

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 25, 2010** until 5:00 p.m., **WEDNESDAY, MARCH 3, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Building Maintenance Worker (T-31683)	8	Student Activities

BRIEF STATEMENT ABOUT THE JOB:* Set up rooms for meetings and other events by rearranging furniture, bringing furniture in or removing it; insure that rooms are set up and cleaned prior to scheduled use. Check reservation cards daily and note appropriate set up. Set up audio-visual equipment in appropriate location and check to insure that it is operational. Set up and run video tape machine for video tape programs presented in the HUB. Operate various types of scrubbing and buffing equipment and hand tools as required. Remove and/or relocate furniture, equipment, supplies and construction materials; unload incoming materials and move to storage location. Assist groups in using HUB facilities; assist in construction of special props as required. Shovel snow and chop ice, spread cinders, sand and other anti-skid material on walk, entryways and driveways. Assist as required in crowd control for ticket sales and special events. Perform minor maintenance to lamps, sweepers, buffers and lavatory fixtures; replace faucet washers and packing, tighten handles, etc. **JOB REQUIREMENTS:** Requires the ability read, write; use of ordinary arithmetic; be accurate in checking and keeping records; some knowledge of minor electrical, plumbing, and carpentry work; plus over 3 and up to 6 months of effective experience.

SHIFT: 10:30 p.m. to 7:00 a.m.

LOCATION: HUB-Robeson Center

DAYS OFF: Tuesday and Wednesday

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Maintenance Worker, Utility (T-31684)	9	Student Activities

BRIEF STATEMENT ABOUT THE JOB:* Operate various types of scrubbing, buffing, and shampooing equipment. Remove and replace wall hangings, window screens, etc.; unload incoming materials and move to storage areas. Operate motor vehicles. Assist in set-up and clean-up of chairs, tables, etc., for banquets, plays, and other scheduled events. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract, and follow instructions; plus up to 3 months of effective experience.

SHIFT: 10:30 p.m. to 7:00 a.m.

LOCATION: HUB-Robeson Center

DAYS OFF: Wednesday and Thursday

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.