Letter Carrier duties - sorting/loading:
I am a letter carrier for the USPS. I work approximately ______ hours a week. A work day consists of 8 hours with the possibility of working up to 4 (or more) hours of overtime. Overtime can’t be refused when directed by management. Carriers are not supposed to work more than 12 hours in a day, but are required to work more hours if so ordered. I stand at my sorting cases, inserting mail by street and address for approximately ___ hours a day. Most of the rest of the day is spent delivering the mail. My mail case consists of ___ sorting cases, each having ___ shelves with 40 one inch separations marked with 1-2 addresses. Approximately 18 inches of the upper sorting is above eye level. The main sorting case rests on a base that provides a ledge surface approximately 2 x 4 feet, and about 32 inches high. The more sorting cases I have, the more I have to twist, turn, bend, stretch, and reach over my shoulder while inserting the mail into the proper separation. The sorting of mail requires me to move my right arm up, down, left and right. I start by sorting flat mail (magazines, catalogs, large envelopes etc). Most of the flat mail is at my case in tubs on the floor, or stacked up to 4 feet high in a sling support. The mail tubs are approximately 12” x 18”, and contain up to a foot of mail. I lift the tubs from the floor onto the ledge, and then lift the mail out onto the ledge. Generally the mail in the sling is wrapped with string or plastic straps, and wrapped in plastic. I must cut/remove the straps, string, and plastic before stacking on the carrier ledge. I am required to cradle a minimum of 6 inches (50 pieces) of flat mail in my left arm, and then I begin to insert the flat mail into the proper case separation with my right hand, until all the flat mail is in the case. I then begin to insert the letter size mail. Most of this is at, or brought to the carrier cases in plastic trays 1-2 feet long, or in rubber banded bundles. Like the flat tubs, this is usually on the floor. I grasp the tray by the ends, and flips the mail out onto the ledge. I cradle a minimum of 2 inches of mail in my left hand, and begin placing the mail in the proper case separations with my right hand, in front of the flat mail that is already in the case separations. The weight of the flat tubs, and letter trays is dependant upon the type and the size of mail. All carriers are required to lift mail up to, but not exceeding 70lbs.

After all the mail is placed in the case separations, I push my parcel hamper to my case. There are generally 3 types of hampers used. There are 2 types of canvas hampers. These are steel wrapped with canvas, on a wooden base. A) The smaller one is 36” x 26”, 28” high and weighs 48 pounds empty. B) The larger one is 44” x 32”, 38” high and weighs 75-85 pounds empty. C) The 3rd hamper is a plastic hamper which is 48” x 32”, 37” high and weighs 97 pounds empty. The hamper I use is ___. Large envelopes and parcels of any size and shape, not weighing more than 70 pounds are inside these hampers. Any large envelopes or packages weighing up to 2 pounds are placed in order in a separate tray, or are placed in the proper letter case separation which requires bending into and lifting items out of the hamper. I prepare to remove the mail from the carrier case, and start by placing an empty hard plastic tray on the case ledge. I begin removing the mail from the carrier case in street order, and bundle it into separations for delivery. This entails standing, twisting, turning, bending, and reaching-sometimes over shoulder height. I place it in the tray on the ledge. A full tray of mail weighs approximately 50 pounds. When the tray is full it is placed either A) inside the parcel hamper on top of inverted 11 inch high plastic tubs, B) on top of the parcels, or C) on top of wooden boards that are placed length wise on top of the hamper which the tray is placed upon. The method I use is to load the trays is ___. If the route has businesses or apartment buildings, the mail is generally placed inside empty flat tubs which are in turn stacked inside the parcel hamper. When all the mail is removed from the carrier case, I push the hamper to the dps mail area, and place 1-2 feet long trays of machine sorted letter mail into or onto the hamper. Some of these trays are placed over shoulder height, and trays must be pulled off the shelving. The hamper is then pushed out to the postal vehicle for loading, sometimes up or down a ramp. The trays are removed from the hamper and lifted onto a shelf in the vehicle or placed into the back of the vehicle. The parcels (some weighing up to 70 pounds) are then lifted out of the hamper and placed in the vehicle. This consists of bending, lifting, twisting, turning, and stooping. The empty hamper is then pushed back into the building, possibly up or down a ramp.

Daily Physical Operations - Delivery:
The actual delivery of mail varies depending on the route. The following is a general description. I am required to carry a satchel on my shoulder loaded with up to 35 pounds of mail. The satchel weighs 5 pounds empty. The satchel is carried on the shoulder supported only by a shoulder strap which allows the satchel to swing freely. At times parcels are placed inside the satchel to fill it up, or to bring the weight up to 35 pounds. The weight of the mail decreases as it is delivered. In the course of delivery, I must at times bend down to low door slots or stretch over obstacles to place the mail in a box with the loaded satchel on my shoulder. Delivering mail consists of walking up and down stairs, walking on uneven terrain, twisting, turning, bending, reaching, reaching above the
shoulder, and stooping. I do this for approximately ___ hours a day. Park and loop routes consist of parking the vehicle and delivering the mail 1-2 streets at a time by going up one side of the street and down the other. The carrier then returns to the park point to pick up more mail and small parcels for delivery for the next delivery separation, or to move the vehicle to the next park point. Some delivery separations have more deliveries, steps, and mail than others. Bad weather—rain, ice, snow, mud, hail, wet leaves etc also create a hazard of slips and falls. On routes having curbside delivery, the carrier sits in the delivery vehicle and is constantly twisting and turning between the shelf on their left and the window on their right. On walking routes physical stress is continually being placed on the carrier’s back, spine, shoulders, neck, and legs by walking 5-8 miles or more a day over variable terrain and in all types of weather with the carrier satchel on their shoulder. Letter carriers tend to lean to the opposite side of the satchel to balance the weight, which subjects the body to abnormal posture. The heavier the satchel the more force is needed to compensate for the weight.

I have a:
___ park and loop walking route
___ motor vehicle driving route
___ a mixture of the two

There are 2 types of carrier vehicles. The LLV which is a right hand drive with 2 side sliding doors, and a sliding back hatch. For carriers who work out of the front of the vehicle, this requires sliding the door open and closed every time they enter/exit for each delivery separation or separate parcel delivery. Parcels that are too big to carry, or put the mail weight over 35 pounds must be delivered separately. For carriers who work out of the back this requires opening the back hatch and pulling it shut, which means reaching over their shoulder. There are also left hand drive postal vans that are provided. The mail is placed in the back of these, and is accessed through the back hatch which opens to approximately 78 inches high. This requires not only reaching above the head to close, but bending and stooping down to reach the mail. Some carriers work out of the side. This means the sliding door must be pulled open and closed for each delivery separation, and parcel delivery. This requires bending and stooping even more than working out of the back, since you stand on the elevated curb, and not on the street. Routes that have a lot of business or apartment stops require a lot more getting in and out of the vehicle.

I deliver out of a:
___ LLV vehicle
___ postal van
___ a mix of the two

The regular carrier on the route, works the same assigned route 5 days a week.

Technician carriers, (t-6’s) substitute for the regular carrier on an assigned route on their given day off, getting in and out of 5 different vehicles.

“Floater” and part time flexible carriers work any route in the station during the regular carriers absence.

I am a:
___ Regular carrier
___ Carrier Technician (T-6)
___ Floater or ptf carrier