

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, MAY 20, 2010** until 5:00 p.m., **WEDNESDAY, MAY 26, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Toolroom Attendant, Equipment Repair (T-32255)	6	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB.* Issue a variety of hand and power tools, machinery, and miscellaneous equipment, apparel, building keys and certain operating supplies. Maintain accurate sign-out, sign-in, and equipment inventory records. Prepare, maintain, and repair equipment in accordance with manufacturer's instructions, to include cleaning, lubricating, and performing preventive maintenance. Determine nature of repairs required, and with the use of screwdrivers, pliers, wrenches, electric drills, etc. Replace motors, belts, hoses, filters, fuel lines, switches, cords, gauges, armatures, and other components. Test and determine cause of equipment malfunctions by using voltmeters, ammeters, etc. Tear down and repair, including shorts and faulty circuitry. Operate drill presses, bench grinders, belt sanders, taps, dies, gear pullers and other shop equipment. Inspect and evaluate the condition of returned tools. Report misuse and abuse. Maintain inventory of repair parts and service items. Mark tools and equipment with identification. Recommend the replacement of unserviceable tools and the requisition of additional tools and parts. Instruct users in proper application and operation of tools as needed using manufacturer's instructions. Occasionally, operate University vehicles such as vans, pick-ups, motorcycle trickster, and industrial lift trucks. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division, including decimals and fractions; use of charts, tables, their various applications, or the posting, preparation, interpretation, use and checking of forms, records and comparable data; plus over one year and up to and including two years of effective experience.

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

LOCATION: OPP Stores, Inventory Control

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Waste Collector (T-32254)	7	Office of Physical Plant

BRIEF DESCRIPTION OF THE JOB.* Operate various refuse and recycling collection Vehicles. Operate lifting mechanisms to engage and dump containers into truck and hydraulic packer mechanisms to compress rubbish. Pick up and remove refuse and recyclable material from designated material from designated campus and town locations in accordance with pre-established schedules; separate and deposit recyclable material into appropriate recycling receptacles; transport refuse to dump area; unload refuse; receive certification of weight load at dump area. Maintain cleanliness of container areas; attend to broken bags; transfer material into new bag; report unusual conditions and continuing conditions on littering to supervisor. Receive orders for special material pick ups, including: scrap metal, tires, asbestos, etc.; operate forklift as needed. Maintain trucks in a clean and sanitary condition, maintain refuse and recycling dumpsters and roll-offs, including washing, touch-up painting and stenciling; assist in repairing metal containers; replace broken parts as needed; clean by steam, wire brush or power sanding. Perform pre-trip inspections on refuse and recycling collection vehicles as required, including fluids, lights, air brakes, battery terminal, tires, leaks, etc.; Maintain daily log. Deliver, set up, and monitor recycling stations for events such as Special Olympics, Ag Progress Days, football games, sports camps, etc. Perform preventative maintenance on trash compactors at various locations on campus, including checking hydraulic lines, wiring, grease points, etc. **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. Also, requires possession of a valid Driver's License, Pennsylvania Commercial Driver's License (CDL), Class B required. Over 3 months and 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.

SHIFT: Rotating
DAYS OFF: Rotating

LOCATION: Central Services

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JOB TITLE - JOB NUMBER**GRADE****WORK UNIT**

Maintenance Worker (General) A (T-32256)

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Business Services

BRIEF STATEMENT ABOUT THE JOB:* Cut, trim, fertilize, aerify, roll, seed, mow and water lawns, fields and safety areas. Plant, transplant, prune, weed, spray and cultivate flowers, trees, shrubs, etc. Operate power grounds equipment. Remove snow and ice from roads, parking areas, walks, taxiways, etc. Spread chemicals and anti-skid materials; drive University vehicles as require Remove brush, leaves, grass clippings, paper and debris from grounds. Replace filters, lubricate and oil; adjust or replace drive belts; replace worn or defective parts. Report any problems to the Airport Operations Supervisor. Maintain maintenance records on equipment. Dig holes, trenches, etc. Report needed repairs to the supervisor. Make a regular check of building to relamp and/or make minor repairs and adjustments. Refer serious problems to the Airport Operations Supervisor. **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 in their various applications or the posting, preparation, interpretation, use and checking of reports, forms, records and comparable data; PA Certified Applicators License, Category 6, 7 & 14 preferred; plus over 3 months up to and including 12 months of effective experience.

NOTE: THIS POSITION IS SUBJECT TO FEDERAL AVIATION ADMINISTRATION TESTING FOR ALCOHOL AND CONTROLLED SUBSTANCES (14 CFR 121)

SHIFT: 5:00 a.m. to 1:30 p.m.**LOCATION:** University Park Airport**DAYS OFF:** Saturday and Sunday**JOB TITLE - JOB NUMBER****GRADE****WORK UNIT**

Shipping Clerk (T-32251)

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University Libraries

BRIEF STATEMENT ABOUT THE JOB:* Receive and process order requests; prepare invoice and packaging information for shipping operation. Process credit card transactions as required. Answer telephone; provide information or refer. Pick books, journals and exhibit material (bookstands, order forms, display boards, table cloths, etc.) from shelves and pack for shipment. Place stock on shelves at all locations and consolidate as needed, operate forklift. Transport stock from satellite warehouse to main warehouse. Operate University vehicle. Process and restock returns from customers, including exhibit material. Assist in annual and periodic physical inventory. **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 data. Requires forklift certification plus; Over 3 months and up to and including 12 months of effective experience.

SHIFT: 8:00 a.m. to 5:00 p.m.**LOCATION:** Penn State University Press**DAYS OFF:** Saturday and Sunday

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 20, 2010