

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, DECEMBER 8, 2011** until 5:00 p.m., **WEDNESDAY, DECEMBER 14, 2011.**

THESE JOBS ARE OPEN FOR BIDDING TO BARGAINING UNIT EMPLOYEES ONLY

JOB TITLE-JOB NUMBER	GRADE	WORK UNIT
Food Service and Production Worker (T-35629)	10	Food Service Dining Commons

BRIEF STATEMENT ABOUT THE JOB:* Prepare food items to be served such as, salad dressing, salads, vegetables, condiments, muffins, baked goods, sauces, sandwiches, wraps, fruit, yogurt and pudding parfaits, sushi, hard boiled eggs and other simple menu items as directed. Follow simple recipes in cooking or preparing ingredients for all of the above. Set up and check dishes, utensils, signs, condiments, etc. for serving lines and food bars according to menu. Maintain quality, freshness and cleanliness of food bars, condiments, dessert stations and the areas in which they are served. Check products to ensure they meet established standards of appearance, quality and portion size. Replace all products that do not meet standards. Work on serving counter and food stations as required. Be knowledgeable about daily menus and recipe ingredients. Ensure correct portion size is distributed. Move food to and from serving counter and food bars as required. Replenish and rotate stock in merchandiser displays and on food bars to maintain quality and freshness. Operate and clean equipment such as, mixer, chopper, cutter, meat/cheese slicer, can opener, undercounter dish machine, toaster, blender, pasta cooker, rice cooker, fryer, coffee brewer, convection oven, etc. Clean refrigerator, tables, sinks and pans. Take orders and ring up sales on cash register as necessary. Make change as required. **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, plus up to and including 3 months of effective experience.

SHIFT: Wednesday, Thursday 1:00 p.m. – 9:30 p.m.
Friday 7:00 a.m. – 3:30 p.m.
Saturday, Sunday 6:00 a.m. – 2:30 p.m.

LOCATION: South Food District – Redifer Dining

DAYS OFF: Monday, Tuesday

JOB TITLE - JOB NUMBER	GRADE	WORK UNIT
Maintenance Worker, Utilities Piping (T-35643)	6	Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Operate various types of equipment for the inspection and location of distribution systems and safety procedures, metal detectors, line detectors, leak detection equipment, O₂ analyzer, gas analyzer and portable generators. Assist with operation and maintenance of the following: distribution valves; meter boxes; backflow prevention devices; chlorine houses; potable water wells; distribution storage areas; water towers and potable and chilled water distribution lines. Perform leak detection surveys on distribution lines. Maintain various potable water system appurtenances. 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, drawings, specifications, schedules, wiring diagrams, together with the use of adjustable measuring instruments, etc. requiring interpretation in their various applications; plus 1 to 2 years of effective experience.

SHIFT: 11:00 p.m. – 7:30 a.m.

LOCATION: Utility Services

DAYS OFF: Saturday, Sunday

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

Area Facilities Maintenance Worker (T-35662)

6

Office of Physical Plant

BRIEF STATEMENT ABOUT THE JOB:* Perform minor repair and parts replacement duties on a wide variety of mechanical and plumbing equipment and electrical components including, but not limited to, heating, ventilation, air conditioning units, laboratory equipment, distilled water units, water softeners and filters, heat exchangers, all aspects of building plumbing systems. Inspect, clean, lubricate and perform routine preventive maintenance on a wide variety of mechanical and plumbing equipment and electrical control equipment. Perform a variety of routine carpentry-related duties such as adjusting and re-hanging doors, repairing baseboards and moldings, building rough shelves, installing ceiling tile, replacing floor tile and repainting windows, doors, seats, and screens. Perform minor plumbing repairs such as replacing washers, seats, valves, packing; cleaning traps and flushometers, etc. Perform minor repairs and replacement of electrical equipment such as duplex outlets, lamp cords, fixtures, fluorescent light ballasts and single pole switches. Use variety of hand tools. **JOB REQUIREMENTS:** Requires the use of addition, subtraction, multiplication and division, including decimals and fractions, and the simple use of charts and drawings; plus 1 to 2 years of effective experience.

SHIFT: 3:30 p.m. – 12:00 a.m.**LOCATION:** Central Services**DAYS OFF:** Saturday, 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.