NOT desire.

DO NOT PUT A NUMBER IN YOUR CURRENT DUTY ASSIGNMENT.

WORK LOCATION	TR	OFF DAYS		TOUR TIME		DA #	CHOICE NUMBER
		1ST	2ND	START	END		
ALAMO HEIGHTS STATION/ FT. SAM/ WAINWRIGHT	2	SAT	SUN	0600 to	1430	LC409212	
AMF STATION	2	SAT	SUN	0700 to	1530	LC446212	
ARSENAL STATION	2	SUN	MON	0700 to	1530	LC404223	
BEACON HILL	2	SAT	SUN	0700 to	1530	LC401212	
CEDAR ELM	2	SAT	SUN	0700 to	1530	LC449212	
DOBIE STATION	2	SAT	SUN	0630 to	1500	LC420212	
ENCINO PARK STATION	2	SAT	SUN	0930 to	1800	LC459212	
ENCINO PARK STATION	2	SUN	MON	0600 to	1430	LC459223	
FRANK TEJEDA STATION	2	SAT	SUN	0700 to	1530	LC424212	
HACKBERRY-HIGHLANDS STATION	2	SAT	SUN	0700 to	1530	LC410212	
HERITAGE STATION	2	SAT	SUN	0700 to	1530	LC445212	
LAUREL HEIGHTS STATION	2	SAT	SUN	0700 to	1530	LC412212	
LEON VALLEY STATION	2	SAT	SUN	0630 to	1500	LC438212	
LOCKHILL SELMA STATION	2	SAT	SUN	0600 to	1430	LC430212	
LOCKHILL SELMA STATION (RELIEF)	2	SUN	MON	0930 to	1800	LC430223	
NORTH BROADWAY/ NIMITZ	2	SAT	SUN	0700 to	1530	LC417212	
NORTHEAST CARRIER ANNEX	2	SAT	SUN	0700 to	1530	LC433212	
SAN ANTONIO P&DC	2	THU	FRI	0600 to	1430	LC484267	
SAN ANTONIO PDC	1	SAT	FRI	2200 to	0630	LC484117	

SAN ANTONIO PDC	1	SUN	MON	2200 to	0630	LC484123	_____
SAN ANTONIO PDC	1	MON	TUE	2200 to	0630	LC484134	_____
SAN ANTONIO PDC	1	TUE	WED	2200 to	0630	LC484145	_____
SAN ANTONIO PDC	1	WED	THU	2200 to	0630	LC484156	_____
SAN ANTONIO PDC	1	THU	FRI	2200 to	0630	LC484167	_____
SAN ANTONIO PDC	2	SAT	SUN	0600 to	1430	LC484212	_____
SAN ANTONIO PDC	2	SAT	FRI	0600 to	1430	LC484217	_____
SAN ANTONIO PDC	2	SUN	MON	0600 to	1430	LC484223	_____
SAN ANTONIO PDC	2	MON	TUE	0600 to	1430	LC484234	_____
SAN ANTONIO PDC	2	TUE	WED	0600 to	1430	LC484245	_____
SAN ANTONIO PDC	2	WED	THU	0600 to	1430	LC484256	_____
SAN ANTONIO PDC	2	THU	FRI	0600 to	1430	LC484267	_____
SAN ANTONIO PDC	3	SAT	SUN	1400 to	2230	LC484312	_____
SAN ANTONIO PDC	3	SAT	FRI	1400 to	2230	LC484317	_____
SAN ANTONIO PDC	3	SUN	MON	1400 to	2230	LC484323	_____
SAN ANTONIO PDC	3	WED	THU	1400 to	2230	LC484356	_____
SAN ANTONIO PDC	3	THU	FRI	1400 to	2230	LC484367	_____
SERNA STATION	0	SUN	MON	0930 to	1800	LC418023	_____
SERNA STATION	2	SAT	SUN	0700 to	1530	LC418212	_____
SOUTH TEXAS MEDICAL CENTER/ HERITAGE/ARSENAL	2	SAT	SUN	0700 to	1530	LC429212	_____
THOUSAND OAKS STATION	2	SAT	SUN	0700 to	1530	LC432212	_____
VALLEY HI-LOS JARDINES STATION	2	SAT	SUN	0700 to	1530	LC427212	_____

Privacy Act Statement: Your information will be used to match a vacant position to the most qualified candidate in bids for preferred duty assignment. Collection is authorized by 39 U.S.C. 401, 410, 1001, 1005, and 1206.

Supplying the information is voluntary, but if not provided, you may not receive your preferred consideration for an assignment. We do not disclose your information to third parties without your consent, except to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to a U.S. Postal Service auditor; for law enforcement purposes; to labor organizations as required by applicable law; incident to legal proceedings involving the Postal Service; to government agencies in connection with decisions as necessary; to agents or contractors when necessary to fulfill a business function; to the Equal Employment Opportunity Commission when requested in connection with the investigation of a formal complaint; to the Merit Systems Protection Board or Office of Special Counsel for the purpose of litigation; in addition, job bidding records may be disclosed on official bulletin boards in Postal Service facilities and to supervisory and other managerial organizations recognized by USPS. Records pertaining to financial institutions and to nonfederal insurance carriers and benefits providers elected by an employee may be disclosed for the purposes of salary payment or allotments, eligibility determination, claims, and payment of benefits. Records may be disclosed to the National Labor Relations Board (NLRB) in response to its request for investigative purposes, to the extent that the requested information is relevant and necessary. For more information on our privacy policies, visit www.usps.com/privacypolicy.

San Antonio(TX) Bid Cluster

REPORT CODE
NOIO1

NOTICE OF INTENT TO FILL A VACANT DUTY ASSIGNMENT

POSTING #: FY25-
021

THE UNITED STATES POSTAL SERVICE PROVIDES REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION, BIDDING, INTERVIEW AND/OR SELECTION PROCESS, PLEASE CONTACT THE OFFICE IDENTIFIED ON THE VACANCY ANNOUNCEMENT. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

In accordance with article 38, Section 4, of the USPS-APWU National Agreement, this is to give notice that the following position will be filled using the appropriate Preferred Assignment Selection Register and/or Promotion Eligibility Register. All employees are advised that where your name appears on a Promotion Eligibility Register or a Preferred Duty Assignment Selection Form, you may be promoted and/or reassigned according to your current preferences. You have the option to exercise your right to submit a new or amended preferred assignment selection form according to the criteria established in Article 38, Section 5.A.6 of the USPS-APWU National Agreement.

POSITION DESCRIPTION

Occupation Group Title: BUILDING EQUIPMENT MECHANIC
HRIS Number: 95533826
Duty Assignment Number: BE984267
Occupation Code: 5306-0002
PS Salary Level: 9

WORK SCHEDULE

Tour: 2
Non Scheduled Days: THU & FRI
Hours Of Duty: 0600 to 1430

PRINCIPAL ASSIGNMENT AREA

Work Location: SAN ANTONIO PDC (RELIEF)
Pay Location:

PHYSICAL OR OTHER SPECIAL REQUIREMENTS



This position provides relief for tours 3 and 1.
Employee must be a qualified Building Equipment Mechanic BEM PS-9, or, for promotion, employee must be on the P.E.R. for Building Equipment Mechanic, PS-9 and the promotion will be contingent upon successful completion of IES and EC-1 (Pre-requisite courses as required). Must have and maintain a valid State Drivers License. Perform duties as assigned.

An employee who is listed on the appropriate register for a vacant assignment shall have the right to withdraw a preferred assignment or promotion selection, in writing at anytime, but no later than the closing hour & date for this notice of intent.

CLOSING DATE: 08/30/2025

Time: 13:00

U.S.POSTAL SERVICE
MAINTENANCE
ROBERT A SPAGNOLIA
10410 PERRIN BEITEL
SAN ANTONIO TX 78284


NAME

TITLE

8-23-25
DATE

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ADDITIONAL DUTY ASSIGNMENT REQUIREMENTS

Position Title	HRIS No:	DA No:	Work Location:	PS Level:
BUILDING EQUIPMENT MECHANIC	95533826	BE984267	SAN ANTONIO PDC (RELIEF)	9

MUST BE CAPABLE OF PHYSICAL REQUIREMENTS AS LISTED IN THE QUALIFICATION STANDARD FOR THIS JOB POSITION AND BE CAPABLE OF PERFORMING ALL DUTIES AS LISTED IN THE JOB DESCRIPTION FOR THIS POSITION.

IN ACCORDANCE WITH ARTICLE 38, SECTION 4 OF THE USPS - APWU NATIONAL AGREEMENT, THE FOLLOWING DUTY ASSIGNMENTS / HRIS NUMBERS HAVE BEEN IDENTIFIED FOR POSSIBLE CHANGE OR REVERSION:

DA NUMBER	HRIS	JOB TITLE	TOUR	1ST	2ND	WORK LOCATION
LC424223	95704140	LABORER CUSTODIAL	2	SUN	MON	FRANK TEJEDA STATION
LC404212	95803586	LABORER CUSTODIAL	2	SAT	SUN	HERITAGE (RELIEF)
LC484212	70354513	LABORER CUSTODIAL	2	SAT	SUN	SAN ANTONIO PDC
LC484234	95515556	LABORER CUSTODIAL	2	MON	TUE	SAN ANTONIO PDC
LC484245	72136150	LABORER CUSTODIAL	2	TUE	WED	SAN ANTONIO PDC
MM784212	95579105	MAINTENANCE MECHANIC	2	SAT	SUN	SAN ANTONIO PDC
MM784212	95736976	MAINTENANCE MECHANIC	2	SAT	SUN	SAN ANTONIO PDC
BE984212	95845494	BUILDING EQUIPMENT MECHANIC	2	SAT	SUN	SAN ANTONIO PDC FMO

Additional Information:

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POSITION DESCRIPTION

Occupation Group Title: LABORER CUSTODIAL
HRIS Number: 95785000
Duty Assignment Number: LC401212
Occupation Code: 3502-03XX
PS Salary Level: 4

WORK SCHEDULE

Tour: 2
Non Scheduled Days: SAT & SUN
Hours Of Duty: 0700 to 1530

PRINCIPAL ASSIGNMENT AREA

Work Location: BEACON HILL
Pay Location: 001

PHYSICAL OR OTHER SPECIAL REQUIREMENTS

An employee who is listed on the appropriate register for a vacant assignment shall have the right to withdraw a preferred assignment or promotion selection, in writing at anytime, but no later than the closing hour & date for this notice of intent.

CLOSING DATE: 08/30/2025

Time: 13:00

U.S.POSTAL SERVICE
MAINTENANCE
ROBERT A SPAGNOLIA
10410 PERRIN BEITEL
SAN ANTONIO TX 78284


NAME

TITLE

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ADDITIONAL DUTY ASSIGNMENT REQUIREMENTS

Position Title	HRIS No:	DA No:	Work Location:	PS Level:
LABORER CUSTODIAL	95785000	LC401212	BEACON HILL	4

MUST BE CAPABLE OF PHYSICAL REQUIREMENTS AS LISTED IN THE QUALIFICATION STANDARD FOR THIS JOB POSITION AND BE CAPABLE OF PERFORMING ALL DUTIES AS LISTED IN THE JOB DESCRIPTION FOR THIS POSITION.

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Additional Information: