



WEST VIRGINIA STATE
UNIVERSITY



Trades Specialist I-Carpentry 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

Provides a variety of skilled and semiskilled tasks related to the operation, maintenance, alteration, renovation, and repair of institutional facilities including by not limited to buildings, grounds, equipment and property supporting the University's academic and programmatic mission and goals.

Maintains safe and functioning buildings, grounds and equipment through preventative maintenance, troubleshooting, repair and installation of necessary items. Responsible for performing journey-level construction, repair, and maintenance duties with an emphasis on carpentry. Job responsibilities require the ability to work both independently and cooperatively as a team. Work is performed within guidelines or traditional practice.

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

Responsibilities for the Trades Specialist I- Carpentry

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. Perform other duties as assigned.

Carpentry- Shim doors, install handsets. Use table saw, hand saw, power saw, table sander. Patch, sand and finish drywall. Install LCD's, hang pictures and plaques. Removing, cut, and replace VCT. Remove, cut and replace ceiling tile. Paint classrooms, offices and corridors. Provide expertise on capital projects and/or deferred maintenance across campus.

Requirements for the Trades Specialist I- Carpentry

High school diploma or GED

Valid WV driver's License

3 years general building maintenance

2 years directly related experience in carpentry or construction

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 November 29, 2021. **All requested information must be submitted for your application to be considered.**

Please submit application materials via email 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

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 Human Resources at (304) 766-3156 and/or jobs@wvstateu.edu.