



## O&T (PA) PERMANENT VACANCY

<b>Vacancy No.</b>	20250006	<b>Business Unit</b>	Cleveland-Cliffs IHE
<b>Posting Date</b>	6/3/2025	<b>Salary Grade</b>	8 - 10
<b>Deadline Date</b>	6/16/2025	<b>Monthly Rate</b>	\$7,959 - \$9,462
<b>Department</b>	IHE Process Automation	<b>Work Hours</b>	Varies, Normally 7 a.m. - 3 p.m.
<b>Job Title</b>	Engineer Technician (1 Vacancy)	<b>Work Days</b>	Varies, Normally Monday - Friday
<b>Reports To</b>	Area Manager		

### PLEASE NOTE:

If a Cleveland-Cliffs employee from another local union accepts a transfer to an Office & Technical position, the transfer pending date will become his/her new seniority date within the Office & Technical Union (Local 1010-27) for purposes of seniority, vacation selection and Employment Security. Additionally, there will be no "right to reversion" to the employee's previous unit. The new Employment Security date will be used for applying the employment security language provided in the Collective Bargaining Agreement. All other benefits including, but not limited to vacation entitlement, pension, and health care benefits will be based on his/her date of first employment, or subsequent date of employment following a break in continuous service, with the other local union.

### JOB DESCRIPTION:

Engineer Technicians have broad technical responsibilities working on computers, networks, control systems including PLC and loop controllers, instrumentation, and a host of speciality field devices. These work activities include installation, troubleshooting and repair, process troubleshooting using automation, participating on projects for improvements and upgrades, etc. Tasks include activities such as performing software back-ups, preventive maintenance, spares management, conducting training for craft employees and operations employees, report writing, etc. Engineer Technicians are members of a single plant-wide LOP and can be assigned to work in any part of Indiana Harbor.

### JOB REQUIREMENTS:

Qualified candidates must have one of the following PLUS qualify at a Level two CCST. 7 years of experience as a qualified MTE OR 5 years of experience as a qualified MTE with an Associate's degree in a related field. Must complete Management Interview Process

### TESTING REQUIREMENTS:

Must have passed the ISA CCST Level 2 Exam (Instrumentation, Systems and Automation Society - Certified Control Systems Technician).  
All bidders can contact JOBLINK at (219) 399-8134 for information regarding training class related to this requirement.

**COMPLETED BID FORM MUST BE SUBMITTED TO THE O&T ADMINISTRATOR BY 12 MIDNIGHT ON THE DEADLINE DATE**

[After you are notified that you are the successful bidder, you must decide whether or not to accept the bid within 48 hours, or you will forfeit all rights to the job. If you are an O&T employee, you will not be allowed to again apply for transfer during the period of 1 year from the date of your refusal.]



## O&T PERMANENT VACANCY

<b>Vacancy No.</b>	20250007	<b>Business Unit</b>	Cleveland-Cliffs IHE
<b>Posting Date</b>	6/3/2025	<b>Salary Grade</b>	4 - 9
<b>Deadline Date</b>	6/16/2025	<b>Monthly Rate</b>	\$5,210 - \$7,441
<b>Department</b>	IHE Quality	<b>Work Hours</b>	Days
<b>Job Title</b>	Iron & Steel Technician (1 Vacancy)	<b>Work Days</b>	Monday - Friday
<b>Reports To</b>	4SP Lab Manager and QA		

### PLEASE NOTE:

If a Cleveland-Cliffs employee from another local union accepts a transfer to an Office & Technical position, the transfer pending date will become his/her new seniority date within the Office & Technical Union (Local 1010-06) for purposes of seniority, vacation selection and Employment Security. Additionally, there will be no "right to reversion" to the employee's previous unit. The new Employment Security date will be used for applying the employment security language provided in the Collective Bargaining Agreement. All other benefits including, but not limited to vacation entitlement, pension, and health care benefits will be based on his/her date of first employment, or subsequent date of employment following a break in continuous service, with the other local union.

### JOB DESCRIPTION:

This position's responsibilities include, but are not limited to:

- Analyzing transactions and inputting data into various software packages; multiple clerical functions relating to OFS, Accounts Payable, and Invoicing.
- Preparation of Excel worksheets, Word documents and query's. Maintain and execute programs. Ad-hoc programming.
- Maintain various controls, reconciliation and correction of discrepancies.
- Analyze data and effectively communicate with all levels of personnel, including but not limited to Peers, Operating Departments, Management, Customers, Information Technology, etc.
- Perform close and other critical functions within strict timeframes.
- Work closely with and support other departments to insure proper and correct record and transaction reporting.
- Document organization, historical research and filing.
- Troubleshoot and repair lab equipment, test steel samples as needed.

### JOB REQUIREMENTS:

- Technical skills relating to Microsoft Excel Worksheets and Word Documents. Able to create Access queries. Possess the ability to learn new technologies and have strong data entry skills. Able to use ERDS and OFS.
- Must be a team player with strong communication skills. Readiness to initiate interaction to resolve issues. Must be flexible during periods of heavy demands.
- Must be self-motivated and willing and able to learn to do several jobs.
- Excellent attendance including adherence to work schedule.
- Ability to think logically with strong math and analytical skills. Able to develop alternate solutions to problems.
- Must possess a strong work ethic, including data accuracy and confidentiality.
- Able to lift 50 pounds.

### TESTING REQUIREMENTS:

**COMPLETED BID FORM MUST BE SUBMITTED TO THE O&T ADMINISTRATOR BY 12 MIDNIGHT ON THE DEADLINE DATE**

[After you are notified that you are the successful bidder, you must decide whether or not to accept the bid within 48 hours, or you will forfeit all rights to the job. If you are an O&T employee, you will not be allowed to again apply for transfer during the period of 1 year from the date of your refusal.]





## O&T PERMANENT VACANCY

<b>Vacancy No.</b>	20250008	<b>Business Unit</b>	Cleveland-Cliffs IHE
<b>Posting Date</b>	6/3/2025	<b>Salary Grade</b>	4 - 8
<b>Deadline Date</b>	6/16/2025	<b>Monthly Rate</b>	\$5,210 - \$6,928
<b>Department</b>	Process Automation	<b>Work Hours</b>	Days
<b>Job Title</b>	Information Technician (1 Vacancy)	<b>Work Days</b>	Monday - Friday
<b>Reports To</b>	Carlos Forjan		

### PLEASE NOTE:

If a Cleveland-Cliffs employee from another local union accepts a transfer to an Office & Technical position, the transfer pending date will become his/her new seniority date within the Office & Technical Union (Local 1010-06) for purposes of seniority, vacation selection and Employment Security. Additionally, there will be no "right to reversion" to the employee's previous unit. The new Employment Security date will be used for applying the employment security language provided in the Collective Bargaining Agreement. All other benefits including, but not limited to vacation entitlement, pension, and health care benefits will be based on his/her date of first employment, or subsequent date of employment following a break in continuous service, with the other local union.

### JOB DESCRIPTION:

Responsibilities include, but are not limited to:

- Team member & support for quality systems - SMS, QMS, EMS
- All departmental required data collection, tracking and reporting
- Schedule O&T/ET and track Timesheets
- Perform system backup/restore, security patches, maintenance tasks on PA computers/printers.
- Perform software upgrades and track software licenses & backup storage
- Coordinate departmental events including safety programs and training classes
- Enter Tabware requisitions and track invoices/product delivery
- Provide administrative support to PA managers
- Perform other general office work as required
- Generate reports using Excel, Word or other software applications
- Maintain, update and create job postings; schedule or assist in testing, etc.
- Maintain and generate information for represented employees for data entry, promotions, job changes, general information and sequence listings, etc
- Provide administrative support to department manager and staff – special projects, presentations, data requests and reports.

### JOB REQUIREMENTS:

- Commitment to Cleveland-Cliffs safety standards
- Ability to maintain confidentiality related to employee information
- Understanding of CBA regarding scheduling practices and grievance procedure
- Ability to be proficient in computer programs including, but not limited to: MS (Word, Excel, Outlook, PowerPoint), TIMES, Tabware, MTS, Incident Tracking, CEBOS, SRTS requests
- Webmaster for Department InfoSys intranet page, including maintaining and uploading current contact lists, procedures, and work instructions
- Perform other general office work as required.

### TESTING REQUIREMENTS:

Clerical Test Battery, Typing, Word, and Excel. Applicant must contact Dave Ellman 219-399-6635 to schedule testing if applicable. Clerical test scores are good for 7 years.

**COMPLETED BID FORM MUST BE SUBMITTED TO THE O&T ADMINISTRATOR BY 12 MIDNIGHT ON THE DEADLINE DATE**

[After you are notified that you are the successful bidder, you must decide whether or not to accept the bid within 48 hours, or you will forfeit all rights to the job. If you are an O&T employee, you will not be allowed to again apply for transfer during the period of 1 year from the date of your refusal.]



## O&T PERMANENT VACANCY

<b>Vacancy No.</b>	20250011	<b>Business Unit</b>	Cleveland-Cliffs IHE
<b>Posting Date</b>	6/3/2025	<b>Salary Grade</b>	4 - 6
<b>Deadline Date</b>	6/16/2025	<b>Monthly Rate</b>	\$5,210 - \$6,122
<b>Department</b>	Engineering	<b>Work Hours</b>	7:30 a.m. - 4:30 p.m.
<b>Job Title</b>	Administrative Assistant (1 Vacancy)	<b>Work Days</b>	Monday - Friday
<b>Reports To</b>	Ron Klinger		

### PLEASE NOTE:

If a Cleveland-Cliffs employee from another local union accepts a transfer to an Office & Technical position, the transfer pending date will become his/her new seniority date within the Office & Technical Union (Local 1010-06) for purposes of seniority, vacation selection and Employment Security. Additionally, there will be no "right to reversion" to the employee's previous unit. The new Employment Security date will be used for applying the employment security language provided in the Collective Bargaining Agreement. All other benefits including, but not limited to vacation entitlement, pension, and health care benefits will be based on his/her date of first employment, or subsequent date of employment following a break in continuous service, with the other local union.

### JOB DESCRIPTION:

- Provide direct administrative support to the Manager, Engineering including scheduling of meetings, filing, scheduling, general office management, etc.
- Provide support to the Engineering Department activities associated with planning and implementation of capital projects
- Originate/track purchase requisitions in Tabware; issue change orders, partial payments; other contract changes
- Ensure SOX compliance in all purchasing/expediting functions; Review and correct the IDR, RNB and Track reports, to aggregate them by Capex Project and Project Engineer.
- Receive, track all RFAs and Summaries; distribute copies; maintain accurate files of approved/pending RFAs
- Process administrative items including timesheets by contractors and other related requests.
- Maintain safety contacts/accident reports/compile safety data for various meetings: Conduct safety inspections.
- Maintain all departmental safety, environmental and professional training records, ensuring that training requirements are communicated to all Engineering employees and records are updated in the appropriate data base
- Download data from Tabware to support the Engineering Cost Analyst in preparing bi-monthly capital project reports
- Provide backup to the other Central Engineering Specialist in the performance of critical duties and departmental functions

### JOB REQUIREMENTS:

- Multi-tasking capabilities and ability to meet deadlines; excellent organizational skills, good verbal communication skills;
- High proficiency with computer skills, including Excel and Word. Experience with purchase requisitioning/ordering of materials in Tabware, and working knowledge of a technical/construction environment.

### TESTING REQUIREMENTS:

Clerical Battery, Typing (35 WPM), Excel & Word. Bidder's responsibility to contact HR at 219-399-6635 to schedule test if applicable. Clerical Test Scores are good for 7 years.

**COMPLETED BID FORM MUST BE SUBMITTED TO THE O&T ADMINISTRATOR BY 12 MIDNIGHT ON THE DEADLINE DATE**

[After you are notified that you are the successful bidder, you must decide whether or not to accept the bid within 48 hours, or you will forfeit all rights to the job. If you are an O&T employee, you will not be allowed to again apply for transfer during the period of 1 year from the date of your refusal.]





## O&T PERMANENT VACANCY

<b>Vacancy No.</b>	20250014	<b>Business Unit</b>	Cleveland-Cliffs IHE
<b>Posting Date</b>	6/3/2025	<b>Salary Grade</b>	4 - 7
<b>Deadline Date</b>	6/16/2025	<b>Monthly Rate</b>	\$5,210 - \$6,439
<b>Department</b>	IHE Human Resources	<b>Work Hours</b>	8 a.m. - 5 p.m. (may vary)
<b>Job Title</b>	Administrative Asst (1 Vacancy)	<b>Work Days</b>	Monday - Friday
<b>Reports To</b>	Holly Kocel		

### PLEASE NOTE:

If a Cleveland-Cliffs employee from another local union accepts a transfer to an Office & Technical position, the transfer pending date will become his/her new seniority date within the Office & Technical Union (Local 1010-06) for purposes of seniority, vacation selection and Employment Security. Additionally, there will be no "right to reversion" to the employee's previous unit. The new Employment Security date will be used for applying the employment security language provided in the Collective Bargaining Agreement. All other benefits including, but not limited to vacation entitlement, pension, and health care benefits will be based on his/her date of first employment, or subsequent date of employment following a break in continuous service, with the other local union.

### JOB DESCRIPTION:

This position will fill temporary administrative vacancies due to short-term or long-term absences. When there are no vacancies in the operating units the administrative duties will be performed in Human Resources.

- Duties as directed by supervision which include but are not limited to:
- Traveling to departments as scheduled to provide Administrative support.
- Enter weekly TIMES scheduling for P&M employees in the department; resolve any pay conflicts.
- Maintain & reconcile S&A and FMLA; schedule vacations; maintain overtime lists.
- Complete and submit documents to HR for P&M employees.
- Maintain personnel files and training records, track safety activities and input into safety database.
- Use Tabware to order supplies, parts, alloys, and other items as required; maintain inventory, as necessary.
- Assists in other administrative duties as required.

### JOB REQUIREMENTS:

#### Job Requirements:

- Must be a current O&T Administrative Assistant.
- Ability to work safely in a mill/office environment daily requiring the proper safety apparel.
- Maintain strict confidentiality and work well with people.
- Able to handle large volumes of work under pressure with minimal direction; detail oriented to perform data entry with maximum accuracy.
- Proactively and independently seek solutions to resolve issues.
- Strong work ethic, ability to multi-task and be self-motivated.
- Excellent written and oral communication skills.
- Proficient in Microsoft Excel, Word, PowerPoint, and Outlook
- Understanding of the CBA or ability to learn.
- Must have the present ability to schedule/pay and perform all other Administrative Assistant duties proficiently; including but not limited to the use of TIMES/Dayforce, Tabware, MTS, Teams, Lotus Notes, and other software applications as applicable.
- Must have no performance related or attendance discipline within the last 5 years prior to the date of the posting.

### TESTING REQUIREMENTS:

Clerical Test Battery, Excel, Word, Typing (35 WPM). \*\*It is the responsibility of the prevailing bidder to schedule the test (if applicable). Test must be schedule within 7 days of the award notice. Study guides are available at Job Link and test scores are good for 7 years.\*\* Contact Dave Ellman at 399.6635 to schedule the test.

**COMPLETED BID FORM MUST BE SUBMITTED TO THE O&T ADMINISTRATOR BY 12 MIDNIGHT ON THE DEADLINE DATE**

[After you are notified that you are the successful bidder, you must decide whether or not to accept the bid within 48 hours, or you will forfeit all rights to the job. If you are an O&T employee, you will not be allowed to again apply for transfer during the period of 1 year from the date of your refusal.]