

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., **TUESDAY, JANUARY 19, 2010** until 5:00 p.m., **MONDAY, JANUARY 25, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Ice Pavilion Operator (T-31471)	6	Intercollegiate Athletics

BRIEF STATEMENT ABOUT THE JOB:* Operate ice resurfacing and maintenance equipment, and front-end loader. Prepare ice rinks for classes, skating sessions and other activities by resurfacing the rink, cutting and painting, marking and designing, trimming and edging ice, etc. Resurface the main skating rink to include cutting, laying ice and drying to the standards required within fifteen minutes. Perform dasher board system maintenance repair to include adjustment, alignment, replacement of fixtures, railing, backing, plates, framing and plexiglass. Perform preventive maintenance and minor repairs to ice resurfacing and maintenance equipment to include lubrication, oil change, filter hose and belt replacement, minor tune ups, etc. Sharpen skates using dual head grinder. Perform minor building and equipment maintenance and support for the Greenberg Indoor Sports Complex/Ice Pavilion, such as sealing floors, repairing netting, rolling Astroturf carpet, moving goal frames, locker adjustments, etc. Open, close and assist in monitoring the security of the Greenberg Indoor Sports Complex/Ice Pavilion. Assist in assuring that only authorized people have access to the skating rinks. Operate University vehicle to deliver or pick up supplies and materials. Prepare packages for mailing. Provide first aid as required to injured patrons and contact emergency medical personnel for evacuation to a treatment facility. Erect, disassemble and use rink scaffolding for replacing gels, adjusting netting, hanging banners, changing scoreboard, etc. Promote Ice Pavilion safety by adhering to and insuring compliance of established rink policies and procedures. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division including decimals and fractions; simple use of formulas, charts, tables, drawings, specifications, schedules, wiring diagrams together with the use of adjustable measuring instruments, graduates, and the like, requiring interpretation to their various applications or the posting, preparation, interpretation; use and checking of reports, forms, records and comparable data; plus over 1 year up to and including 2 years of effective experience.

SHIFT: Labor Day until First Sunday in May

2:00 p.m. to 10:30 p.m. Saturday, Sunday, Monday and Thursday

4:00 p.m. to 12:30 a.m. Friday

DAYS OFF: Tuesday and Wednesday

SHIFT: First Sunday in May until Second Saturday in June (Maintenance Shutdown Period)

9:30 a.m. to 6:00 pm. Monday, Tuesday, Wednesday, Thursday and Friday

DAYS OFF: Saturday and Sunday

SHIFT: Second Saturday in June until Labor Day

2:30 p.m. until 11:00 p.m. Monday, Tuesday, Wednesday and Thursday

2:00 p.m. until 10:30 p.m. Sunday

DAYS OFF: Friday and Saturday

LOCATION: Ice Rink

NOTE: DAYS OFF (SEE ABOVE) ARE DEPENDENT UPON THE TIME OF YEAR. First Sunday in May and Second Saturday in June may fluctuate by a week depending on the year in relation to when the Ice Rink is officially closed for the Annual Maintenance Shutdown Period and Reopening for the Summer Session.

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JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Preventive Maintenance Worker - Mechanical and Plumbing (T-31464)	6	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Follow an established schedule to perform a variety of preventive maintenance and minor repair duties on a wide variety of mechanical and plumbing components including but not limited to heating, ventilating and air conditioning units, laboratory equipment, distilled water units, water softeners and filters, heat exchangers, all aspects of distribution lines both interior and exterior. Inspect, clean, lubricate, and perform routine preventive maintenance on air compressors, air stations, refrigerated air dryers, air and steam traps, filters, relief valves, expansion tanks, pumps, fans and motors, etc. Perform inspections and preventive maintenance on tunnel and manhole piping and components, on valve and meter boxes, grease traps, septic tanks, cesspool, and certain utility storage areas including mechanical rooms and equipment such as condensate sumps, float switch mechanisms, etc. Use proper safety precautions and follow established procedures when working in buildings where hazardous elements such as radioactive material, toxic fumes and disease organisms may be present. Operate motor vehicle as required **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication, division, including decimals and fractions; simple use of charts, tables, specifications, and wiring diagrams together with the use of adjustable measuring instruments and the like requiring interpretation in their various applications; plus 30 to 36 months of effective experience.

SHIFT: 1:30 p.m. to 12:00 a.m. **LOCATION:** Central Services
DAYS OFF: Friday, Saturday and Sunday

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JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Sales Attendant (T-31463)	9	Food Service Catering

BRIEF STATEMENT ABOUT THE JOB:* Take orders from customers and dispense product. Operate cash register. Clean countertops and equipment. Set-up, display, stock shelves. Check stock of food and supplies. Notify supervisor of needs. Direct the work of part-time employees. Prepare and operate oven. Set-up cash register. Report need for maintenance of equipment. Maintain work area in a clean and orderly condition. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division, including decimals and fractions; plus 3 to 6 months of effective experience.

SHIFT: 6:30 a.m. to 3:00 p.m. **LOCATION:** Java
DAYS OFF: Saturday and Sunday

NOTE: MANDATORY OVERTIME ON FOOTBALL WEEKENDS AND SPECIAL EVENTS

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Food Service and Production Worker (T-31457)	10	Food Service Dining Commons

BRIEF STATEMENT ABOUT THE JOB:* Prepare food items to be served such as, salad dressing, salads, vegetables, condiments, muffins, baked goods, sauces, sandwiches, wraps, fruit, yogurt and pudding parfaits, sushi, hard boiled eggs and other simple menu items as directed. Follow simple recipes in cooking or preparing ingredients for all of the above. Set up and check dishes, utensils, signs, condiments, etc. for serving lines and food bars according to menu. Maintain quality, freshness and cleanliness of food bars, condiments, dessert stations and the areas in which they are served. Check products to ensure they meet established standards of appearance, quality and portion size. Replace all products that do not meet standards. Work on serving counter and food stations as required. Be knowledgeable about daily menus and recipe ingredients. Ensure correct portion size is distributed. Move food to and from serving counter and food bars as required. Replenish and rotate stock in merchandiser displays and on food bars to maintain quality and freshness. Operate and clean equipment such as, mixer, chopper, cutter, meat/cheese slicer, can opener, undercounter dish machine, toaster, blender, pasta cooker, rice cooker, fryer, coffee brewer, convection oven, etc. Clean refrigerator, tables, sinks and pans. Take orders and ring up sales on cash register as necessary. Make change as required. **JOB REQUIREMENTS:** Requires the use of commercial English, grammar and arithmetic such as addition, subtraction, multiplication and division, including decimals and fractions; simple use of formulas, charts, tables, drawings, specifications, schedules, wiring diagrams, together with the use of adjustable measuring instruments, graduates and the like requiring interpretation in their various applications; or the posting, preparation, interpretation, use and checking of reports, forms, records and comparable date, plus up to and including 3 months of effective experience.

SHIFT: 12:18 p.m. to 8:48 p.m. **LOCATION:** Simmons Dining Hall
DAYS OFF: Sunday and Monday

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Food Service and Production Worker (T-31467)	10	Food Service Dining Commons

BRIEF STATEMENT ABOUT THE JOB:* Prepare food items to be served such as, salad dressing, salads, vegetables, condiments, muffins, baked goods, sauces, sandwiches, wraps, fruit, yogurt and pudding parfaits, sushi, hard boiled eggs and other simple menu items as directed. Follow simple recipes in cooking or preparing ingredients for all of the above. Set up and check dishes, utensils, signs, condiments, etc. for serving lines and food bars according to menu. Maintain quality, freshness and cleanliness of food bars, condiments, dessert stations and the areas in which they are served. Check products to ensure they meet established standards of appearance, quality and portion size. Replace all products that do not meet standards. Work on serving counter and food stations as required. Be knowledgeable about daily menus and recipe ingredients. Ensure correct portion size is distributed. Move food to and from serving counter and food bars as required. Replenish and rotate stock in merchandiser displays and on food bars to maintain quality and freshness. Operate and clean equipment such as, mixer, chopper, cutter, meat/cheese slicer, can opener, undercounter dish machine, toaster, blender, pasta cooker, rice cooker, fryer, coffee brewer, convection oven, etc. Clean refrigerator, tables, sinks and pans. Take orders and ring up sales on cash register as necessary. Make change as required. **JOB REQUIREMENTS:** Requires the use of commercial English, grammar and arithmetic such as addition, subtraction, multiplication and division, including decimals and fractions; simple use of formulas, charts, tables, drawings, specifications, schedules, wiring diagrams, together with the use of adjustable measuring instruments, graduates and the like requiring interpretation in their various applications; or the posting, preparation, interpretation, use and checking of reports, forms, records and comparable date, plus up to and including 3 months of effective experience.

SHIFT: 12:30 p.m. to 9:00 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: South Food District - Redifer

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.

EMPLOYMENT AND COMPENSATION

January 19, 2010