

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, JUNE 08, 2010** until 5:00 p.m., **MONDAY, JUNE 14, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Heating and Ventilation Technician (T-32341)	3	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Service, maintain, repair, install, and replace domestic and commercial heating, ventilating, and air conditioning systems. Inspect, maintain, repair, and install converters, radiators, radiation units, and coils to include valving, traps, strainers, and tubing of units. Direct the work of lower grade employees and apprentices. **JOB REQUIREMENTS:** Requires work from complicated drawings, sketches, job layouts and heat control diagrams; use of various precision recording and testing gauges such as voltmeters, ammeters, etc.; equivalent to a complete, accredited, indentured apprenticeship program; 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: 7:00 a.m. to 3:30 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: Area Services

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Electronics Technician, Fire and Security Systems (T-32340)	3	Office of Physical Plant

BRIEF DESCRIPTION ABOUT THE JOB:* Install, monitor, troubleshoot, make modifications and repairs and perform preventative Maintenance and testing on various types of electronic systems including fire alarm, access control and security systems. Utilize test equipment including digital and analog meters. Operate and monitor hardware and software necessary for maintenance and operation of electronic systems. Maintain records related to electronic systems including programming information, test results and shop drawings. Read and interpret programming information, drawings, and wiring diagrams for electronic systems. Assist higher-graded employees with maintenance and repair of unique electronic apparatus. Direct and instruct the work of lower-graded employees. Operate University vehicle. **JOB REQUIREMENTS:** Requires the use of advanced shop mathematics, together with the use of complicated drawings, specifications, charts, tables, handbook formulas, all varieties of adjustable measuring instruments and the use of broad training in a recognized trade or craft. Equivalent to complete, accredited, indentured apprenticeship program. Over 1 year and up to and including 3 years of experience required.

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
Maintenance Worker - Plumbing and Piping (T-32342)	5	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Follow an established schedule to perform a variety of ordinary maintenance and repair duties on a wide variety of plumbing and piping components including, but not limited to, laboratory equipment, dining hall and kitchen equipment, heating, ventilating, and air conditioning units, refrigeration units, fire extinguishing systems, water softeners and filters, heat exchangers, all aspects of building plumbing systems, all segments of sewer line systems, both exterior and interior, all aspects of distribution lines, both exterior and interior, etc. Operate various hand and power tools and machines to cut, thread, and bend pipe and fittings; operate glass cutting and beading machine. Read and interpret simple drawings, lay-outs, sketches, and work orders. **JOB REQUIREMENTS:** Requires the use of shop mathematics together with the use of complicated drawings, specifications, charts, tables, various types of precision measuring instruments and/or the training generally applicable in a particular occupation; equivalent to 1 to 3 years of applied trades training; plus over 1 year and up to and including 3 years of effective experience.

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
Model Shop Technician (T-32359)	5	College of Arts and Architecture

BRIEF STATEMENT ABOUT THE JOB:* Act in relief of the supervisor of the model shop during the hours that the shop supervisor is not scheduled to work and during times that the supervisor is not present in the shop. Assist students and faculty by demonstrating the use of and instructing in the operation of equipment in the Architecture model shop, e.g. woodworking table saws, planers, sanders, sheet metal rollers, shears, brake, etc. Assist students and faculty with class projects, suggesting construction methods, materials, etc. Perform major machinery repairs, including bearing, motor and gear changes. Perform installation, modification and preventive maintenance on a wide variety of wood and metal working equipment in the Architecture model shop. Construct jigs and fixtures to be used by students or faculty for specialized cuts or operations. Perform all jointing operations for students. Set up machinery to perform specialized tasks to include: dado blades on tables saw, hollow chisel mortiser, etc. Perform a variety of temporary modifications for the Architecture Department facilities including construction of pin-up wells, partitions, and installation of wiring. Build and install furniture to include book cased, tables, cabinets, etc., for faculty offices, the main office, and the model shop. Construct new Architecture Department and studio equipment and furniture such as drafting tables, light tables, lockers, etc., and make repairs to existing furniture and equipment. Organize exhibits in offices, galleries and studios and arrange lighting of these exhibits. Prepare for lectures, reviews and presentations. Proficiency in computer modeling and the set-up and operation of digital fabrication equipment. **JOB**

REQUIREMENTS: Requires 2000 to 6000 hours trades training specific to the operation of an extensive woodworking shop, plus 1 to 2 years of effective experience.

SHIFT: Various
DAYS OFF: Various

LOCATION: Stuckeman Family Building

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Fuel and Car Wash Attendant (T-32348)	9	Office of Business Services

BRIEF STATEMENT ABOUT THE JOB:* Operate automatic car wash, clean exterior and interior of vehicles. Wash large vehicles by hand when necessary. Perform routine operator maintenance on automatic car wash. Check and fill vehicles with gas, etc. Check condition and change tires, batteries, etc., as required. Perform routine start-up procedures on requested vehicles and busses each morning; shuttle to driver pick-up area. Clean, sweep, wash and arrange tire storage area, carport area, etc. Inventory and record gasoline level daily. Check vehicles in after use following established procedures. Shuttle motor vehicles within the area. Operate engine cleaning machine. Explain operation of vehicle to users following established procedures. Record odometer readings. Record monthly readings of Fleet vehicles, as required. **JOB REQUIREMENTS:** Requires reading, writing, carrying out of instructions, Commercial Driver's License (CDL) with airbrake and passenger endorsements; plus 3 to 6 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: 2:30 p.m. to 11:00 p.m.
DAYS OFF: Saturday and Sunday

LOCATION: Fleet Operations

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Maintenance Worker, Utility (T-32353)	9	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Operate various types of scrubbing, buffing, and shampooing equipment. Remove and replace lighting fixtures, window screens, etc. Remove accumulated waste from buildings as required. Relocate furniture, supplies, and set-up chairs, tables, etc., at various campus locations for scheduled events. Shovel snow and chop ice on walks and driveways using small power and hand tools as required. Drive University vehicle as required. **JOB REQUIREMENTS:** Requires the ability to read, write, add, subtract, and follow instructions; plus up to and including 3 months of effective experience.

SHIFT: 10:00 p.m. to 6:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Various

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Janitorial Worker (T-32339)	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.

SHIFT: 10:00 p.m. to 6:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Various

JOB TITLE - JOB NUMBER
Janitorial Worker (T-32352)

GRADE
10

WORK UNIT
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.

SHIFT: 5:00 p.m. to 1:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: Various

JOB TITLE - JOB NUMBER
Janitorial Worker (T-32354)

GRADE
10

WORK UNIT
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
Janitorial Worker (T-32360)

GRADE
10

WORK UNIT
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: 10:00 p.m. to 6:30 a.m.
DAYS OFF: Saturday and Sunday

LOCATION: 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

June 08, 2010