



WEST VIRGINIA STATE
UNIVERSITY



Trades Specialist I - HVAC Physical Facilities

West Virginia State University

West Virginia State University (WVSU) is a public-land grant institution, which was founded in 1891 as a Historically Black College and University (HBCU), and has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 3,500 students. The University is a community of students, staff, and faculty committed to innovative teaching and learning, research and service that offers 23 undergraduate and seven graduate degrees through its four colleges, and competes in athletics at the NCAA Division II level in five men's sports and six women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment

Position Description

Performs both preventive and corrective maintenance of HVAC equipment and control systems, as well as, troubleshooting, repairing, and/or assisting service technicians with repairs to the HVAC equipment. This includes through-the-wall air conditioners and heat pumps, large central chillers, boilers and air handlers, and associated control systems. Also must work with elevators and fire alarm systems on campus.

This is a non-classified, essential, FLSA non-exempt, full-time, benefits eligible position.

Responsibilities for the Trades Specialist I-HVAC

Performs general maintenance tasks on campus facilities, grounds and requirements as assigned. Conduct building, grounds and equipment inspections to identify and perform needed repairs and maintenance. Participate as a member of snow removal crew as needed. Maintain and clean equipment and tools within the assigned area. Ensure that work areas, shops, garages and storage areas are clean and properly maintained. Participate in Physical Plant and college-wide planning activities, advisory committees or other work groups. Attend professional development classes, training sessions or other activities as assigned. Monitors ALC computerized energy management systems and takes corrective actions. Participates in planning and execution of energy conservation projects. Must be thoroughly knowledgeable concerning equipment, control

components, and overall systems. Must be knowledgeable of multi-phase and multi-voltage systems, elevators, and fire alarms. Perform other duties as assigned.

Requirements for the Trades Specialist I-HVAC

- High school diploma or GED
- Valid WV driver's license
- At least two (2) years' experience in operations of HVAC systems,
- Universal Certificate for Refrigerant Transition and Recovery

Salary Statement

\$25,600 - \$41,000 commensurate **with experience**

To Apply

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume and any applicable certifications. Please also provide names, email addresses and/or phone numbers of three professional references by December 22, 2021. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email, mail or in person to: jobs@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or jobs@wvstateu.edu

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting 304.766.3156 or jobs@wvstateu.edu .