

Maintenance Worker I

Position #26-041

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 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.

Posted

02/27/2026 with an application deadline of 03/13/2026.

Employment Status

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

Shift

Variable. Standard hours (8:00 – 4:00). 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

02 (Salary is commensurate with education and experience)

Function/Summary

This position assists in the repair, maintenance, and construction of institutional facilities. Also assists in cleaning and maintaining premises.

Minimum Qualifications

Education:

- Required: High school graduate or equivalent.

Experience:

- Preferred: Six months of experience leading to familiarity with the maintenance trades.

Licensure:

- Required: Valid motor vehicle operations license.

Knowledge, Skills & Abilities

- Ability to read, write and perform basic mathematical calculations
- Ability to follow oral and written instructions
- Knowledge of hand and power tools, equipment, procedures, hazards, and safety principles
- Ability to work individually or as a team member
- Ability to learn custodial methods, procedures, and safety principles
- Working knowledge to operate commercial cleaning equipment
- Ability to learn to operate a computer for inter-office communications
- Ability to meet attendance and punctuality requirements

Duties/Responsibilities

65% Maintenance

Fleet Management

- Transport recyclables to the appropriate location using college owned motor vehicle
- Maintain auto fleet by cleaning, fueling, and transporting to auto shops for oil changes, inspections, and repairs.

Building Maintenance

- Assist with electrical services - changing bulbs, ballasts, switches, and receptacles
- Assist with plumbing services - unclog drains, urinals and toilets using a plunger or sewer snake
- Assist with carpentry services - building walls, hanging & finish drywall, floor tile repair
- Assist with safety inspections on emergency equipment.
- Assist with painting services
- Use of hand tools such as saws, drills, hammers, screw drivers, etc.

Preventative Maintenance

- Clean roof drains
- Change of filters on air handlers
- Assist with cleaning coils on RTU's & condensing units

- Assist with changing belts and greasing motors and bearing on HVAC units

Equipment Maintenance

- Assist with maintenance of equipment (i.e. air compressors, pumps, drain snakes, snow removal equipment)

Grounds Maintenance

- Assist with snow removal

20% Campus Services

- Assist faculty, staff and administration with office moves as needed
- Set up and tear down for events

10% Custodial

- Sweep and mop floors as needed
- Clean up after events as needed
- Clean restrooms as needed

5% General

- 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.