

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, FEBRUARY 11, 2010** until 5:00 p.m., **WEDNESDAY, FEBRUARY 17, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
<u>Specialized Equipment Technician</u> (T-31628)	2	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB* Install, program, calibrate, maintain and repair specialized equipment, to include one-of-a-kind equipment used in various research projects, such as stills, autoclaves, water softeners, automated dairy milking systems, digesters, incinerators, etc. Test and inspect equipment after installation to ensure proper installation. Read and interpret building and equipment schematics, blueprints and sketches. Plan and layout work in proper order. Evaluate steam supply systems, air control stations, building vacuum control systems, etc. and modify to balance and control necessary pressures by adjusting and installing valves. Make recommendations regarding building capacity and needed modifications. Serve as a first response for steam supply systems, air control stations, building vacuum control systems, etc.. Maintain, troubleshoot and repair pneumatic, electronic, electrical and computerized controls used to operate specialized equipment. Perform scheduled inspections and preventative maintenance of specialized equipment. Use various hand tools to cut, thread, bend and join pipe. Use various types of meters such as conductivity, PH, volt and amp and calibration equipment specific to the manufacturer of the specialized equipment. Use fiber optic camera and video equipment to locate breaks and blockages in pipes. Direct the work of lower graded employees as required. Operate University vehicle as required. Perform duties of Plumber-Fitter as required. **JOB REQUIREMENTS:** Requires the use of advanced shop mathematics, together with the use of complicated drawings, specifications, charts, tables, handbook, formulas, all varieties of adjustable measuring instruments and the use of broad training in a recognized trade or craft. Equivalent to a complete accredited, indentured apprenticeship program. Over 3 years up to and including 5 years of effective experience.

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

LOCATION: Central Services

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
<u>Steam Plant Worker</u> (T-31630)	5	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Operate, lubricate, inspect, troubleshoot, diagnose and repair coal handling equipment such as coal elevator, coal crusher and automatic coal handling skip-hoist, to transfer coal. Inspect overhead storage bins and set tram car traps. Operate, lubricate, inspect, troubleshoot, diagnose and repair the bottom ash fly ash removal systems. Remove furnace clinkers. Inspect and perform essential repairs to the boilers, firesides and watersides. Perform refractory repairs on boilers and furnaces. Clean boilers, firesides, watersides and heat exchanger tubes with sandblasters, water washers, air lancing equipment and wire brushing-turbine method. Operate, fuel, lubricate and do minor work on heavy equipment such as a crawler-type bulldozer, rubber-tired front end loader, forklift and tandem axle truck. Use heavy equipment to load and transport coal and ashes. Operate scales to weigh coal and ash trucks; calculate net weight; complete and sign weighmaster certificate and maintain inventory of certificates. Complete daily report to record coal used and received. Assist various plant personnel in the watch, handling cables and in cleaning, repairing, and replacing components and equipment within the East and West Campus plants and bag-house. Operate, lubricate, inspect, troubleshoot, diagnose and repair the ash storage and unloading equipment. Read and interpret blueprints and instruction books. Perform confined space entry procedures and lockout/tagout procedures. Perform routine plant maintenance such as packing valves, applying pipe line covering, painting, cleaning and stenciling of systems. Use various hand tools and operate portable power tools and equipment to include drill press, sandblaster, saws, air compressor, water turbine, etc. Operate, fuel, lubricate, and do minor repair work on power broom ton control dust around parking lots and scales. Take samples as required. Operate forklift and assist in storing and receiving stockroom items and repair parts. Maintain, inspect and replace filter bags. Inspect and repair dampers and door seals. Occasionally direct the work of part-time employees. Remove snow and ice from around steam plant facilities. **JOB REQUIREMENTS:** Requires the use of simple arithmetic, work from ordinary drawings or specifications; must be able to check, record, calculate and proportion materials; use ordinary, adjustable instruments to check and adjust the function of vehicles and equipment; PA license as solid fuel weighmaster must be applied for to operate scales; PA Commercial Driver's License (CDL); plus over 1 year up to and including 3 years 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: EMPLOYEE MUST BE ABLE TO WEAR A RESPIRATOR AND WILL BE SUBJECT TO MEDICAL CLEARANCE.

SHIFT: Rotating
DAYS OFF: Rotating

LOCATION: Utilities

JOB TITLE - JOB NUMBER
Catering Worker A (T-31611)

GRADE
9

WORK UNIT
Food Service Catering

BRIEF STATEMENT ABOUT THE JOB:* Prepare machines for operations,; report malfunctions to supervisor; drain and clean machines. Clean and wash soiled dishes, glasses, silverware, utensils, and other equipment. Wash, scout, rinse, dry and properly store pots and pans used in kitchen areas. Serve food and beverages as required. Operate kitchen equipment such as dish machine, floor scrubbing equipment, carpet cleaning equipment. Clean, sweep, mop, wax and buff, strip and seal assigned areas such as floors. Set up buffet areas, meeting rooms. Use ladders and scaffolding in the cleaning of windows, ceilings, walls and light fixtures. Clean various locations, such as kitchen areas, concessions stands, offices, restrooms. Collect and remove refuse, garbage, etc. to designated locations. Assist the storeroom clerk in receiving and storing, issuing and delivering foods and supplies to indicated locations. Clean, process, portion various raw food products. **JOB REQUIREMENTS:** Requires reading, writing, adding, subtracting, and carrying out of instructions, and the use of fixed gauges and direct reading instruments and devices in which interpretation is not required; plus up to and including 3 months of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Food Service Catering-Java

JOB TITLE - JOB NUMBER
Maintenance Worker, Utility (T-31607)

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.

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
Maintenance Worker, Utility (T-31608)

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

LOCATION: Various

JOB TITLE - JOB NUMBER
Janitorial Worker (T-31606)

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

2 VACANCIES

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.