

ANNOUNCEMENT OF TECHNICAL SERVICE JOB VACANCIES

These **JOB VACANCY ANNOUNCEMENTS** are made in accordance with Article XII of the Union-University agreement, effective July 1, 2006. Current shift and building location is included. In the absence of any applicants who meet the stated minimum requirements for an announced job in Grades 5 through 1, extended learning periods may be provided for individuals who do not meet the minimum requirements. If you are interested in being considered for these positions, call The Employment and Compensation Division, 863-0304. **DO NOT GO DIRECTLY TO THE WORK UNIT OR TO THE EMPLOYMENT AND COMPENSATION DIVISION.**

Bids for these positions will be accepted from 8:00 a.m., **THURSDAY, JANUARY 07, 2010** until 5:00 p.m., **WEDNESDAY, JANUARY 13, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Locksmith-Hardware Maintenance Worker (T-31353)	5	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Diagnose problems of jammed locks and other lock and hardware problems. Dismantle locks, repair and replace springs, pins, various parts on various types of doors and equipment. Recombinate locks following established procedure or develop new combinations as necessary. Answer emergency calls to open locks, remove broken keys, remove foreign objects. Relieve stuck locks, open safes, lubricate using graphite. Operate electric or manual key cutting or stamping machines to produce new or duplicate keys. Dismantle door checks, diagnose trouble and determine extent of repairs. Replace and fit worn or broken parts. Rebuild door checks. Occasionally fabricate springs or other parts for locks or other items of equipment. **JOB REQUIREMENTS:** Requires the use of some shop mathematics together with the use of complicated drawings, specifications, tables and various types of precision measuring instruments and the training generally applicable in a particular or specialized occupation, equivalent to 1 to 3 years of applied trades training; plus over 1 and up to and including 3 years of effective experience.

SHIFT: 7:00 a.m. to 3:30 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: Central Services

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Police Dispatcher-Recorder (T-31384)	5	University Police

BRIEF STATEMENT ABOUT THE JOB:* Receive and record all complaints or requests for assistance in person, by telephone, email, radio, letter or other means. Question complainants and obtain all available, pertinent information needed to take further action. Obtain and relay information to facilitate apprehension of offenders of crimes in progress. Select and coordinate the response of officers to crimes in progress. Refer the information to the proper supervisor, officer, or department. Receive telephone calls from emergency phones and maintain database. Receive and transfer calls to building staff. Relay instructions to callers in need of immediate assistance to include safety instructions to persons stuck in elevators, notices to evacuate building, etc. Call out additional officers and/or civilians, including resident assistants, Office of Physical Plant, Housing, etc. as needed. Notify appropriate resources as required. Answer calls for the Parking Office and Environmental Health and Safety when required. Answer University Escort Service calls during semester breaks and make arrangements for an escort through a taxi service. Operate TDD telephone system for the hearing impaired when required. Maintain record of telephone calls and radio transmissions in accordance with existing regulations and FCC rules. Record all action taken and prepare and send daily press log in accordance with legal requirements. Record complaint information on a dispatch card. Assign incident/complaint log numbers to officers and record information in the press release log. Keep a log of all actions during tour of duty. As necessary, make decisions on incidents, emergencies, etc., i.e., bomb threats, illness or injury calls; determine if ambulance is needed, self-contained breathing apparatus, police officers or EMT's, etc. Determine and make decisions on appropriate action for fires. Monitor and take appropriate action on various fire, burglar, environmental, and other types of alarms, at all University locations. Responsible for safety of officers and other security personnel on the street through communication checks. Monitor Centre Region talk groups and alert officer when off-campus incidents may require University Police assistance. Conduct background check to include criminal history, active warrants, driver's license, vehicle registration, firearm ownership, etc., using various databases such as the Commonwealth Law Enforcement Assistance Network (Clean), National Crime Information Center (NCIC), and the Pennsylvania Justice Network (JNET). Identify vehicle owners by appropriate method. Consult student and staff directory to determine whether or not violator is a visitor. Maintain files, including arrest warrant, protection from abuse order, student separation, disabled vehicle, bicycle impound, etc. Input data into and retrieve data from various databases. Access University Parking Office computer records and determine if a vehicle is on the tow list. Maintain lock and unlock schedule for academic buildings and make deletions and additions as requested by the Scheduling Department. Maintain and store exterior and interior master keys for various buildings on campus. Maintain police residence hall access cards, automatic external defibrillators, vehicle-unlock kits, jump-start kits, preliminary-breath test devices, money bags, laptop computers, etc. Register bicycles. Provide customer assistance, and receive complaints in 24-hour public lobby. Register student weapons and determine identity, mental capability, and sobriety level before requesting a police officer to retrieve a weapon from the proper storage area. Notify Office of Physical Plant on all malfunctioning exterior lights, doors or door locks, broken windows needing attention. Monitor surveillance cameras and retrieve images during investigations when required. Operate alternate back-up system for the Centre County 911 Center in the event of a system failure. Operate Mobile Command Unit when required. **JOB REQUIREMENTS:** Requires the use of shop mathematics together with the use of complicated drawings, specifications, charts, tables, various types of adjustable measuring instruments and the training generally applicable in a particular or specialized occupation. Equivalent to 1 to 3 years applied trades training. Over 1 and up to 2 years of effective experience.

SHIFT: Rotating
DAYS OFF: Rotating

LOCATION: Eisenhower Parking Deck

JOB TITLE - JOB NUMBER

Maintenance Worker, Labor & Equipment (T-31337)

GRADE

7

WORK UNIT

Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Perform duties of central labor crew. Move furniture, machines, equipment and construction material; unload trucks. Assist trades person in the placement or removal of transformers, heat exchangers, research material; handle materials for repair, construction and alteration of buildings and/or grounds. Perform rigging and handling of material and equipment being moved and/or removed by crane at various job sites or University locations; escort cranes through traffic by directing traffic and securing area. Deliver lab and research equipment and materials. Operate pavement breaker, air compressor, tamper, and ditch witch; use various hand and power tools, such as reciprocating saws, hammer drills, shot blasters, compressors and jackhammers. Perform demolition operations; remove old floors, walls and duck work in building alterations; clean and remove debris. Drive truck as required. Perform routine maintenance such as checking oil, gas, tires, water, batteries, etc. Operate forklift, skid loader, dump truck, front-end loader, bucket truck, high reach and related equipment. Procure, load, deliver and unload materials, stock and supplies as directed. Charge stock to proper departmental budget; check material for quality, kind, type, condition and size. Prepare paperwork for inventory control. Deliver, assemble, erect, secure, disassemble and remove scaffolding, staging and ladders. Dig holes, trenches, ditches; erect barricades and safety fences at job sites; rake and shovel soil for landscaping. Remove asbestos floor tiles and perform cleaning operations of asbestos-contaminated work area; operate HEPA-filtered vacuum and negative air-machine; use various hand tools, such as knives, putty knives, etc.; collect, tag, record and transport waste to designated area. Erect three-stage asbestos containment chambers as directed; post signs and/or barricades according to standard procedure to ensure that asbestos removal area is closed to unauthorized personnel. **JOB REQUIREMENTS:** Requires reading, writing, adding, subtracting and the carrying out of instructions; medical monitoring; annual re-certification; PA CDL Class B License; plus over 6 months up to and including 9 months of effective experience.

NOTE: THIS POSITION IS SUBJECT TO FEDERAL DEPARTMENT OF TRANSPORTATION TESTING FOR ALCOHOL AND CONTROLLED SUBSTANCES (49 CFR PART 40), AND PHYSICAL EXAMINATION REQUIREMENTS AS PER 67 PA. CODE 231.85.

NOTE: MUST OBTAIN ASBESTOS WORKER'S LICENSE (WITH ANNUAL RE-CERTIFICATION AND MEDICAL MONITORING) WITHIN 6 MONTHS OF HIRE DATE.

NOTE: EMPLOYEE MUST BE ABLE TO WEAR A RESPIRATOR AND WILL BE SUBJECT TO MEDICAL CLEARANCE.

SHIFT: 6:00 a.m. to 4: 30 p.m.

DAYS OFF: Friday, Saturday and Sunday

LOCATION: Renovation Services

JOB TITLE - JOB NUMBER

Maintenance Worker, Utility (T-31360)

GRADE

9

WORK UNIT

Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Operate various types of scrubbing, buffing, and shampooing equipment. Remove and replace lighting fixtures, window screens, etc. Remove accumulated waste from buildings as required. Relocate furniture, supplies, and set-up chairs, tables, etc., at various campus locations for scheduled events. Shovel snow and chop ice on walks and driveways using small power and hand tools as required. Drive University vehicle as required. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract, and follow instructions; plus up to and including 3 months of effective experience.

SHIFT: 6:00 a.m. to 2:30 p.m. Monday and Friday

6:00 a.m. to 6:30 p.m. Saturday and Sunday

DAYS OFF: Tuesday, Wednesday and Thursday

LOCATION: Various

JOB TITLE - JOB NUMBER

Maintenance Worker, Utility (T-31403)

GRADE

9

WORK UNIT

Applied Research Laboratory

BRIEF STATEMENT ABOUT THE JOB:* Operate various types of scrubbing, buffing, and shampooing equipment. Remove and replace lighting fixtures, window screens, etc. Remove accumulated waste from buildings as required. Relocate furniture, supplies, and set up chairs, tables, etc. at various campus locations for scheduled events. Shovel snow and chop ice on walks and driveways using small power and hand tools as required. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract, and follow instructions; U. S. citizenship required; plus up to and including 3 months of effective experience.

NOTE: APPLICANT SELECTED WILL BE SUBJECT TO A GOVERNMENT SECURITY INVESTIGATION AND MUST MEET ELIGIBILITY REQUIREMENTS FOR ACCESS TO CLASSIFIED INFORMATION.

3 VACANCIES

SHIFT: 5:00 p.m. to 1:30 a.m.

DAYS OFF: Saturday and Sunday

LOCATION: ARL Facilities – ARL Science Park
Building Campus Location
University Park

JOB TITLE - JOB NUMBER

Maintenance Worker, Utility (T-31404)

GRADE

9

WORK UNIT

Applied Research Laboratory

BRIEF STATEMENT ABOUT THE JOB:* Operate various types of scrubbing, buffing, and shampooing equipment. Remove and replace lighting fixtures, window screens, etc. Remove accumulated waste from buildings as required. Relocate furniture, supplies, and set up chairs, tables, etc. at various campus locations for scheduled events. Shovel snow and chop ice on walks and driveways using small power and hand tools as required. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract, and follow instructions; U. S. citizenship required; plus up to and including 3 months of effective experience.

NOTE: APPLICANT SELECTED WILL BE SUBJECT TO A GOVERNMENT SECURITY INVESTIGATION AND MUST MEET ELIGIBILITY REQUIREMENTS FOR ACCESS TO CLASSIFIED INFORMATION.

SHIFT: 10:00 p.m. to 6:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: ARL Facilities

JOB TITLE - JOB NUMBER

Janitorial Worker (T-31358)

GRADE

10

WORK UNIT

Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Collect waste from work area; mop floors, vacuum rugs and clean stairways. Clean restrooms, polish furniture. Lock doors, windows; maintain materials used to perform work in a clean and orderly condition. **JOB REQUIREMENTS:** Requires the ability to read, write and follow instructions; plus up to 3 months of effective experience.

NOTE: THIS FACILITY WILL BE TEAM-CLEANED, SO A STRONG DESIRE TO WORK ON A TEAM AND GOOD INTERPERSONAL SKILLS ARE ESSENTIAL.

SHIFT: 10:00 p.m. to 6:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Various

JOB TITLE - JOB NUMBER

Janitorial Worker (T-31361)

GRADE

10

WORK UNIT

Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Collect waste from work area; mop floors, vacuum rugs and clean stairways. Clean restrooms, polish furniture. Lock doors, windows; maintain materials used to perform work in a clean and orderly condition. **JOB REQUIREMENTS:** Requires the ability to read, write and follow instructions; plus up to 3 months of effective experience.

NOTE: THIS FACILITY WILL BE TEAM-CLEANED, SO A STRONG DESIRE TO WORK ON A TEAM AND GOOD INTERPERSONAL SKILLS ARE ESSENTIAL.

SHIFT: 5:00 p.m. to 1:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Various

JOB TITLE - JOB NUMBER

Residence Hall Utility Worker (T-31376)

GRADE

10

WORK UNIT

Housing

BRIEF STATEMENT ABOUT THE JOB:* Empty and clean waste containers. Remove and dispose of all trash and debris from building. Move bags and carts of accumulated linens to locker or to receiving areas for pickup. Clean floors and stairs by sweeping, wet and dry mopping, scrubbing or vacuuming, as instructed. Clean carpets using vacuum cleaner and rug shampooer. Move furniture and other items to and from receiving storage and/or use areas to allow for cleaning, repairs, transfer, set-up, etc. Assemble and disassemble furniture such as double-decker beds, desks, etc. Shovel snow, spread sawdust or calcium and sweep outside buildings as directed. Report maintenance problems, unusual conditions, damages and losses to Supervisor. Turn in found items immediately to Supervisor. **JOB REQUIREMENTS:** Requires the ability to read, write and follow instructions; plus over 1 and up to 2 months of effective experience.

NOTE: MAY BE TEMPORARILY ASSIGNED TO RESIDENCE HALL PROJECT WORKER, GRADE 9, DURING CERTAIN TIMES OF THE YEAR.

SHIFT: 8:00 a.m. to 4:30 p.m. Monday, Tuesday and Wednesday
6:00 a.m. to 2:30 p.m. Saturday and Sunday
DAYS OFF: Thursday and Friday

LOCATION: South Halls

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST ANY PERSONS BECAUSE OF AGE AS DEFINED BY LAW, ANCESTRY, COLOR, DISABILITY OR HANDICAP, NATIONAL ORIGIN, RACE, RELIGIOUS CREED, SEXUAL ORIENTATION OR VETERAN STATUS.