

LETTER CARRIER'S JOB DESCRIPTION

## DETAILED JOB DESCRIPTION:

A Letter Carrier is responsible for preparing letter size and magazine size mail (flats) for delivery by putting both types of that mail in delivery sequence. The employer insists on minimum overtime usage, and on many occasions instructs the employee to perform her duties without the use of overtime.

The preparation of letter size mail and flat size mail for delivery requires standing for approximately \_\_\_\_\_ to \_\_\_\_\_ hours and on a few occasions of up to \_\_\_\_\_ hours.

The preparation of letter size mail requires the patient to lift trays of letters weighing approximately 15 to 20 pounds, place them on a ledge where he can grab a handful of letters with the left hand, then "peel" off one letter at a time with the right hand using one's thumb, then sorting that letter into the letter case. The patient takes approximately \_\_\_\_\_ to \_\_\_\_\_ hours to do the letter size mail.

The preparation of flats requires picking up about six (6) inches of this mail type, placing them on your left forearm and inserting them into flat size separations (or vertical flat separations). Once the casing procedure is completed, the flats are sorted into delivery sequence, and then trayed (sorting of flats does not take place where there is vertical flat casing unless there is also a circular to "collate" with the flats). This tray of flats can weigh up to 70 pounds. The casing, routing (putting flats into delivery sequence), and pulling down of mail requires repetitive bending, lifting, stooping and twisting with weights. In addition to the normal mail, the patient often is required to prepare bundles of circulars (e.g., Pennysavers) for delivery. These circulars are often bulky and heavy. The patient takes approximately \_\_\_\_\_ to \_\_\_\_\_ hours to do the flat size mail.

Once the mail is prepared, and is being pulled down, the patient is required to load the mail for delivery into a hamper, which allows the patient to move the mail to the delivery vehicle. Once at the delivery vehicle, the patient is required to reach into the hamper to grab the trayed letters and flats. This action requires bending deeply into the hamper to reach the trays, then lifting the trays, which can weigh up to 70 pounds. The mail must be placed in the delivery vehicle in reverse order of delivery so that the last mail placed there is the first delivered. The loading process also requires bending, stretching, and lifting

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with loads of mail.

Once the vehicle is loaded, the patient is required to drive to the first delivery point and initiate delivery.

If the patient has a walk-out route, preparation for delivery may require placing mail into sacks for delivery to "relay" boxes found on the patient's route. This consists of sorting the mail into sacks, properly labeling each one to as to have them properly delivered by others to the appropriate relay box on the patient's route.

#### DELIVERY ON THE ROUTE

The patient's route may be a mixture of walkout, curbside delivery or park and loop delivery. The park and loop delivery may be accomplished by use of a satchel cart, or through the use of a shoulder satchel. A walkout carrier may accomplish delivery by use of a satchel cart or shoulder satchel which is "replenished" from mail placed in "relay" boxes on the route.

The curbside delivery is done from a right hand drive delivery vehicle (specify what type of vehicle is used and any difficulty associated with that delivery vehicle) while seated, but requires a twisting motion from the waist up, as well as bending and reaching from the driver's seat.

The park and loop section requires placement of a satchel of mail weighing up to 35 pounds on the patient's shoulder and walking with these weights to each delivery point until all the mail is delivered. If the patient's route receives Delivery Point Sequenced (DPS) mail, the carrier may be under instructions to carry the cased mail and the DPS mail as two separate bundles in the hand. The carrier would have to "finger" the appropriate mail from each of these two bundles as well as the "fingering" the flats from the satchel. The mail is fingered between delivery points (if possible) so that the mail is ready for delivery when the patient gets to the next delivery point.

On many occasions, the mail for a segment of the employee's route may weigh more than 35 pounds. A carrier is not required to carry more than 35 pounds on his/her shoulder, but it is difficult to weigh the mail for each delivery segment each day.

During the park and loop delivery, the patient is required to get in and out of the jeep on several occasions during the course of the delivery of the route. This action requires that the patient

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step up onto the floorboard of the jeep on numerous occasions during the day, which is about one and one-half foot off the ground.

If the patient uses a satchel cart, the cart must be pushed throughout the course of delivery, loaded with the mail for the sections of the route delivered. The mail is loaded into the satchel, and there is no 35 lb. weight limit which applies when using the satchel cart.

In addition to the mail that is sorted in the office for delivery, the patient is required to delivery parcels weighing up to 70 pounds to any given delivery point (except walkout routes).

After completion of delivery of the mail, the patient is required to return to the office, unload empty equipment, and carry the equipment up the loading ramp into the office.

In summary, a Letter Carrier is responsible for delivery and collection of mail and parcel post on foot or by vehicle in all kinds of weather.

He/she also may be required to drive motor vehicle in all kinds of traffic and road conditions; to carry on their shoulders loads weighing up to 35 lbs.; to load and unload from trucks sacks of mail weighing up to 70 lbs.; and to mount and dismount from a jeep or other delivery vehicle on numerous occasions during the delivery day.

He/she must be able to sustain prolonged periods of standing, reaching, bending, twisting, stooping and walking.

The patient's route consists of approximately \_\_\_\_\_ hours of street delivery. Below, the patient has estimated the amount of time that his/her route takes for the applicable delivery methods. The patient's route may be a combination of any of these delivery methods. Please be sure to have the patient estimate how much of each of the delivery methods are involved in the delivery of his/her route.

\_\_\_\_\_ The patient's route is motorized.

\_\_\_\_\_ The patient's route is not motorized, (walk-out).

\_\_\_\_\_ The delivery is accomplished through the use of a shoulder satchel. The use of a shoulder satchel may be involved in both motorized and walk-out routes. If the route is a walk-out, the patient delivers mail in his/her

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possession until he/she reaches the next relay box, at which the patient removes from that box the next relay of mail. If the route is motorized, the patient secures the next relay from the vehicle. This is commonly called park and loop.

Delivery requires placement of a satchel of mail weighing up to 35 pounds on the patient's shoulder and walking with these weights to each delivery point until all the mail is delivered. The patient "fingers" both letter size and flat size mail while walking between delivery points. On many occasions the mail weighs up to 35 pounds. The patient estimates that his/her route consists of approximately \_\_\_\_\_ hours of doing this.

\_\_\_\_\_ The delivery is accomplished through the use of satchel cart. When the cart is used, the 35 pound weight limit is lifted, and the patient is required to push the cart with whatever weight is in it. This form of delivery requires pushing the cart with one hand while holding letters and some flats in the other, and preparing the mail for the next delivery while walking. The patient estimates that his/her route consists of approximately \_\_\_\_\_ hours of doing this.

\_\_\_\_\_ The patient's route is curbside delivery, effected through the use of a right hand drive delivery vehicle. The mail is placed on trays in the vehicle and the patient is required to grab the mail for the next delivery after he reaches the delivery point. The patient must occasionally "twist" to reach for "odd" size mail (i.e. - small or large parcels) or dismount the vehicle and go to the cargo compartment to secure similar items. The patient estimates that his/her route consists of approximately \_\_\_\_\_ hours of doing this.

\_\_\_\_\_ The patient's route is dismount delivery, effected through the use of a right hand drive delivery vehicle. The mail is placed on trays in the vehicle and the patient is required to grab the mail for the next delivery after he reaches the delivery point. The patient must occasionally "twist" to reach for "odd" size mail (i.e. - small or large parcels) or dismount the vehicle and go to the cargo compartment to secure similar items. Once the patient arrives at the delivery point, the patient is required to turn the engine off, put the gearshift in park, set the hand brake and remove the seatbelt. Once this is done, the patient secures the mail for the

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delivery point exits the vehicle and effects delivery to the appropriate delivery point. The patient estimates that his/her route consists of approximately \_\_\_\_\_ hours of doing this.

\_\_\_\_\_The patient's route receives Delivery Point Sequenced (DPS) mail and uses the following work method for delivery:

a)cases "residual" letters in the same separations with vertically cased flat mail and pulls down as one bundle. (explain how the delivery is accomplished)

or

b)cases "residual" letter mail separately into delivery sequence order, pulls letter mail down and carries as a separate bundle in hand along with the DPS automated mail.

After completion of delivery of the mail, the patient is required to return to the office, unload empty equipment, and carry the equipment up the loading ramp into the office.

#### SUMMARY

In summary, a Letter Carrier is responsible for delivery and collection of mail and parcel post on foot or by vehicle in all kinds of weather.

May be required to drive motor vehicle in all kinds of traffic and road conditions: to carry on their shoulders loads weighing up to 35 lbs., and to load and unload from trucks sacks of mail weighing up to 70 lbs, and to mount and dismount from a jeep or other delivery vehicle on numerous occasions during the delivery day.

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