

Manager of Maintenance and Janitorial Services

Position #25-060

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

06/20/2025 with an application deadline of 07/14/2025.

Employment Status

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

Shift

Variable. Standard hours (7:30 am – 3:30 pm). Full time is considered 37.50 hours a week.

Primary Location

Innovation and Technology Center

Pay Grade

04 (Salary is commensurate with education and experience)

Function/Summary

This position is responsible for providing leadership and direction to all assigned facilities maintenance staff, as well as for overseeing and coordinating the operations of the grounds to which assigned. Job responsibilities require knowledge of the standard methods, practices, tools, and equipment of the facilities management service, as well as the ability to enforce safety and security regulations.

Minimum Qualifications

Education:

- 18 months vocational training in a broad knowledge of building trades or equivalent education and/or experience.

Experience:

- 3 years of experience in building trades

Licensure:

- Journeyman's electrical license, HVAC license, Plumber's license (Preferred)

Knowledge, Skills & Abilities

- Ability to read and comprehend written regulations, instructions, construction specifications, blueprints, schematics and apply the information.
- Sound understanding of the methods and materials, tools, equipment, procedures, hazards and safety precautions generally associated with the building trades.
- Ability to operate hand and power tools and demonstrate the proper use.
- Ability to meet attendance and punctuality requirements including the 24/7 emergency call out requirements.
- Computer skills
- Leadership skills
- Ability to multi-task and work cooperatively with others.

Duties/Responsibilities

Operations - 55%

- Supervises the day-to-day functions and operations of the facilities unit(s), including maintaining adequate staffing levels, scheduling and supervising workloads to meet critical deadlines and managing within the area budget.
- Provides subject matter expertise to internal and external stakeholders regarding the maintenance and operations of facilities across the institution.
- Conducts inspections to ensure that assigned facilities are properly maintained.
- Acts as a first responder in campus emergencies and is available via cell phone 24/7.
- Plan, schedule, and execute routine and preventative maintenance tasks for all facilities.
- Identify and address maintenance issues to proactively avoid disruptions.
- Supervise facility HVAC systems daily to ensure they are functioning properly.

Supervision – 25%

- Supervises all assigned staff, which may include planning, assigning and approving work; rewards/disciplines; responds to grievances; hires/fires (or effectively recommend); prepares and signs performance evaluations/reviews of employees.

Administration – 15%

- Manages and maintains reports, documentation, and management system for receiving, tracking, completion of all work activities and inventory/equipment utilization.
- Ensures compliance with institutional policy, federal, state, and local laws, regulations and industry standards.

General – 5%

Performs 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.