PUBLIC EMPLOYMENT RELATIONS COMMISSION
112 Henry Street NE, Suite 300, Olympia WA 98506
PO Box 40919, Olympia WA 98504-0919
Phone: 360.570.7300 | Fax: 360.570.7334
Email: filing@perc.wa.gov | Web: www.perc.wa.gov

REPRESENTATION PETITION

☐ Amended Petition in Case #

PARTIES Include information for all parties involved.

EMPLOYER
Washington State University
Contact Theresa Elliot-Chesleks
Address PO BOX 641014
City, State, ZIP Pullman, Wa 99164-1014
Telephone (509)335-4521 Ext.
Email hrs@wsu.edu

PETITIONER
Operating Engineers Local #280
Contact Dean Bushey
Address 1305 Knight St
City, State, ZIP Richland, Wa 99352
Telephone (509)946-5101 Ext.
Email dean@iuoe280.com

CURRENT BARGAINING REPRESENTATIVE
(If one exists) N/A
Contact
Address
City, State, ZIP
Telephone
Email

OTHER RELEVANT FACTS
☒ Additional information relating to the proposed bargaining unit is attached.

SHOWING OF INTEREST
The petition must be filed with a showing of interest indicating support of at least 30% of the employees in the bargaining unit. The showing of interest cards are confidential and are ONLY filed with PERC.

AUTHORIZED SIGNATURE FOR PETITIONER

Print Name Dean Bushey
Title Assistant Business Manager
Address 1305 Knight St
City, State, ZIP Richland, Wa 99352
Telephone (509)946-5101 Ext.
Email dean@iuoe280.com
Signature
Date 12/14/16

Applicable Rules: Chapters 10-08, 391-08 and 391-25 WAC

TYPE OF REQUEST Select One. The petitioner requests:
☒ RECOGNITION to be certified as the representative of employees currently unrepresented.
☒ CHANGE OF REPRESENTATIVE to be certified as the representative of employees currently represented by another organization.
☒ DECERTIFICATION to no longer be represented by the current organization.
☒ INCLUSION OF UNREPRESENTED EMPLOYEES to have a group of employees added to an existing bargaining unit as described in WAC 391-25-440.
☒ EMPLOYER PETITION a determination by the commission according to WAC 391-25-090.

BARGAINING UNIT
Description of Bargaining Unit: Indicate inclusions / exclusions
All regular full-time and regular part-time employees responsible for the operation and maintenance of high pressure boilers, low pressure boilers, at the plant facility and any related stations and equipment. (All job descriptions are attached)

Department or Division Facility Services/Operations
Number of Employees in Unit 13
Collective Bargaining Agreement
If one exists, the bargaining unit's most recent collective bargaining agreement must be filed with this petition.

Contract Expiration Date: N/A

Form E-1 (3/2016)
INSTRUCTIONS FOR FILING A REPRESENTATION PETITION

COMPLETING THE FORM

- Provide contact information for parties and signing petitioner.
- Indicate the type of request.
- Describe the bargaining unit, including the division or department and number of employees.
- ONLY include the showing of interest cards with the petition to PERC. Do not provide copies of the cards to other parties.

TIMING FOR FILING

If you wish to organize a new bargaining unit or your contract has expired:
- A petition to organize and represent currently unrepresented employees can be filed at any time.
- If the contract has expired, a petition can be filed at any time, prior to the signing of a new contract.

If you wish to change representation or decertify:
Employees covered by a current contract must file a petition to decertify or change unions during a 30 day “window period.” The 30 day window period is determined by the expiration date of the current contract.
- For employees under RCW 41.80, the window period begins 120 days and ends 90 days before the contract expires.
- For employees under all other statutes, the window period begins 90 days and ends 60 days before the contract expires.
- If PERC has issued a certification, no petition involving the same employees may be filed for 12 months from the date of the certification.

CASE REPRESENTATIVES

For the petitioner:
- The individual signing on behalf of the petitioner is considered the representative of that party.
- If the filing party intends to have another representative, that person must file a notice of appearance.

For other parties:
- Until a notice of appearance is received by PERC, only the non-filing party’s chief executive officer as listed on PERC’s notice of case filing document will be served with papers from PERC.

FILING AND SERVICE

Forms may be submitted by email attachment, fax, mail, or in person.
- Email to filing@perc.wa.gov
- Fax to 360.570.7334
- Mail to P.O. Box 40919, Olympia, WA 98504-0919
- Hand Deliver to 112 Henry St. NE, Olympia, WA 98506

Service is required on all parties to the case and is considered complete when it is received by email or put into the mail. A certificate of service is required to show when and to whom the document was sent. (A certificate of service can be found at perc.wa.gov/file-a-case).
Office of Financial Management  

State of Washington Class Specification

<< Classified Job Listing

STATIONARY ENGINEER 4

602M

Salary Range: 57G

Category:

Maintenance Trades & Labor

Definition

In a Higher Education facility, as a lead, assist the Chief Engineer in the operation and maintenance of a large, complex central steam plant facility and related auxiliary stations.

Typical Work

Lead the work of shift personnel in power plant production of steam, electricity, air and chilled water;

Diagnose operating difficulties and recommend corrective measures;

Direct scheduled downtime for maintenance procedures;

Lead subordinate staff in proper housekeeping and state safety activities of power plant operation;

Supervise preventative maintenance programs and monitor daily log of activities;

Prepare monthly production and related reports and initiate supply and maintenance requisitions;

Perform related duties as required.

Legal Requirement(s)

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications
Applicable steam engineer's license and three years' supervisory experience with power plant operations, including feed water systems, coal, gas, and fuel oil fired high-pressure boiler systems and all auxiliary equipment, water chilling systems, high voltage generation and distribution systems and related combustion controls and safety devices.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Class Specification History

Revise class. Revises title, class code (formerly 5611 Assistant Chief Engineer), general revision, revises definition, deletes distinguishing characteristics; adopted May 10, 2007, effective July 1, 2007.

Took 0.071125 seconds (total_time) to process web service
Office of Financial Management

State of Washington Class Specification

<< Classified Job Listing

STATIONARY ENGINEER 3

602L

Salary Range: 53G

Category:

Maintenance Trades & Labor

Definition

As a senior-level specialist, applies advanced technical knowledge in the over all operation and maintenance of high pressure heating plant consisting of two or more boilers over 150 h.p. each.

Typical Work

Plans, assigns, and supervises work of skilled and semi skilled workers or patient or inmate helpers engaged in operation, maintenance, and repair of steam boilers and auxiliary equipment, stationary engines, compressors, pumps, steam lines, water lines, controls, and meters;

Directs analysis of boiler feed water samples and determines feed water treatment;

Confers with supervisor regarding maintenance and operational problems and recommends corrective action;

Keeps or directs keeping of charts and records; prepares reports on heating plant operations;

Instructs operating personnel in proper operating and maintenance methods and procedures;

Performs other work as required.

Knowledge and Abilities

Knowledge of: boiler law; methods, fuels, materials, and tools used in operation and maintenance of high pressure boilers and auxiliary equipment; boiler room safety; heating, lighting, ventilating, power, and other related mechanical equipment; standard types of automatic controls.
Ability to: test and analyze operation of steam boilers and auxiliary equipment; instruct and supervise others; keep records; make written reports; perform heavy manual labor; work under and withstand extremes of temperature.

Legal Requirement(s)

Some positions in this class require a municipal steam engineer’s license.

Desirable Qualifications

Four years of experience in operation and repair of high pressure boilers and heating equipment or one year of experience as Stationary Engineer 2 in State service.

Note: Designations of boilers shall be as defined in Washington Boilers and Unfired Pressure Vessels Law.

Class Specification History

Revise class. Revises minimum qualifications; adopted January 5, 1968.
Revise class. Revises class code (formerly 75140), general revision, revises definition; adopted May 10, 2007, effective July 1, 2007.

Took 0.081932 seconds (total_time) to process web service
Office of Financial Management

State of Washington Class Specification

<< Classified Job Listing

STATIONARY ENGINEER 2

602K

Salary Range: 49G

Category:

Maintenance Trades & Labor

Definition

This is the journey level of the series. Responsible for overall operation and maintenance of a high pressure heating plant consisting of one or more boilers up to 150 h.p. each or tends high pressure power boiler system consisting of two or more boilers over 150 h.p. each. Must be able to exercise independent judgment and decisions concerning operations and safety activities of the steam heating plant.

Typical Work

Plans, assigns, and supervises work and, as necessary, works with skilled and semi-skilled workers or patient or resident helpers engaged in operation, maintenance, and repair of stationary engines, boilers, compressors, pumps, condensers, steam lines, water lines, controls and meters;

Directs analysis of boiler feed water samples and determines water treatment;

Confers with supervisor regarding maintenance and operational problems and recommends corrective action;

Stands watch alone or with stationary boiler operator or resident or patient helpers in complex boiler system;

Keeps or directs keeping of charts and records; prepares reports on heating plant operations;

Instructs operating personnel in proper operating and maintenance methods and procedures;

Enforce safety regulations at all times and maintain safety precautions as appropriate;

Performs other work as required.

Knowledge and Abilities
Knowledge of: boiler law; methods, fuels, materials, and tools used in operation and maintenance of high pressure boilers and auxiliary equipment; boiler room safety; heating, lighting, ventilating, power, and other related mechanical equipment; standard types of automatic controls.

Ability to: test and analyze operation of steam boilers and auxiliary equipment; instruct and supervise others; keep records; make written reports; perform heavy manual labor; work under and withstand elevated ambient temperature.

Legal Requirement(s)

In some positions in this class, a municipal steam engineer's license may be required.

Desirable Qualifications

Three years of experience in the operation, maintenance and/or repair of stationary or marine high pressure boilers and heating systems.

OR

Certificate of completion of an advanced Stationary Engineer course from an accredited vocational/technical school or community college

and

two years of experience in the operation, maintenance and/or repair of stationary or marine high pressure boilers and heating systems.

OR

One year of State service as a Stationary Engineer 1.

Note:

Designations of boilers shall be as defined in Washington Boilers and Unfired Pressure Vessels Law.

Class Specification History

New class, consolidates 5620 Steam Engineer, 75120 Stationary Engineer 2; adopted May 10, 2007, effective July 1, 2007.

Took 0.071616 seconds ( total_time ) to process web service
Office of Financial Management

State of Washington Class Specification

<< Classified Job Listing

STATIONARY ENGINEER 1

602J

Salary Range: 45G

Category:

Maintenance Trades & Labor

Definition

This is the entry level of the series. Responsible for assisting in the overall operation and maintenance of low-pressure steam or hot water heating and auxiliary boiler room equipment or tends high-pressure power boiler system consisting of one or more boilers up to 150 h.p. each. May assist with the operation of water chillers, air compressors and allied equipment.

Typical Work

Fires boilers and maintains proper steam pressures and water levels; adjusts equipment to maintain flow of steam or hot water to meet load requirements; tends boiler feedwater pumps, vacuum pumps, circulating pumps, water treatment system, and other boiler room equipment.

Blows down, washes, cleans, and paints boilers and tanks; scrapes and cleans flues; cleans, oils, adjusts, and makes minor repairs to boiler room equipment;

Repairs and maintains air compressors, fans, and other mechanical equipment located throughout institution or building;

Takes water temperature, pressure, fuel consumption, and other readings from meters and recording devices and records them in shift log;

Takes boiler water samples; runs required tests and adjusts chemical feed or adds chemical by hand when required;

Performs variety of manual and janitorial tasks in and around boiler room;

Diagnose operating difficulties and take ore recommend corrective measures; report maintenance problems beyond ability to resolve;
Monitor daily power plant logs, take shift readings, and prepare assigned reports and requests for appropriate supplies and inventory;

Load and unload coal, remove cinders, etc;

May supervises patients or students;

Performs other work as required.

Knowledge and Abilities

Knowledge of: boiler law; methods, fuels, materials, and tools used in operation and maintenance of high-pressure boilers and auxiliary equipment; boiler room safety; heating, lighting, ventilation, and other related mechanical equipment; standard types of automatic controls.

Ability to: test and analyze operation of steam boilers and auxiliary equipment; instruct and supervise others; keep records; make written reports; perform heavy manual labor; work under and withstand elevated ambient temperature.

Legal Requirement(s)

In some positions in this class, a municipal steam engineer's license may be required.

Desirable Qualifications

Two years of experience in the operation, maintenance and/or repair of stationary or marine high-pressure boilers and heating systems.

OR

Certificate of completion of an advanced Stationary Engineer course from an accredited vocational/technical school or community college

and

one year of experience in the operation, maintenance and/or repair of stationary or marine high-pressure boilers and heating systems.

Note

: Designations of boilers shall be as defined in the Washington Boilers and Unfired Pressure Vessels Law.

Class Specification History

New class, consolidates 5621 Assistant Steam Engineer, 75100 Stationary Engineer 1; adopted May 10, 2007, effective July 1, 2007.
# Maintenance Mechanic 1

## Position Details

### Employee Information

<table>
<thead>
<tr>
<th>Employee First Name</th>
<th>David</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Last Name</td>
<td>Varvel</td>
</tr>
</tbody>
</table>

### Position Details

Please record information regarding the position such as work location, FTE, and term. The information is used, along with the other information, as a basis for HRS determination of the appropriate title, salary rate, and Fair Labor Standards Act (FLSA) exemption status.

<table>
<thead>
<tr>
<th>University Title</th>
<th>Maintenance Mechanic 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Code</td>
<td>626J</td>
</tr>
<tr>
<td>Working Title</td>
<td>Maintenance Mechanic 1</td>
</tr>
<tr>
<td>Position Number</td>
<td>40885</td>
</tr>
<tr>
<td>College/Area</td>
<td>Facilities Services</td>
</tr>
<tr>
<td>Department</td>
<td>Facilities Services, Operations</td>
</tr>
<tr>
<td>Hiring Unit</td>
<td>Steam Plant</td>
</tr>
<tr>
<td>Work Location</td>
<td>Pullman</td>
</tr>
<tr>
<td>Position Supervisor</td>
<td>Michael Nearing</td>
</tr>
<tr>
<td>This position is in a Bargaining Unit</td>
<td>No</td>
</tr>
</tbody>
</table>

### Summary of Duties

Under general supervision, perform a variety of duties in support of Facilities Operations Steam Plants. Participate in the operation, maintenance, and repair of all equipment and systems to include: high pressure boilers, electrical generators, water treatment equipment, condensate distribution equipment, pumps, air compressors, steam line operating components, and computer controlled operations of plant systems.

<table>
<thead>
<tr>
<th>Appointment Status</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment FTE%</td>
<td></td>
</tr>
</tbody>
</table>
Job Duties

Access Requirement

Access Requirement

Other Access Requirements

Job Duties

Essential Duty

Percent of Time

Job Function

Duties Performed

Working under the direction of a Stationary Engineer 2, assist in performing operations startup and shutdown events for all Steam Plant equipment and systems, including boilers, air compressors, pumps, motors, etc. Monitor the Distributed Control System (DCS) and work with skilled staff to take corrective action in responding to issues. File daily logs on the system.

Essential Duty

Percent of Time

Job Function

Duties Performed

Working under the direction of a Maintenance Mechanic 3, assist in performing technical equipment maintenance and repair duties for all Steam Plant equipment and systems. Assist in preventative maintenance tasks related to boilers, air compressors, pumps, motors, etc.

Essential Duty

Percent of Time

Job Function

Duties Performed

Under instruction of skilled workers, gather water samples from multiple locations in both facilities and perform routine analytical water testing using established laboratory procedures. Work with skilled workers to make adjustments to chemical makeup of water...
as necessary.
Enter results into database.

Essential Duty: Yes
Percent of Time: 10
Job Function: Training
Duties Performed: Participate in job-related and required safety training.

Essential Duty: Yes
Percent of Time: 10
Job Function: Equipment and Facilities
Duties Performed: Perform cleaning and painting of equipment and facilities.

Essential Duty: Yes
Percent of Time: 5
Job Function: Tools and Equipment
Duties Performed: Review tools inventory. Perform inspections on shop equipment.

Essential Duty: No
Percent of Time: 5
Job Function: Other
Duties Performed: Perform other related duties as required.

Information Technology Positions
This section is for classified staff IT classifications only.

Supervisory/Lead Responsibilities
Lead Definition - A lead employee has delegated responsibility for training, assigning, organizing or scheduling work, and reviewing completed work assignments. A lead employee does not make hiring decisions.

Supervisor Definition - A supervisor has the authority to recommend hiring of staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.

Does this position LEAD the work of No others?
Type of employees led
Does the combined FTE of all positions led equal at least 100%? No

Yes

https://www.wsujobs.com/hr/position_descriptions/5893/print_preview?employee=1

8/21/2017
Does this position supervise one or more full time equivalent (FTE) positions?

Type of employees supervised

Position Qualifications

Required Qualifications
High school graduation or equivalent and two years of general work experience in building and equipment maintenance, construction or repair work; OR equivalent education/experience.

Additional Requirements
- Must be able to work a rotating shift as necessary based on Plant operational needs.
- Possession of, or ability to obtain within one (1) year, a Boiler Operator, 3rd Class or higher license from the City of Spokane or the National Institute of Uniform Licensing Engineers.

Preferred Qualifications
Experience in the last five (5) years as a boiler operator or mechanic in a steam plant utilizing a computer operated, distributed control system.

Essential Work Competencies

Knowledge, Skills, Abilities or Competencies
Describe the knowledge, skills and abilities required of the position.

Mental Requirements
Indicate the mental demands of the position.

Physical Requirements
Indicate the physical demands of the position. The requirements selected must be related to the duties and responsibilities identified as essential functions.

https://www.wsujobs.com/hr/position_descriptions/5893/print_preview?employee=1

8/21/2017
Frequently = occurs 33% - 66% of hours worked  
Continuous = occurs more than 66% of hours worked

Specify the amount the position will be required to LIFT/CARRY frequently

Specify the amount the position will be required to PULL/PUSH frequently

<table>
<thead>
<tr>
<th>Movement</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bend</td>
<td>Freq.</td>
</tr>
<tr>
<td>Twist</td>
<td>Freq.</td>
</tr>
<tr>
<td>Squat</td>
<td>Freq.</td>
</tr>
<tr>
<td>Climb</td>
<td>Freq.</td>
</tr>
<tr>
<td>Kneel/Crawl</td>
<td>Freq.</td>
</tr>
<tr>
<td>Reach/Reach Overhead</td>
<td>Freq.</td>
</tr>
<tr>
<td>Finger Dexterity/Fine Manipulation</td>
<td>Freq.</td>
</tr>
<tr>
<td>Sit</td>
<td>Freq.</td>
</tr>
<tr>
<td>Drive</td>
<td>Freq.</td>
</tr>
</tbody>
</table>

List any unique work conditions this rotation shift work position will encounter

Performance Expectations

Performance Expectations

Quality of Work

OUTSTANDING – Consistently produces error-free work. – Prepares excellent work in relation to neatness, clarity, and presentation. – Pays close attention to detail. – Accurately performs routine plant duties without reminders. – Shows excellent organizational skills, initiative and imagination. – Consistently follows up with supervisor or lead regarding the status/completion of assigned duties via e-mail, verbal, or written instructions. – Draws supervisor’s or lead’s attention to new or unusual situations. – Always uses Personal Protective Equipment while performing work duties. – Maintains compliance at all times with established safety procedures and precautions for all hazards. – Uses excellent judgment during times of uncertainty. MEETS EXPECTATIONS/SATISFACTORY – Produces work with few or no errors. – Prepares acceptable work in relation to neatness, clarity, and presentation. – Pays attention to detail. – Performs routine plant duties. – Shows adequate organizational skills, initiative and imagination. – Needs occasional reminder by supervisor or lead regarding completion of routine duties. – Handles a wide variety of items with few errors and some supervision. – Uses Personal Protective Equipment while performing work duties. – Complies with established safety procedures and precautions for all hazards. – Executes good judgment during times of uncertainty. UNSATISFACTORY – Produces unreliable work. – Pays little or no attention to detail. – Requires reminders from supervisor or lead to perform a majority of routine duties. – Lacks organizational skills and
Initiative. - Does not follow-up with supervisor or lead regarding the status/completion of assigned duties. - Handles a wide variety of items with little concern regarding quality of work or accuracy. - Fails to use Personal Protective Equipment while performing work duties. - Does not comply with established safety procedures and precautions for all hazards. - Shows poor judgment during times of uncertainty.

Quantity of Work

OUTSTANDING – Prioritizes workload daily. - Rearranges priorities to accommodate unexpected or "rush" jobs. - Consistently produces large volumes of error-free work during times of peak workloads. - Creatively eases work load and utilizes new ways of accomplishing assigned tasks. - Completes assignments in an efficient manner. - Consistently completes assignments prior to deadlines. - Does low priority work promptly, as time permits. - Seeks out jobs or helps others as time permits. - Consistently handles multiple job duties efficiently. MEETS EXPECTATIONS/SATISFACTORY – Reviews workload daily. - Makes an effort to accommodate unexpected or "rush" jobs. - Routinely produces a large volume of error-free work during times of peak workloads. - Completes assignments in a satisfactory manner. - Completes assignments on time. - Does low priority work, as time permits. - Handles multiple job duties. UNSATISFACTORY – Seldom prioritizes workload daily. - Rarely able to accommodate unexpected or "rush" jobs. - Finishes assignments late, frequently misses deadlines. - Does not produce a large volume of work during peak times, makes errors. - Completes assignments in an unsatisfactory manner. - Allows low priority work to accumulate. - Fails to offer help to others when own work is finished.

Job Knowledge

OUTSTANDING – Has a good working knowledge of Steam Plant policies and procedures as well as university policies and procedures. - Ability to perform Plant duties with minimal or no written/verbal instruction and/or supervision. - Diligently follows written/verbal instructions. - Consistently applies sound judgment in handling workload and assisting the supervisor or lead. - Knowledgeable and skillful in utilizing computer programs, using own initiative to learn expanded functions of software. - Effectively carries out responsibilities in the absence of supervisor or lead. MEETS EXPECTATIONS/SATISFACTORY – Has adequate working knowledge of Steam Plant and university policies and procedures. - Ability to perform clerical duties with some or minimal written/verbal instruction and/or supervision. - Follows written/verbal instructions. - Uses good judgment when applying Steam Plant policies and procedures. - Basic knowledge and skills in operating standard software. - Carries out responsibilities in the absence of supervisor or lead. UNSATISFACTORY – Has little working knowledge of Steam Plant or university policies and procedures. - Inability to perform Plant duties without extensive verbal/written instruction and/or supervision. - Does not satisfactorily follow written/verbal instructions. - Unable to obtain technical information from proper sources when needed. - Requires regular assistance and direction with computer programs. - Has difficulty in carrying out responsibilities in absence of supervisor or lead.

Working Relationships

OUTSTANDING – Always communicates well with others; easily approachable. - Always cooperative and maintains pleasant, courteous relationships. - Respectfully accepts supervision. - Displays a professional manner. - Provides assistance to co-workers when possible. - Consults with person who initiates the job if there are questions. - Always keeps personal issues separate from work environment. - Consistently communicates in a professional, courteous manner. MEETS EXPECTATIONS/SATISFACTORY – Communicates well with others, approachable. - Cooperative and maintains pleasant, courteous relationships. - Accepts supervision.
Cheerful and alert. - Displays a professional manner. - Willingly provides assistance to co-workers when requested. - Consults with person who initiates the job if there are questions. - Keeps personal issues separate from work environment. - Communicates in a professional, courteous manner. UNSATISFACTORY - Does not communicate well with others; uneasy to approach -- Has difficulty cooperating with others and maintaining pleasant, courteous relationships. - Displays unwillingness to accept supervision. - Often moody and inattentive. - Falls to display a professional manner. - Does not provide appropriate assistance to co-workers, or does so reluctantly. - Does not consult with person who initiates the job when there are questions or problems. - Has difficulty separating personal issues from work environment. - Does not communicate in a professional, courteous manner.

Other Factors (OPTIONAL)

OUTSTANDING - Consistently punctual to work. - Always available to assist others in emergency situations. - Always works closely with supervisor or lead to ensure work is being handled efficiently and in a timely fashion. - Always considers work-related deadlines and level of Plant staffing when requesting time off. - Observes breaks in accordance with Plant regulations. - Always asks for prior approval before working overtime. - Consistently gets projects done ahead of specified deadlines. - Has a good rapport with employees from other departments that are working in or visiting the Plant. - Consistently follows rules and regulations. - Consistently makes efficient use of time during the workday. MEETS EXPECTATIONS/SATISFACTORY - Except for rare occasions, always punctual to work. - Routinely available to assist other in emergency situations. - Works with supervisor or lead to ensure work is being handled efficiently and in a timely fashion. - Shows consideration of work-related deadlines and level of Plant staffing when requesting time off. - Observes breaks in accordance with Plant regulations with occasional excess time taken. - Asks for prior approval before working overtime. - Meets deadlines. - Follows rules and regulations. - Makes efficient use of time during the workday. UNSATISFACTORY - Late or absent from work. - Not available to assist others with rush jobs. - Does not work with supervisor to ensure Plant work is handled in a timely manner. - Does not consider work-related deadlines and level of Plant staffing when requesting time off. - Abuses length of breaks. - Works overtime without prior approval. - Does not get projects done by established deadlines. - Does not follow rules and regulations. - Inefficient use of time during the workday, needing constant reminders.

Position Documents

1. FacSnvs Steam Plant Org Chart 5-2017 (PDF | 41.7 KB)

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

Signature Block
This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.
August 16, 2017

David Varvel
225 NW Terre View #11
Pullman, WA 99163

RE: Appointment – Probation Period

Dear David:

I am pleased to welcome you to Facilities Services and look forward to you joining Steam Plant as a Maintenance Mechanic 1 at Facilities Services. Below is information regarding your appointment:

Title: Maintenance Mechanic 1, 626J

Location: This is a Civil Service position located on the Pullman campus of WSU

Reports to: Mike Nearing, Manager
509-335-3501

Salary: Range 42, Step G, $3436.00 per month

Appointment status: 100% FTE (40 hr/wk)

Overtime Eligibility: Overtime Eligible – You are to track hours worked and leave taken by completing and certifying the Time Report as described in the Business Policies and Procedures Manual 60.60.

Schedule: Monday through Friday; 7:00am to 3:00pm

Effective Date: August 17, 2017

On Thursday, August 17, 2017 at 7:00am, please report to Mike Nearing, at the Steam Plant.

During the first six (6) months of your appointment, you will serve a probation period in accordance with Washington Administrative Code 357-19. Additional information on trial service periods is available at the Human Resource Services website.

Included with the letter is a copy of your position description and performance expectations. Please sign and return them to Stacey Fertakis-Walk, Payroll and Personnel Supervisor, McCluskey Services Building, Room 151.

Washington State University employs only U.S. citizens and lawfully authorized non-U.S. citizens. This offer is contingent upon you securing, prior to the start of your employment, appropriate
Maintenance Mechanic 2

Position Details
Employee Information

Employee First Name: Dan
Employee Last Name: Richards

Position Details

Please record information regarding the position such as work location, FTE, and term. The information is used, along with the other information, as a basis for HRS determination of the appropriate title, salary rate, and Fair Labor Standards Act (FLSA) exemption status.

University
Title: Maintenance Mechanic 2

Title Code: 626K

Working Title: Maintenance Mechanic 2

Position Number: 42327

College/Area: Facilities Services
Department: Facilities Services, Operations
Hiring Unit: Steam Plant

Work Location: Pullman
Position Supervisor: Michael Nearing, Steam Plant Manager

This position is in a Bargaining Unit

Bargaining Unit

Work Schedule (if applicable)

Summary of Duties: Under general supervision, the Maintenance Mechanic 2 will perform a variety of duties in support of the Facilities Services, Operations Steam Plant. The incumbent will utilize strong mechanical ability to safely perform general maintenance and repair to all Steam Plant support equipment. This position will be responsible to safely maintain and
Percent of Time: 10
Job Function: Provide guidance to other Plant staff on performing maintenance activities.
Duties Performed: Consult with Operations staff to coordinate maintenance/repair activities.

Essential Duty: Yes
Percent of Time: 10
Job Function:
Duties Performed: Consult with technical representatives during troubleshooting activities and assist with gathering quotations for parts replacement.
Monitor and perform inventory of parts and consumables.

Essential Duty: Yes
Percent of Time: 10
Job Function:
Duties Performed: Perform cleaning and painting duties on equipment and in work spaces.

Essential Duty: Yes
Percent of Time: 10
Job Function:
Duties Performed: Perform occasional boiler and equipment operations as needed.

Essential Duty: Yes
Percent of Time: 10
Job Function:
Duties Performed: Participate in Plant meetings, training sessions, and related discussions.

Essential Duty: No
Percent of Time: 5
Job Function: Other
Duties Performed: Perform other related duties as required.

Information Technology Positions
This section is for classified staff IT classifications only.
Supervisory/Lead Responsibilities

Lead Definition- An employee who performs the same or similar duties as other employees in his/her work group and has the designated responsibility to regularly assign, instruct, and check the work of those employees on an ongoing basis.
Supervisor Definition - A supervisor has the authority to recommend hiring of staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.

Does this position
LEAD the work of others? No
Type of employees led
Does the combined FTE of all positions led equal at least 100%? No
Does this position SUPERVISE the work of others? No
Does this position supervise one or more full time equivalent (FTE) positions? No
Type of employees supervised

Position Qualifications

Required Qualifications
- High school graduation and four years of general work experience in building and equipment maintenance, construction or repair work or completion of a recognized apprenticeship in a skilled mechanic trade; OR equivalent education/experience.
- Possession of, or ability to obtain by time of hire, a valid driver’s license.
- First Aid, CPR, and AED training are required annually.
- Previous experience in an apprenticeship as Power Plant or Steam Plant Mechanic or Marine Shipboard Propulsion Maintenance Mechanic.
- High level skillset rebuilding multistage centrifugal pumps with mechanical seals.
- Documented training and strong skills to troubleshoot electrical problems in a motor control center and other 120v to 440v devices.
Ability to perform tasks under stressful deadlines.

Physical Requirements

Indicate the physical demands of the position. The requirements selected must be related to the duties and responsibilities identified as essential functions.

Occasionally = occurs less than 33% of hours worked
Frequently = occurs 33% - 66% of hours worked
Continuous = occurs more than 66% of hours worked

Specify the amount the position will be required to
LIFT/CARRY frequently
Up to 50 lbs

Specify the amount the position will be required to
PULL/PUSH frequently
Up to 50 lbs

Bend Freq.
Twist Freq.
Squat Freq.
Climb Freq.
Kneel/Crawl Freq.
Reach/Reach Freq.
Overhead Freq.

Finger Dexterity/Fine Manipulation Freq.
Sit Freq.
Drive Freq.

List any unique work conditions this position will encounter
Works in a Maintenance/Custodial Environment.
May occasionally encounter extreme temperatures, fumes/odors/mists/dusts, confined areas/spaces, extreme sounds/noises/vibrations, and/or hazards.

Performance Expectations

Quality of Work Outstanding
Consistently produces error-free work. Prepares excellent work in relation to neatness, clarity, and presentation. Pays close attention to detail.
Consistently communicates in a professional, courteous manner. Accurately performs routine plant duties without reminders. Consistently handles multiple job duties efficiently. Shows excellent organizational skills, initiative and imagination. Consistently follows up with supervisor or lead regarding the status/completion of assigned duties via e-mail, verbal, or written instructions. Draws supervisor's or lead's attention to new or unusual situations. Always uses Personal Protective Equipment while performing work duties. Maintains compliance at all times with established safety procedures and precautions for all hazards. Uses excellent judgment during times of uncertainty. Demonstrates good preparation for temporary upgrades when opportunities arise. Meets Expectations/Satisfactory Produces work with few or no errors. Prepares acceptable work in relation to neatness, clarity, and presentation. Pays attention to detail. Communicates in a professional, courteous manner. Performs routine plant duties. Handles multiple job duties. Shows adequate organizational skills, initiative and imagination. Needs occasional reminder by supervisor or lead regarding completion of routine duties. Handles a wide variety of items with few errors and some supervision. Uses Personal Protective Equipment while performing work duties. Complies with established safety procedures and precautions for all hazards. Executes good judgment during times of uncertainty. Shows some preparation for temporary upgrades when opportunities arise. Unsatisfactory Produces unreliable work. Pays little or no attention to detail. Requires reminders from supervisor or lead to perform a majority of routine duties. Lacks organizational skills and initiative. Does not follow-up with supervisor or lead regarding the status/completion of assigned duties.
Handles a wide variety of items with little concern regarding quality of work or accuracy.
Rarely uses Personal Protective Equipment while performing work duties. Does not comply with established safety procedures and precautions for all hazards.
Shows poor judgment during times of uncertainty.
Lacks preparation for temporary upgrades when opportunities arise.
Outstanding
Prioritizes workload daily.
Rearranges priorities to accommodate unexpected or “rush” jobs.
Consistently produces large volumes of error-free work during times of peak workloads.
Creatively eases work load and utilizes new ways of accomplishing assigned tasks.
Completes assignments in an efficient manner.
Consistently completes assignments prior to deadlines.
Does low priority work promptly, as time permits.
Seeks out jobs or helps others as time permits.
Meets Expectations/Satisfactory
Reviews work load daily.

**Quantity of Work**
- Makes an effort to accommodate unexpected or “rush” jobs.
- Routinely produces a large volume of error-free work during times of peak workloads.
- Completes assignments in a satisfactory manner.
- Completes assignments on time.
- Does low priority work, as time permits.

**Unsatisfactory**
- Seldom prioritizes workload daily.
- Rarely able to accommodate unexpected or “rush” jobs.
- Finishes assignments late, frequently misses deadlines.
- Does not produce a large volume of work during peak times, makes errors.
- Completes assignments in an unsatisfactory manner.
- Allows low priority work to accumulate.
- Fails to offer help to others when own work is finished.

**Job Knowledge**
- Outstanding
- Has a good working knowledge of Steam Plant policies and procedures as well as university policies and procedures.
- Ability to perform Plant duties with minimal or no written/verbal instruction and/or supervision.
Diligently follows written/verbal instructions.
Consistently applies sound judgment in handling workload and assisting the supervisor or lead.
Knowledgeable and skillful in utilizing computer programs, using own initiative to learn expanded functions of software.
Effectively carries out responsibilities in the absence of supervisor or lead.
Meets Expectations/Satisfactory
Has working knowledge of Steam Plant and university policies and procedures.
Ability to perform clerical duties with some or minimal written/verbal instruction and/or supervision.
Follows written/verbal instructions.
Uses good judgment when applying Steam Plant policies and procedures.
Basic knowledge and skills in operating standard software.
Carries out responsibilities in the absence of supervisor or lead.
Unsatisfactory
Has little working knowledge of Steam Plant or university policies and procedures.
Inability to perform Plant duties without extensive verbal/written instruction and/or supervision.
Does not satisfactorily follow written/verbal instructions.
Unable to obtain technical information from proper sources when needed.
Requires regular assistance and direction with computer programs.
Has difficulty in carrying out responsibilities in absence of supervisor or lead.

**Working Relationships**
Always communicates well with others; easily approachable.
Always cooperative and maintains pleasant, courteous relationships.
Respectfully accepts supervision.
Displays a professional manner.
Anticipates the needs of co-workers and provides assistance when possible.
Consults with person who initiates the job if there are questions.
Always keeps personal issues separate from work environment.
Meets Expectations/Satisfactory
Communicates well with others; approachable.
Cooperative and maintains pleasant, courteous relationships.
Accepts supervision.
Displays a professional manner.
Willingly provides assistance to co-workers when requested.
Consults with person who initiates the job if there are questions.
Keeps personal issues separate from work environment.
Unsatisfactory
Does not communicate well with others; uneasy to approach.
Has difficulty cooperating with others and maintaining pleasant, courteous relationships.
Displays unwillingness to accept supervision.
Frequently fails to display a professional manner.
Does not provide appropriate assistance to co-workers, or does so reluctantly.
Does not consult with person who initiates the job when there are questions or problems.
Has difficulty separating personal issues from work environment.

Other Factors
Consistently punctual to work.

(OPTIONAL)
Always available to assist others in emergency situations.
Always works closely with supervisor or lead to ensure work is being handled efficiently and in a timely fashion.
Always considers work-related deadlines and level of Plant staffing when requesting time off.
Observes breaks in accordance with Plant regulations.
Always asks for prior approval before working overtime.
Consistently gets projects done ahead of specified deadlines.
Has a good rapport with employees from other departments that are working in or visiting the Plant.
Consistently follows rules and regulations.
Consistently makes efficient use of time during the workday.
Meets Expectations/Satisfactory
Except for rare occasions, punctual to work.
Routinely available to assist other in emergency situations.
Works with supervisor or lead to ensure work is being handled efficiently and in a timely fashion.
Shows consideration of work-related deadlines and level of Plant staffing when requesting time off.
Observes breaks in accordance with Plant regulations with occasional excess time taken.
Asks for prior approval before working overtime.
Meets deadlines.
Follows rules and regulations.
Makes efficient use of time during the workday.
Unsatisfactory
Often late or absent from work.
Not available to assist others with rush jobs.
Does not work with supervisor to ensure Plant work is handled in a timely manner.
Does not consider work-related deadlines and level of Plant staffing when requesting time off.
Regularly abuses length of breaks.
Consistently works overtime without prior approval.
Does not get projects done by established deadlines.
Does not follow rules and regulations.
Inefficient use of time during the workday, needing constant reminders.

Position Documents
No documents have been attached.
Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

Signature Block
This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

_________________________________________  _______________________
Date                                           Employee

_________________________________________  _______________________
Date                                           First-Level Supervisor

_________________________________________  _______________________
Date                                           Second-Level Supervisor

Stacey

Stacey Fertakis    Personnel and Payroll Manager
Automation Engineer/Technician

Posting Details

Position Details

Employee Type: CS-Classified Staff
University Title: Information Technology Specialist 3
Working Title: Automation Engineer/Technician
College/Area: Facilities Services
Department: Facilities Services, Operations
Department Link: Facilities Services
Position Number: 24450
Hiring Unit: Steam Plant
Work Location: Pullman
Zip Code: 99163
This position is in a Bargaining Unit: No

Summary of Duties: Serve as the network system administrator in the WSU Steam Plants, supporting the Grimes Way and College Avenue Steam Plants networked computerized distributed hardware and software systems. Monitor networks and take action as necessary, including independently manipulating programs and network logic.

Additional Information: View the Benefits overview for information regarding competitive benefits available.

Appointment Status: Permanent
Job Appointment (FTE%): 100
Position Term in Months: 12
Monthly Salary: $4,313.00

Position Qualifications

Required Qualifications: Four years of information technology experience, OR equivalent education/experience.

Additional Requirements: Completion of an approved institutional course as an Information’s System Technician OR Automation Engineer and 1 year on the job field experience. Experience working in production facility as an IT Specialist or Automation Engineer/Technician performing system administrator functions. Experience using a distributed control system with a personal computer interface communicating with more than one network of different automation brands.

Preferred Qualifications:

Experience within the last 5 years working in production facility as an IT Specialist or Automation Engineer/Technician performing system administrator functions. Prior experience working in a steam and power production facility. Experience with automation field device components manufactured by Emerson/Fisher and Allen Bradley. Training or experience working with Allen-Bradley and Emerson Delta V Control Systems. Training or experience working with Fire-Eye Burner Management Networked systems. Strong personal computer skills with experience using hand held communication devices.

Will this position require a background check? This position has been designated by the department to require a background check.

Posting Detail Information

Open Date 11/18/2016
Close Date 03/15/2017
Open Until Filled No

Special Instructions to Applicants This recruitment has been extended to close on March 15, 2017. Applicants must attach the following documents to their online application: 1) resume and 2) cover letter. Application materials should clearly communicate how the applicant meets all required qualifications and additional requirements. Applicants are required to include contact information for at least three (3) professional references in the application.

EEO Statement WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER. Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam-era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply. WSU is committed to excellence through diversity and faculty-friendly policy action, including partner accommodation and NSF ADVANCE Institutional Transformation programs (http://www.advance.wsu.edu/). WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services. WSU is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(x). Washington State TDD Relay Service: Voice Callers 1-800-833-6388, TDD Callers 1-800-833-6388. 509-335-1259(f), or hrs@wsu.edu.

Posting Number 20132925P

Applicant Documents

Required Documents
1. Resume
2. Cover Letter

Optional Documents

Posting Supplemental Questions
Required fields are indicated with an asterisk (*).

1. * The classification requirements for this position are four (4) years of information technology experience OR equivalent education/experience. Do you meet these classification requirements?
   - Yes
   - No

2. * How did you hear about this employment opportunity?
   - WSU Website
   - Personal Contact/Referral
   - Career Fair
   - Professional Journal/Association
   - Newspaper
   - Radio
   - Association of Public and Land Grant Universities (APLU)
   - Chronicle of Higher Education
   - Higher Ed Jobs
   - Higher Education Recruitment Consortium (HERC)
   - Indeed.com
   - Inside Higher Ed
   - State of Washington WorkSource
   - Workplace Diversity
   - US jobs
   - Facebook
   - LinkedIn
   - Twitter
   - Other