

Maintenance Worker I

Position #22-043

Pay Grade

02, Non-exempt, WVU Parkersburg provides competitive wages for its employees and takes experience and related education into consideration when determining appropriate salary. Learn more about the salary structure at: <https://www.wvup.edu/wp-content/uploads/2021/09/Salary-Structure.pdf>

Benefits

WVU Parkersburg offers a comprehensive benefits package. Learn more about available benefits at: https://www.wvup.edu/wp-content/uploads/2022/01/Benefits-at-a-Glance_2022.pdf

To Apply

Submit an Employment Application packet and an unofficial copy of your college transcripts (if applicable). The Employment Application packet is available via www.wvup.edu/jobs. WVUP is an Equal Opportunity/Affirmative Action institution.

Function/Summary

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

Minimum Qualifications

Education: High school graduate or equivalent.

Experience: 6 months leading to familiarity of the maintenance trades.

Licensure: 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

Duties/Responsibilities

Frequency: Duties:

65%

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.
- Keep accurate daily records of mileage, fuel, and maintenance of entire vehicle fleet.
- Perform safety inspections on emergency equipment.
- Perform vehicle maintenance Inspections, clean vehicles inside and out, and transport vehicles to the shop for 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

Preventative Maintenance

- Clean roof drains
- Change of filters and belts on air handlers
- Clean coils on RTU's & condensing units

Equipment Maintenance

- Assist with tractors, lawn mowers, weed eaters, air compressors, and power washers

- 20% • Use hand tools such as saws, drills
- 20% Campus Services
 - Assist faculty, staff and administration with office moves as needed
 - Set up and tear down for events
 - Snow and ice removal, and spreading of melting material
- 10% Custodial
 - Sweep & mop floors as needed
 - Clean up after events as needed
 - Clean restrooms as needed
- 5% • Other duties as assigned

Posted

05/20/2022 and will remain active until filled with preference given to applications that are received by 06/06/2022.