

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, MAY 04, 2010** until 5:00 p.m., **MONDAY, MAY 10, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Refrigeration Technician-Utilities (T-32158)	3	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB* Service, maintain, repair, install and replace absorption, centrifugal and other liquid chilling units and their auxiliary components. Run gas lines and other lines involved. Install, service, maintain and repair controls and devices to include electric, pneumatic, electronic, thermostatic, pressure, flow switches, level controls, etc on listed units and auxiliary components.. Dismantle units and auxiliary equipment, determine extent of repairs and replace worn or defective parts. Determine, schedule and perform cleaning of units such as interiors of strainers and interiors and exteriors of cooling water towers, etc. Perform routine scheduled maintenance on units and their auxiliary components. Lubricate specified points and make various adjustments. Maintain logs and records as required and insure proper amounts of gas and cooling agents are maintained. Maintain proper cooling temperatures and pressures in chiller systems to support the proper operation of building systems. Perform summer/winter changeover to include maintenance and repair of changeover valves, controls, and devices as required. Direct the work of lower grade employees and apprentices as required. Operate motor vehicle as required. **JOB REQUIREMENTS:** Work from complicated drawings, specifications and diagrams. Use refrigeration formulas. Knowledge of refrigeration techniques and procedures. Equivalent to complete accredited indentured apprenticeship program. Must have the DEP approved Refrigerant Transition and Recovery Certification plus 2 to 3 years of effective experience.

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

SHIFT: 3:00 p.m. to 11:30 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: Utility Services

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Refrigeration Technician-Utilities (T-32159)	3	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB* Service, maintain, repair, install and replace absorption, centrifugal and other liquid chilling units and their auxiliary components. Run gas lines and other lines involved. Install, service, maintain and repair controls and devices to include electric, pneumatic, electronic, thermostatic, pressure, flow switches, level controls, etc on listed units and auxiliary components.. Dismantle units and auxiliary equipment, determine extent of repairs and replace worn or defective parts. Determine, schedule and perform cleaning of units such as interiors of strainers and interiors and exteriors of cooling water towers, etc. Perform routine scheduled maintenance on units and their auxiliary components. Lubricate specified points and make various adjustments. Maintain logs and records as required and insure proper amounts of gas and cooling agents are maintained. Maintain proper cooling temperatures and pressures in chiller systems to support the proper operation of building systems. Perform summer/winter changeover to include maintenance and repair of changeover valves, controls, and devices as required. Direct the work of lower grade employees and apprentices as required. Operate motor vehicle as required. **JOB REQUIREMENTS:** Work from complicated drawings, specifications and diagrams. Use refrigeration formulas. Knowledge of refrigeration techniques and procedures. Equivalent to complete accredited indentured apprenticeship program. Must have the DEP approved Refrigerant Transition and Recovery Certification plus 2 to 3 years of effective experience.

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

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

LOCATION: Utility Services

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JOB TITLE-JOB NUMBR	GRADE	WORK UNIT
Refrigeration Technician-Utilities (T-32161)	3	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB* Service, maintain, repair, install and replace absorption, centrifugal and other liquid chilling units and their auxiliary components. Run gas lines and other lines involved. Install, service, maintain and repair controls and devices to include electric, pneumatic, electronic, thermostatic, pressure, flow switches, level controls, etc on listed units and auxiliary components.. Dismantle units and auxiliary equipment, determine extent of repairs and replace worn or defective parts. Determine, schedule and perform cleaning of units such as interiors of strainers and interiors and exteriors of cooling water towers, etc. Perform routine scheduled maintenance on units and their auxiliary components. Lubricate specified points and make various adjustments. Maintain logs and records as required and insure proper amounts of gas and cooling agents are maintained. Maintain proper cooling temperatures and pressures in chiller systems to support the proper operation of building systems. Perform summer/winter changeover to include maintenance and repair of changeover valves, controls, and devices as required. Direct the work of lower grade employees and apprentices as required. Operate motor vehicle as required. **JOB REQUIREMENTS:** Work from complicated drawings, specifications and diagrams. Use refrigeration formulas. Knowledge of refrigeration techniques and procedures. Equivalent to complete accredited indentured apprenticeship program. Must have the DEP approved Refrigerant Transition and Recovery Certification plus 2 to 3 years of effective experience.

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

NOTE: THIS POSITION WILL PROVIDE SCHEDULED VACATION COVERAGE FOR OTHER SHIFTS THROUGHOUT THE YEAR.

SHIFT: 8:00 a.m. to 4:30 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: Utility Services

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Janitorial Worker (T-32140)	10	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	GRADE	WORK UNIT
Table Attendant (T-32145)	11	Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Set and reset tables with appropriate utensils, condiments, linen, ornamentation, etc. Take customer orders; provide information on menu items, make recommendations, as appropriate. Process orders for preparation by machine or manually. Verify content of completed orders. Deliver and serve orders. Compute charges, as necessary and present bill to customer. Prepare set-ups for banquets and special dinners. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract and carry out instructions; plus 2 to 3 months of effective experience in a fine dining restaurant.

SHIFT: Various
DAYS OFF: Various

LOCATION: Nittany Lion Inn

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Banquet Attendant (T-312146)	11	Hospitality Services

BRIEF STATEMENT ABOUT THE JOB:* Prepare set-ups for banquets and special dinners. Deliver and serve food items to guests` tables. Butler food and beverages by serving items while circulating among the guests. Insure serving lines and buffets are maintained at proper temperatures and freshness. Set up and restock buffet items. Clear guest tables, buffet tables and reception tables during and after events. Remove items to stand or kitchen as required. Set tables with appropriate utensils, condiments, linen, ornamentation, etc. Keep condiment containers cleaned and filled. Maintain side work areas in a clean and orderly fashion; keep stocked with appropriate items. Maintain dining area in a clean and orderly fashion; as required, dust and polish furniture and fixtures, dry and polish silverware, and perform cleaning chores. Insure that all plate ware, glassware, serving and dining utensils, chafing dishes, linens, etc. are properly cleaned prior to service and after event completion. **JOB REQUIREMENTS:** Requires reading, writing, adding, subtracting, carrying out of instructions, plus up to and including 3 months of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Nittany Lion Inn

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

May 04, 2010