

Mail Handler

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

Duties for Mail Handlers include “prepping mail”, “dumping”, loading containers and moving equipment. Mail Handlers may also operate Powered Industrial Vehicles (PIVs). Mail Handlers rotate between the following five general job task categories, spending no more than 70% of a workshift in any single task category. Each eight-hour workshift includes a 30-minute lunch break and two 10-minute breaks.

Prepping mail

The Mail Handler removes wrapping from “flat bundles” (bundles of “flats”, which are oversize pieces of flat mail such as magazines, catalogs, oversized envelopes, etc.) The Mail Handler places the flats into Ergo Carts (spring-loaded open-sided containers which automatically elevate the top bundle of flats to waist level).

Dumping

Mail handlers use mechanized dumpers to move large quantities of bundled mail from hampers and other containers to conveyer belts. Dumpers do not completely invert, so the Mail Handler must occasionally “rake” or pull mail from the dumper.

Loading Containers

After mail has been sorted by Postal Clerks (either manually or using mechanized equipment) the Mail Handler places containers of mail (such as letter trays or “flat tubs”) into a “cage” (also called a GPMC, or General Purpose Mail Container), Nutting truck (dolly), or hamper. The Mail Handler may also empty sacks of mail directly into a cage or hamper.

Moving Equipment

The Mail Handler may move individual cages, dollies, or hampers. When moving a container, the Mail Handler stands behind the container and pushes it.

Operating Powered Industrial Vehicles (PIVs)

The Mail Handler may operate a PIV such as a “mule”, forklift, or pallet jack to move palletized mail, or to move several mail containers such as cages or OTRs (sturdy Over-The-Road metal containers) at once.



REMOVING BUNDLE WRAPPING



POSITIONING AN ERGO CART



DUMPING A HAMPER



RAKING FROM A DUMPER



EMPTYING SACKS OF MAIL



MOVING A HAMPER



MOVING A DOLLY



LOADING A CAGE (GPMC)



MULE PULLING OTRs



FORKLIFT MOVING A PALLET



USING A PALLET JACK (BIG JOE)