

2015 SEIU SUMMER TRANSFER PROGRAM

JOB DESCRIPTIONS

DEPARTMENT: Building Services, Facilities

SUMMER TRANSFER POSITION: Logistics Helper

SUMMARY OF THE POSITION

Work shift is from 7:00 a.m. to 3:30 pm. Other related duties as assigned.

ESSENTIAL QUALIFICATIONS:

- lift 100 pounds at various times throughout the day
- stand or walk for 8 hours per day
- valid Driver's License
- follow verbal and written work orders in the English language
- learn to drive 14–24-foot box trucks
- customer service

PREFERRED QUALIFICATIONS and COMPETENCIES:

- fork lift certification

SKILLS GAINED ON THE JOB:

- how to safely move furniture and rental equipment
- drive various box style trucks on campus
- obtain a better knowledge of the campus and the location of many departments
- possibly obtain fork lift certification
- learn the University's record retention system

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JOB DESCRIPTIONS

DEPARTMENT: Carpenter shop, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance in support of summer projects and campus renovations including but not limited to dorm enhancements and repairs. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- assist trades people working in the carpenter shop
- assist in material handling and deliveries
- prep work and clean-up of work sites
- set-up and break down of events
- perform other duties as assigned

ESSENTIAL QUALIFICATIONS:

- valid driver's license
- able to lift 35 pounds overhead and 100 pounds waist high
- able to climb tall ladders, and have no height restrictions
- bend, kneel, and climb daily
- able to work in areas with light to heavy noise levels daily
- able to work around dangerous equipment daily, e.g., saws, posthole diggers, drills, etc.
- able to work in all types of weather conditions

DEPARTMENT: Electrical Shop, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance in support of summer projects and campus renovations including but not limited to working with mechanics in the electric/elevator shops. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- drive pick-up trucks and vans
- assist mechanics with cleaning transformer vaults and electrical rooms

ESSENTIAL QUALIFICATIONS:

- valid driver's license
- able to climb tall ladders, and have no height restrictions
- able to work around dangerous equipment daily

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JOB DESCRIPTIONS

DEPARTMENT: Elevator shop, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance in support of summer projects and campus renovations including but not limited to working with mechanics in the electric/elevator shops. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- drive pick-up trucks and vans
- assist mechanics with cleaning transformer vaults and electrical rooms

ESSENTIAL QUALIFICATIONS:

- valid driver's license
- able to climb tall ladders, and have no height restrictions
- able to work around dangerous equipment daily

DEPARTMENT: Grounds and Building Maintenance, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance in support of summer projects, campus renovations, and grounds work. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- mowing, pulling weeds, and weed whacking
- sweeping and blowing walkways
- other related duties as assigned

ESSENTIAL QUALIFICATIONS:

- able to bend, kneel, and climb daily
- able to work around dangerous equipment daily
- able to work in areas with light to heavy noise levels daily; and all types of weather conditions

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JOB DESCRIPTIONS

DEPARTMENT: HVAC, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance to HVAC and AC/refrigeration mechanics in their daily assignments. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- assist in the repairing, installing and cleaning of equipment and work sites
- maintenance of AC and refrigeration units, heating systems, and other related equipment and appliance

ESSENTIAL QUALIFICATIONS:

- able to lift 35 pounds overhead and 100 pounds waist high
- able to climb tall ladders and have no height restrictions

DEPARTMENT: Paint Shop, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance in support of summer projects and campus renovations including but not limited to preparing rooms for painting jobs. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- preparing locations for painting jobs, including but limited to masking base boards and chair rails, and moving furniture
- cleaning before and after painting job is complete
- moving workers and material to various job sites
- other related duties as assigned

ESSENTIAL QUALIFICATIONS:

- valid driver's license
- able to stand or walk for 8 hours per day
- able to climb tall ladders, and have no height restrictions
- able to lift 35 pounds overhead

PREFERRED QUALIFICATIONS and COMPETENCIES:

Initiative, ability to follow directions; consistency and reliability; practical thinking; and goal directedness.

SKILLS GAINED ON THE JOB:

- sense of belonging, self-starting ability, self-improvement, and personal accountability
- possibly obtain fork lift certification

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JOB DESCRIPTIONS

DEPARTMENT: Plumbing Shop, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance to plumbers in their daily assignments. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- assist in repairing and installing piping
- cleaning drains, repairing plumbing fixtures, and installing equipment and appliances as needed
- other related duties as assigned

ESSENTIAL QUALIFICATIONS:

- must be able to lift 35 pounds overhead and 100 pounds waist high
- must be able to climb tall ladders and have no height restrictions
- able to work in areas with light to heavy noise levels daily
- able to work around dangerous equipment daily

DEPARTMENT: Roofing/Tin Shop, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Provide assistance in support of summer projects and campus renovations. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- cleaning window wells and gutters on and off campus,
- assisting journey people with assigned jobs
- other related duties as assigned

ESSENTIAL QUALIFICATIONS:

- valid driver's license
- able to stand or walk for 8 hours per day
- able to climb tall ladders and have no height restrictions
- able to work in all types of weather conditions including extreme heat

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JOB DESCRIPTIONS

DEPARTMENT: Sanitation, Facilities

SUMMER TRANSFER POSITION: Helper

SUMMARY OF THE POSITION

Shift is Monday through Friday, 7:00 a.m. to 3:30 p.m. Employee will work with and assist a licensed sanitation truck driver. Other related duties as assigned.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- act as a safety person assisting the driver
- other related duties as assigned

ESSENTIAL QUALIFICATIONS:

- applicants from Campus Dining **MUST** be 10-month employees
- applicant must be able to lift 100 pounds throughout the day

SKILLS GAINED ON THE JOB:

Employee will learn how to operate the rear load mechanisms of the trash vehicles and may be able to obtain a CDL with the help from coworkers; employee may be granted permission to operate the vehicles after passing the CDL exam.

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JOB DESCRIPTIONS

DEPARTMENT: Hardware Support, Office of Information Technology

SUMMER TRANSFER POSITION: Technical Assistant

SUMMARY OF THE POSITION

Provide assistance to OIT's Hardware Support Group.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- assist experienced staff
- install data cables inside and between buildings
- move inventory items across campus locations
- off load supplies from delivery trucks and install flat panel TVs
- collect and record data for network documentation and label wall boxes and network switches
- disburse materials and tools to technicians
- drive vehicles to transport materials and technicians and make deliveries as needed

ESSENTIAL QUALIFICATIONS:

- mechanically inclined with basic experience using tools such as drills, wrenches, saws, hammers, levels, etc.
- have valid driver's license.
- organized.

Physical requirements:

- frequent standing, bending, walking up steps, working on ladders, reaching over head, and working in tight equipment closets
- occasional work in hot conditions such as steam tunnels and utility vaults
- able to lift some large, bulk, and heavy (up to 50 pounds) items such as ladders, reels of cable, computers, printers, network switches, and televisions

PREFERRED QUALIFICATIONS and COMPETENCIES:

Ability to use mobile devices and desktop computers in order to aid with documentation task.

SKILLS GAINED ON THE JOB:

Participants will learn a variety of skills as they provide assistance to experienced staff.

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JOB DESCRIPTIONS

DEPARTMENT: Data Center, Office of Information Technology

SUMMER TRANSFER POSITION: Facilities Assistant

SUMMARY OF THE POSITION

Provide assistance to the OIT data center facilities staff.

PRINCIPLE DUTIES and RESPONSIBILITIES:

- prepare decommissioned equipment for surplus
- help with installing and relocating network cables
- other duties as assigned
- unbox new servers
- general cleaning of computer rooms

ESSENTIAL QUALIFICATIONS:

- valid driver's license
- able to bend and kneel daily
- able to work in areas with light to heavy noise levels daily
- able to lift 25 pounds to waist height

PREFERRED QUALIFICATIONS and COMPETENCIES:

Familiarity with computer servers and storage equipment.

SKILLS GAINED ON THE JOB:

- installing and removing servers in standard data center cabinets
- proper handling and installation of computer network wiring