

Trade Specialist Lead
Maintenance — Carpentry
Position #26-009

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employee's spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Posted

09/10/2025 with an application deadline of 09/24/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, full-time regular, benefits eligible position.

Shift

Variable. Full time is considered 37.50 hours a week.

Primary Location

Main Campus

Pay Grade

04 (Salary is commensurate with education and experience)

Function/Summary

The Trades Specialist Lead (Carpentry Emphasis) serves as the lead worker in the construction, maintenance, alteration, and repair of institutional facilities, with primary expertise in carpentry and woodworking. The position performs advanced carpentry projects such as building, installing, and repairing furniture, cabinetry, walls, doors, flooring, and other structural elements. In addition, the Trades Specialist Lead provides guidance and support to lower-level Trade Specialists and Maintenance Workers, and may assist with masonry, welding, electrical, plumbing, HVAC, and general building trades work as required.

Minimum Qualifications

Education:

- 18 months of technical or vocational training or equivalent education and/or experience.

Experience:

- 2 years directly related work experience.
- 6 months communication and interaction with diverse and various cultures.

Licensure:

- Valid motor vehicle operator's license.
- Plumbers license (preferred).
- HVAC license (preferred).
- Electrical license (preferred).

Knowledge, Skills & Abilities

- Advanced knowledge of carpentry methods, tools, materials, and safety practices, including blueprint reading and construction drawings.
- Familiarity with related trades such as electrical, plumbing, masonry, and welding sufficient to coordinate or support projects.
- Ability to measure, cut, assemble, and finish wood, laminate, drywall, and other building materials to trade standards.
- Skilled in safely operating hand tools, power tools, woodworking machinery, and related equipment.
- Ability to inspect, troubleshoot, and repair structural elements and fixtures.
- Competence in basic mathematical calculations related to carpentry and construction.
- Ability to cross-train in other physical plant skill sets (grounds, HVAC, plumbing, equipment operation).
- Strong problem-solving and decision-making skills.
- Ability to lead, train, and mentor team members effectively.
- Ability to work independently with minimal supervision and cooperatively as part of a team.
- Proficiency in computer use for communication, data entry, and work order tracking.
- Commitment to safety procedures, proper tool use, and hazard prevention.

Duties/Responsibilities

50% - Carpentry & Skilled Trade Work

- Perform advanced carpentry work including construction, installation, repair, and finishing of doors, windows, flooring, cabinetry, partitions, furniture, and other wood structures.
- Troubleshoot carpentry problems and complete repairs to trade standards.
- Assist with related trades work (masonry, plumbing, electrical, welding, HVAC) as needed.

20% - Leadership & Supervision

- Organize, assign, and coordinate the work of skilled, semi-skilled, and unskilled personnel on multi-trade teams.
- Lead and train assigned personnel; assign specific tasks and evaluate results.
- Inspect completed projects to ensure compliance with carpentry and building standards.
- Participate in employee performance evaluations and recommend training and development opportunities.
- Provide input to supervisors on scheduling, leave, and operational issues; may assume supervisory duties when required.

15% - Planning & Administration

- Prepare estimates of time, labor, and materials; create bills of materials
- Monitor work progress to ensure adherence to cost and scheduling requirements.
- Requisition materials, supplies, and equipment while ensuring cost-effective use.
- Prepare reports on project status, daily operations, and resource needs.

10% - Safety & Maintenance

- Ensure safe operation of work areas, tools, and equipment.
- Conduct routine inspections and perform maintenance or repairs on tools and equipment.
- Enforce adherence to safety standards, procedures, and regulations.

5% - General

- Work overtime and respond to after-hours emergencies as needed.
- Perform other related duties as assigned.

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities. Further, faculty, staff, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. WVU Parkersburg provides a collegial and respectful environment that values the contribution of all faculty, staff, and students.