



# WEST VIRGINIA STATE UNIVERSITY

## **Trades Specialist I Physical Facilities Department**

### **West Virginia State University:**

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, diverse, and multi-generational institution serving approximately 2,600 students. WVSU offers 23 undergraduate and 6 graduate degrees, along with one doctoral degree. WVSU competes in athletics at the NCAA Division II level in 7 men's sports and 8 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 200,000 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. 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:**

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 April 3, 2026. The position will remain open until filled. All requested information must be submitted for your application to be considered.

Please submit application materials via email to [jobs@wvstateu.edu](mailto: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 employer committed to providing access, equal opportunity, and reasonable accommodation in employment and in its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, protected veteran status, or disability. Individuals who require reasonable accommodation to participate in the job application or interview process should contact the Disability and Accessibility Resources unit at 304-766-3083 or [ada@wvstateu.edu](mailto:ada@wvstateu.edu)**