

## 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, 2011. 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 Recruitment and Compensation Division, **863-0304**. **DO NOT GO DIRECTLY TO THE WORK UNIT OR TO THE RECRUITMENT AND COMPENSATION DIVISION.**

Bids for these positions will be accepted from 8:00 a.m., **THURSDAY, JANUARY 12, 2012** until 5:00 p.m., **WEDNESDAY, JANUARY 18, 2012.**

### THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

<b>JOB TITLE - JOB NUMBER</b>	<b>GRADE</b>	<b>WORK UNIT</b>
Operating Mechanic (T-35779)	3	Office of Physical Plant

**BRIEF STATEMENT ABOUT THE JOB:**\* Perform a variety of duties required to start, stop, operate, maintain, repair and install all associated mechanical equipment and power plant systems and utilities within the east and west campus generating plant. Synchronize the power plant generators with West Penn Power Company. Possess a thorough operational knowledge of the main electrical switchboard within the west campus steam generating plant. Operate the main electrical switchboards; open, close, rack and lock out breakers, open control circuits and tag out units. Operate the Andover unit in conjunction with Simplex high frequency control system which operates the campus water system well pumps, campus street lights, and other miscellaneous equipment located throughout the campus. Drive University vehicles in the performance of assigned duties as required. **JOB REQUIREMENTS:** Requires the use of advanced shop mathematics, together with the use of complicated drawings, specifications, and charts, tables, handbook formulas and all varieties of precision measuring instruments peculiar to the job such as vibration analyzers, tachometers, pyrometers, etc. Broad trade knowledge of mechanics, power plant operation is required; Equivalent to a complete accredited indentured apprenticeship; plus over 1 year 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:** Rotating  
**DAYS OFF:** Rotating

**LOCATION:** Power Plant

<b>JOB TITLE - JOB NUMBER</b>	<b>GRADE</b>	<b>WORK UNIT</b>
Heating and Ventilation Technician (T-35792)	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.

**SHIFT:** Monday, Friday 7:00 a.m. – 3:30 p.m.  
Saturday, Sunday 7:00 a.m. 7:00 p.m.  
**DAYS OFF:** Tuesday, Wednesday, Thursday

**LOCATION:** Buildings and Grounds

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

Residence Hall Preventive Maintenance Worker  
(T-35796)

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Housing

**BRIEF STATEMENT ABOUT THE JOB:**\* As directed, perform minor maintenance such as remove, adjust and lubricate, reinstall doors and windows—including hinges, closers, locks, checks, stops, silencers and latches. Replace switch plates, electrical switches and receptacles. Replace male plugs on electrical cords. Disassemble to clean equipment such as power scrubbers, vacuums, ladders, scaffolds, dollies, trucks, carts, mop pails, wringers and mop pail carts. Paint with spray cans to maintain appearance. Scrape scaled paint as needed. Lamp or re-lamp in high ceiling areas using ladders, scaffolds and bulb snatchers and other hand tools or equipment as needed. **JOB REQUIREMENTS:** Requires the simple use of charts, drawings, specifications and schedules, plus the use of adjustable measuring instruments; prepare some reports and records of work; plus 9 to 12 months of effective experience.

**SHIFT:** Sunday 6:00 a.m. – 2:30 p.m.

Monday – Thursday 8:00 a.m. – 4:30 p.m.

**DAYS OFF:** Friday, Saturday

**LOCATION:** Pollock Housing

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.