

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 11, 2010** until 5:00 p.m., **MONDAY, MAY 17, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Refrigeration Technician (T-32189)	3	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:*.Service, maintain, repair, install and replace domestic and commercial refrigeration units, air cooling equipment, absorption and centrifugal liquid chilling units, refrigerated laboratory equipment; associated equipment and controls including electrical, electronic, pneumatic, pressure and thermo-static. Perform routine schedule maintenance and perform cleaning and adjustment of equipment as required. Maintain proper cooling temperatures in air conditioning and refrigeration systems. Install associated piping. Work with lead technician on complicated repairs and construction of special units. Direct the work of lower grade employees and apprentices. Operate motor vehicle. **JOB REQUIREMENTS:** Work from complicated drawings, specifications and diagrams; use refrigeration formulas; knowledge equivalent to 4 years of a complete, accredited, indentured apprenticeship; plus 2 to 3 years effective experience. Must possess the DER approved Refrigerant Transition and Recovery Certification.

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

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

LOCATION: Area Services

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Groundskeeper, Horticultural Worker (T-32191)	6	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Select plant materials, design plant combinations, and coordinate campus planting with Campus Landscape Architect. Lay out flowers, trees, shrubs, and turf on campus. Organize plant material orders. Keep accurate records. Lead and direct the work of and train full-time and part-time employees in the correct methods and procedures required to manage horticultural plantings. In conjunction with immediate supervisor, compile daily work schedules, plan and inspect work related to horticultural plantings. Perform routine maintenance on, and modifications to, a variety of nursery and greenhouse equipment. Maintain watering systems, sprayers, etc. Repair or replace faulty plumbing. Set up and maintain electrical devices such as time clocks, control units and fans. Establish sub-grades and finish grades for planting beds and turf. Plant, water, transplant, prune, fertilize, cultivate and maintain nursery, greenhouse crops, and campus plantings. Select, mix and apply pesticides to nursery, greenhouse crops, and campus plantings as required. Prepare proper soil mixes. Move heavy materials such as soil, stone, wood chips, compost, soil mixes, fertilizers, and plant materials as required in nursery and greenhouse operations. Operate trucks, tractors, hi-lift, backhoe, skid steer loader, tree spade, mowers, spreaders, and other landscape equipment as required. Adjust, clean, oil and grease equipment. Inspect water level, anti-freeze, engine oil, air filters, and air pressure of tires on equipment. Repair and adjust equipment as required. **JOB REQUIREMENTS:** Requires the use of shop mathematics together with use of complicated drawings, specifications, charts, tables, various types of adjustable measuring instruments and the training generally applicable in a particular or specialized occupation; Pennsylvania Commercial Driver's License (CDL), PA Certified Applicators License, category 6 and 7; the equivalent to 1 to 3 years applied trades training; plus over 9 months up to and including 12 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: EMPLOYEE MUST BE ABLE TO WEAR A RESPIRATOR AND WILL BE SUBJECT TO MEDICAL CLEARANCE.

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

LOCATION: Central Services

PLEASE GO TO PAGE 2

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Janitorial Worker (T-32187)	10	Bryce Jordan Center

BRIEF STATEMENT ABOUT THE JOB:* Collect waste from work area. Dust, mop floors, wet mop floors, spot clean and vacuum rugs, runners, etc.. Clean stairways, lobbies. Wash glass, mirrors, light fixtures, wainscoting, railings, toilet fixtures, etc. Clean restrooms and stock dispensers. Wash windows, sills, etc. Wash and polish furniture, brass, etc. Lock doors, close and lock windows and turn out lights. Lamp and relamp lighting fixtures. **JOB REQUIREMENTS:** Requires the use of simple writing, adding, subtracting, whole numbers and the 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

LOCATION: Bryce Jordan Center

DAYS OFF: Various

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 11, 2010