

Maintenance Worker I Maintenance Division

Position #23-014 & 23-048 (Reposted)

Non-exempt, full time regular, benefits eligible position. Salary is commensurate with education and experience.

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
- Dental, Vision, Hearing, Term Disability, Long & Short-Term Disability, Legal Insurance, Flexible Spending Accounts, Healthcare FSA, and Dependent Care FSA
- Annual and Sick leave
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' 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
- 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:

- Six months of experience 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 <ul style="list-style-type: none"> • 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.

	<p>Building Maintenance</p> <ul style="list-style-type: none"> • 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 • Perform safety inspections on emergency equipment. • Assist with painting services <p>Preventative Maintenance</p> <ul style="list-style-type: none"> • Clean roof drains • Change of filters and belts on air handlers • Clean coils on RTU's & condensing units <p>Equipment Maintenance</p> <ul style="list-style-type: none"> • Assist with tractors, lawn mowers, weed eaters, air compressors, and power washers • Use hand tools such as saws, drills <p>Grounds Maintenance</p> <ul style="list-style-type: none"> • Assist with lawn care – mowing, weed eating, weeding and mulching planting beds. • Snow removal
20%	<p>Campus Services</p> <ul style="list-style-type: none"> • Assist faculty, staff and administration with office moves as needed • Set up and tear down for events
10%	<p>Custodial</p> <ul style="list-style-type: none"> • Sweep & mop floors as needed • Clean up after events as needed • Clean restrooms as needed
5%	<p>General</p> <ul style="list-style-type: none"> • Other duties as assigned.

Posted

06/09/2023 and open until filled.