

## City Letter Carrier

*THIS IS NOT AN OFFICIAL POSTAL SERVICE JOB DESCRIPTION. IT IS A GENERAL SUMMARY OF THE DUTIES OF A CITY LETTER CARRIER, DESIGNED TO ASSIST TREATING PHYSICIANS IN THEIR RECOMMENDATIONS FOR APPROPRIATE WORK RESTRICTIONS.*

*All Carriers perform office duties and street delivery.*

*Office duties for all Carriers include “casing” and “pulldown”:*

Carriers sort mail into shelving with vertical slots or separations. The shelving surrounds the Carrier on three sides. The Carrier holds a handful of mail at a time and places single pieces of mail into slots on the shelving, reaching from waist to above shoulder height with the right arm, for approximately 1½ to 2 hours. During this time the Carrier stands (or, *if it is medically necessary*, may sit or lean on a “rest bar” as desired for comfort). The Carrier then “pulls down” (lifts) a handful of mail at a time from the shelving to be banded into bundles. The Carrier places the bundled mail into a rolling cart or hamper to transport to his/her vehicle, and loads mail from the rolling equipment into the vehicle. All Carrier routes handle packages which vary in weight and size. Packages may infrequently weigh as much as 35 to 70 pounds.

*Street delivery duties may vary from 4 to 6 hours (2 to 3 hours for walk-out routes), including a 30-minute lunch break and two 10-minute breaks:*

### **Park-and-Loop Delivery**

The Carrier drives his/her vehicle from one park point to the next. The Carrier transfers bundled mail from the vehicle to a satchel or to a wheeled cart (weight 25 pounds empty), and then walks 3 to 5 streets/blocks of approximately 5 to 28 deliveries each. Single-strap satchels and waist satchels are used. The Carrier then drives his/her vehicle to the next park point and continues delivery.

### **Mounted Delivery**

The Carrier delivers mail from the right-hand window of his/her vehicle. The Carrier retrieves mail from a service tray located in the front of the vehicle, and extends his/her arm through the open window to deliver mail to each mailbox. The Carrier does not exit the vehicle except to deliver packages or mail requiring a signature.

### **Dismount Delivery**

The Carrier drives his/her vehicle from one delivery point to the next. The Carrier retrieves mail from a service tray located in the front of the vehicle, and gets out of the vehicle to deliver mail to individual mailboxes or businesses (the vehicle seat swivels for ease of use). The Carrier does not use a satchel for dismount delivery.

### **Walk-Out Delivery**

The Carrier does not drive a vehicle or carry a satchel. The Carrier delivers mail out of a wheeled cart which has 2 to 4 pouches attached. The Carrier walks from the Post Office to his/her first delivery point. After the pouches are empty, additional mail for delivery is retrieved from storage boxes located along the route.

### **Mixed Routes**

A Carrier may have more than one of the above delivery types on his/her route.

**SUPERVISOR MUST INDICATE THE PERCENTAGE OF TIME SPENT ON EACH TYPE OF DELIVERY**

- 25%
- 50%
- 75%
- 100%

- 25%
- 50%
- 75%
- 100%

- 25%
- 50%
- 75%
- 100%



CASING MAIL



LOADING VEHICLE



PARK-AND-LOOP DELIVERY



SERVICE TRAY (MOUNTED/DISMOUNT)



MOUNTED DELIVERY



DISMOUNT DELIVERY



WALK-OUT DELIVERY