

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, JULY 20, 2010** until 5:00 p.m., **MONDAY, JULY 26, 2010.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Waste Water Treatment Plant Operator A (T-32606)	4	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Check various areas of WWTP. Operate and monitor the Waste Water Treatment Plant both manually and by the supervisory control and acquisition system (SCADA). Adjust pumping rates. Check gauges, tanks and chemical levels for the efficient operation of the WWTP. Monitor the methane gas levels in digesters. Determine and implement process control changes such as flow patterns and rates, chemical additions etc. Notify supervisor and other appropriate agencies of drastic changes or emergencies. Operate equipment such as forklift, sludge press, lawn tractors, snow plows, etc. Determine pump pressure. Monitor surge tank level, lateral operations and other activities between WWTP and spray irrigation sites. Operate and monitor anoxic system by adding and adjusting chemical feeds as needed. Determine the pumps to operate, adjusting the return sludge and wasting rates. Ensure nitrification system is operation efficiently and that proper levels of ammonia and nitrates are being removed from wastewater. Monitor and report problems with potable water system. Maintain shift operation logs and spray irrigation area. Direct the work of lower grade employees. Safeguard plant equipment, Initiate emergency repairs, monitor security cameras. Collect samples throughout the plant. Perform required lab testing as needed. Drive University vehicle as required. . **JOB REQUIREMENTS:** Requires the use of addition subtraction, multiplication and division, including decimals and fractions; simple use of formulas, charts, tables, specifications, together with the use of adjustable measuring instruments, graduates, and the like requiring interpretation in their various applications. Ability to use interpret and check the reports, forms , records, and compare with data. Ability to operate motor vehicle and Class A , E Subclass 1,2,3,4 Certification ; plus over 1 and up to and including 2 years of effective experience.

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

SHIFT: 1:30 p.m. to 10:00 p.m.
DAYS OFF: Rotating

LOCATION: Utility Services

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Building Maintenance Worker (T-32603)	8	Student Activities

BRIEF STATEMENT ABOUT THE JOB:* Set up rooms for meetings and other events by rearranging furniture, bringing furniture in or removing it; insure that rooms are set up and cleaned prior to scheduled use. Check reservation cards daily and note appropriate set up. Set up audio-visual equipment in appropriate location and check to insure that it is operational. Set up and run video tape machine for video tape programs presented in the HUB. Operate various types of scrubbing and buffing equipment and hand tools as required. Remove and/or relocate furniture, equipment, supplies and construction materials; unload incoming materials and move to storage location. Assist groups in using HUB facilities; assist in construction of special props as required. Shovel snow and chop ice, spread cinders, sand and other anti-skid material on walk, entryways and driveways. Assist as required in crowd control for ticket sales and special events. Perform minor maintenance to lamps, sweepers, buffers and lavatory fixtures; replace faucet washers and packing, tighten handles, etc. **JOB REQUIREMENTS:** Requires the ability read, write; use of ordinary arithmetic; be accurate in checking and keeping records; some knowledge of minor electrical, plumbing, and carpentry work; plus over 3 and up to 6 months of effective experience.

SHIFT: 10:30 p.m. to 7:00 a.m.
DAYS OFF: Tuesday and Wednesday

LOCATION: HUB-Robeson Center

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JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Residence Hall Utility Worker (T-32621)	10	Housing

BRIEF STATEMENT ABOUT THE JOB:* Empty and clean waste containers. Remove and dispose of all trash and debris from building. Move bags and carts of accumulated linens to locker or to receiving areas for pickup. Clean floors and stairs by sweeping, wet and dry mopping, scrubbing or vacuuming, as instructed. Clean carpets using vacuum cleaner and rug shampooer. Move furniture and other items to and from receiving storage and/or use areas to allow for cleaning, repairs, transfer, set-up, etc. Assemble and disassemble furniture such as double-decker beds, desks, etc. Shovel snow, spread sawdust or calcium and sweep outside buildings as directed. Report maintenance problems, unusual conditions, damages and losses to Supervisor. Turn in found items immediately to Supervisor. **JOB REQUIREMENTS:** Requires the ability to read, write and follow instructions; plus over 1 and up to 2 months of effective experience.

NOTE: MAY BE TEMPORARILY ASSIGNED TO RESIDENCE HALL PROJECT WORKER, GRADE 9, DURING CERTAIN TIMES OF THE YEAR.

SHIFT: 8:00 a.m. to 4:30 p.m. Wednesday, Thursday and Friday
6:00 a.m. to 2:30 p.m. Saturday and Sunday

LOCATION: East Halls

DAYS OFF: Monday and Tuesday

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

July 20, 2010