



WEST VIRGINIA STATE UNIVERSITY

Trades Specialist I Physical Facilities Department

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

West Virginia State University seeks a quality-oriented Trades Specialist I for the Physical Facilities Department. This non-classified, essential, FLSA non-exempt, full-time, benefits eligible position reports to the WVSU Physical Facilities Director and assists in the daily maintenance of the campus. Responsibilities include performing skilled and semi-skilled tasks related to the operation, maintenance, alteration, renovation, and repair of facilities, including buildings, grounds, equipment, and property. The role ensures safe and functional premises through preventative maintenance, troubleshooting, repair, and installation of facility equipment. It involves journey-level construction, repair, and maintenance in carpentry, electrical work, plumbing, lighting, painting, masonry, and other trades. The candidate must work both independently and as part of a team, adhering to guidelines and traditional practices.

Responsibilities for the Trades Specialist I

General Maintenance Tasks:

- *Perform general maintenance tasks on campus facilities and grounds as assigned.*
- *Conduct building, grounds, and equipment inspections to identify and address needed repairs and maintenance.*
- *Maintain and clean equipment and tools within the assigned area.*
- *Ensure that work areas, shops, garages, and storage areas are clean and properly maintained.*

- *Attend professional development classes, training sessions, or other activities as assigned.*
- *Participate as a member of the snow removal crew.*
- *Move furniture and/or equipment as needed.*
- *Perform other duties as assigned.*

Electrical:

- *Troubleshoot and repair electrical issues.*
- *Replace and/or convert electrical lighting ballasts and emergency battery backup ballasts.*
- *Install/replace receptacles and install/remove/replace light fixtures.*
- *Replace battery backups in exit light fixtures.*

Plumbing:

- *Replace faucets and fixtures.*
- *Remove clogs from drains using chemical methods, disassembling drains, using a snake, or a power snake, with the possible need to read blueprints.*
- *Remove and replace plunger valves in boiler hot water lines.*
- *Remove and replace toilet and toilet fixtures.*

Carpentry:

- *Shim doors and install handsets.*
- *Use table saw, hand saw, power saw, and table sander.*
- *Patch, sand, and finish drywall.*
- *Install LCDs, hang pictures, and plaques.*
- *Remove, cut, and replace VCT (Vinyl Composition Tile).*
- *Remove, cut, and replace ceiling tile.*
- *Paint classrooms, offices, and corridors.*

HVAC Maintenance:

- *Perform routine inspections and maintenance of heating, ventilation, and air conditioning systems.*
- *Replace filters and troubleshoot HVAC issues.*

Safety Compliance:

- *Ensure compliance with safety regulations and protocols.*
- *Perform safety checks and report any hazards.*

Inventory Management:

- *Monitor and manage inventory of maintenance supplies and equipment.*
- *Place orders for supplies as needed.*

Documentation:

- *Maintain accurate records of maintenance tasks and repairs performed.*
- *Use Track It Ticketing System to accurately reflect work that is completed.*
- *Update maintenance logs and report any significant issues to supervisors.*

Requirements for the Trades Specialist I

- *High school diploma or GED*
- *Valid WV driver's License*
- *3 years Building Maintenance (plumbing, electrical, construction, mechanical) experience*

Preferred for the Trades Specialist I

- *5 to 7 years of Electrical Experience*
- *Electrical Certification*

Salary Statement

\$25,000 to \$42,000. Salary will be commensurate with experience.

To Apply:

This position will remain open until filled. However, first consideration will be given to applicants who submit a resume, cover letter, academic transcripts, and the names and email addresses or phone numbers of three professional references by August 16, 2024. 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, 324 Ferrell Hall
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. West Virginia State University is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact, please contact the Disability and Accessibility Resources unit at 3040766-3083 or ada@wvstateu.edu.