

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 25, 2010** until 5:00 p.m., **TUESDAY, JUNE 01, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Preventive Maintenance Worker, Electrical (T-32269)	5	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Perform preventive maintenance on electrical vaults and or transformers, motors, automatic controls, pumps, switchgear, motor generators, motor starters and breakers. Lubricate and clean motors, motor starters, breakers; use simple vibration meter and record measurements. Perform preventive maintenance on powerhouse equipment such as switchboards, transformers, generators, and pumps; perform periodic inspection on various items of electrical equipment. Test and maintain fire alarms and emergency lighting systems; lubricate and adjust emergency motor generators and portable units. Assist in relamping buildings, gymnasiums, pavilions, and pools. Drive University vehicle as required. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication, division, decimals, fractions; the simple use of formulas, charts, drawings, specifications, and wiring diagrams, together with the use of adjustable measuring instruments and the like requiring interpretation in their various applications; plus 1 to 2 years of effective experience.

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

LOCATION: Central Services

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Barn Worker – Milker (T-32271)	5	College of Agricultural Sciences

BRIEF STATEMENT ABOUT THE JOB:* Prepare and milk cows as directed or using standard operating procedures. Operate milking parlor, crowd gates, automatic doors and computer equipment used in daily cow milking operations. Clean and maintain milking parlor and milking equipment. Perform animal management procedures including: grooming, washing, ear tagging, de-horning, branding, de-worming, vaccinating, moving, restraining. Collect milk, blood, fecal, urine and rumen fluid samples. Test milk for mastitis; take animals temperature; administer injections or treatments as directed by veterinarians, herdsman, or written protocol. Lead, restrain, position and prepare animals for data collection, semen collection, hoof trimming, and surgical procedures. Detect and report abnormal conditions of animals. Detect and report estrus in breeding females and perform artificial insemination as directed. Maintain barns, outbuildings and surroundings in sanitary, presentable condition; remove manure and bedding by hand or by mechanical barn cleaner. Operate and maintain tractors, skid-steer loaders, manure spreaders, manure irrigation equipment, mowers, fertilizer spreaders, farm vehicles, trucks, and livestock trailers. Construct, modify, repair and maintain specialized animal housing as required. Feed animals required amounts of grain and forage or milk as specified by standard operating procedure or experimental design. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division, including decimals and fractions; use of formulas, charts, tables, etc., together with a requirement for preparation, interpretation and use of reports, forms, records, and comparable data; experience with modern computerized milking parlors, artificial insemination, farm equipment and animal management; plus 1 to 2 years of effective experience.

SHIFT: 1:00 p.m. to 9:00 p.m.
DAYS OFF: Various

LOCATION: Dairy Barns

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Stockroom Clerk B (T-32270)	7	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Receive incoming shipments, inspect for quantity and condition. Store incoming materials in proper locations. Issue tools, equipment, and materials to authorized persons. Assist with driving dispatch vehicle. Pick up and deliver various materials as necessary. Operate fork-lift. Package and prepare outgoing shipments. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division including decimals and fractions; posting, preparation, interpretation, use and checking of forms, records and comparable data; plus 6 to 9 months of effective experience.

SHIFT: 6:00 a.m. to 2:30 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: OPP Stores

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Test Track Driver (T-32272)	7	College of Engineering

BRIEF STATEMENT ABOUT THE JOB:* Drive vehicles in accordance with established procedures including but not limited to durability, handling and performance testing. Drive bus, heavy truck or other vehicles that require Class A Commercial Driver's License. Operate truck to haul materials, sweep track, plow snow and spread anti-skid material. Operate lawn mower and tractor to cut grass, remove snow, etc. Fuel vehicles with diesel, gasoline, methanol, and natural gas. Maintain and check vehicle fluid levels. Maintain logs and provide written documentation as necessary. Drive vehicles to and from Altoona Bus Testing Center. Assist with performance tests. Monitor vehicle gauges and indicators to insure that vehicle is operating within the specific normal ranges. Record comments in driver's log book and report all problems to Shift Leader. Operate equipment such as vehicle hoists, pneumatic tools, drills, saws, and axle scales. Load and unload vehicles by hand or mechanical devices. Under the direction of Shift Leader or Supervisor, perform maintenance on tractors, lawn mowers, snow plows, etc., to include lubrications, filter changes, etc. Maintain inventory for tools and equipment at work site. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division including fractions and decimals, together with the use of instrumentation that requires interpretation. Must possess PA Commercial Driver's License (CDL) Class A, with Passenger Endorsement; plus 6 to 9 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: 4:00 p.m. to 12:00 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Test Track

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 25, 2010