

## **Trades Specialist I**

### **Maintenance**

Position # 26-030

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and 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.

#### **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](http://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](http://www.wvup.edu/jobs)
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.

#### **Posted**

01/23/2026 with an application deadline of 02/06/2026.

#### **Employment Status**

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

#### **Shift**

Variable. Full time is considered 37.50 hours a week.

#### **Other Essential Job Requirements:**

- This is an on-site position.
- Regular, predictable, and reliable attendance and punctuality are expected to ensure performance of the essential function of the job, including scheduled meetings and shifts.
- This is a 37.5 hour per week position.
- May require working alternate hours or alternate locations upon request to support campus mission.

#### **Primary Location**

Main Campus – 300 Campus Drive, Parkersburg WV 26104

### **Pay Grade**

03 (Salary is commensurate with education and experience)

### **Function/Summary**

Within the Physical Plant structure, this position performs a variety of tasks related to the maintenance, repair, operation and renovation of college buildings, grounds and equipment to properly support the college's academic and programmatic mission and goals.

### **Minimum Qualifications**

#### Education:

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

#### Experience:

- Required: Two years of practical experience in commercial or institutional setting OR Two years of building trades experience in commercial construction OR an equivalent combination of knowledge and/or experience.

#### Licensure:

- Required: Valid motor vehicle operator's license.
- Preferred:
  - Electrical license.
  - Plumbers license
  - HVAC license

### **Knowledge, Skills & Abilities**

- Familiarity with electrical practices and methods.
- Ability to read, write and perform basic mathematical calculations.
- Ability to read, comprehend and apply written instructions and construction drawings.
- Familiarity with the methods and materials, tools, equipment, procedures, hazards and safety precautions generally associated with the building trades.
- Ability to safely use basic hand and power tools.
- Ability to cross-train and learn other physical plant skill sets. i.e. operate and maintain grounds keeping equipment, operate fork truck and skid loaders, perform basic plumbing tasks, operate HVAC systems.
- Ability to meet attendance and punctuality requirements, including availability for overtime work assignments as needed.
- Ability to operate a computer for inter-office communication and data entry and retrieval as needed.
- Ability to work as a team member.
- Ability to make good decisions using sound judgment.

### **Duties/Responsibilities**

50% Perform a variety of tasks and other skilled and semi-skilled trade tasks on campus facilities, grounds, operational systems and equipment. Participates as a member of the snow removal crew

35% Perform general maintenance tasks on campus facilities, grounds and equipment as assigned. Move, arrange, construct, dismantle, etc. furniture, equipment or work areas as assigned.

10% Conduct building, grounds and equipment inspections to identify and perform needed repairs and maintenance. Maintain and clean equipment and tools within the assigned area. Ensure that work areas, shops, garages and storage areas are clean and properly maintained.

5% Participate in Physical Plant and college-wide planning activities, advisory committees or other work groups. Attend professional development classes, training sessions. Ability to work overtime and after hours when needed. Other 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.



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300 Campus Drive, Parkersburg, WV 26104 • (304) 424-8290  
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