BridgeValley CTC invites applications for the position of Trades Specialist beginning as soon as possible. This is a full-time classified appointment providing Facilities/Physical Plant services in the Operations Division.

**POSITION:** Trades Specialist: non-exempt, fulltime, benefits-eligible

**QUALIFICATIONS:**
- High school diploma (or equivalent) and technical training in duties listed below
- 2-3 years of related experience
- Ability to work both independently and collaboratively
- Responsiveness to institutional needs is essential
- Ability to meet deadlines and accurately perform assigned tasks with limited work direction
- Ability to keep simple records

**DUTIES/RESPONSIBILITIES:**
This position performs a broad variety of tasks related to the maintenance and operation of the College physical plant and grounds. This position is expected to be part of a functionally cross-trained Operations team and assist with priority projects as needed. Duties include, but are not limited to, the below list:

**Mechanical Operations**
- Routine replacement of air filters, cleaning supply and exhaust grilles and diffusers.
- Maintaining mechanical equipment rooms in clean condition

**Electrical**
- Perform maintenance, repair and installation tasks on electrical devices including light bulbs, electrical outlets, panels and circuits.
- Maintain, repair and install other systems including cable runs, wall boxes, fire alarms, telephone, CATV, SATV, computer lines and elevator equipment

**Plumbing**
- Perform maintenance, repair, and installation tasks on plumbing devices including toilets, sinks, supply and waste piping, vent, roof and storm drainage.

**Carpentry/Painting**
- Perform maintenance, repair and installation tasks for doors, walls, ceiling, and flooring. Install and repair drywall assemblies.

**Safety**
- Perform building inspections to determine needed repairs and maintenance.
- Oversee compliance with fire, life safety, ADA and other applicable codes.
- Inspect and service fire extinguishers.
- Oversee maintenance compliance with hazardous materials, chemical hygiene requirements.

**Housekeeping**
- Remove accumulations of trash, other waste.
- Provide service and stocking of toilets.
- Perform carpet and floor care as needed.
- Other cleaning tasks as necessary.

**Landscaping/Grounds Maintenance**
- Mow and trim areas, shrubs and trees as necessary.
- Maintain exterior appearance levels.
- Maintain exterior signage and lighting systems.
- Maintain interior and exterior walkways free of snow, ice, water and debris.

**Miscellaneous**
- Respond to service ticket requests from staff and faculty.
- Participate in training activities as scheduled.
- Maintain, inventory, and clean tools and equipment.
- Initiate materials requisitions for maintenance support items.
- 24 hour call out for emergencies.
- Maintain furniture inventory, move and assemble/disassemble office and classroom furniture.
- Provide support services for campus meetings/special events.
- Other duties as assigned by supervisor.
GENERAL INFORMATION: This is an essential position and may require flexible hours. A valid driver's license is required. This position will be based in South Charleston; however, travel to all campuses may be required on occasion.

PHYSICAL REQUIREMENTS: The physical requirements of this position include: lifting up to 75 pounds frequently; exerting up to 100 pounds of force occasionally; frequent standing, walking, grasping, reaching with hands and arms, climbing or balancing, pushing, pulling, stooping, kneeling, crouching and crawling.


TO APPLY: Send a letter describing how your qualifications meet our requirements, resume, transcripts, and contact information for three professional references to:
Human Resources
BridgeValley Community & Technical College
2001 Union Carbide Drive
South Charleston, WV 25303
Electronic application materials in the form of doc, docx, rtf, or pdf are preferred and may be sent to HR@bridgevalley.edu

Employment is subject to satisfactory results on background check. Copies of transcripts may be sent but originals must be available prior to hire.

BridgeValley Community and Technical College is an equal opportunity, affirmative action institution that does not discriminate based on race, color, religion, sex, national origin, age, disability, or veteran status in its employment, programs, activities.

Please contact the Human Resources office at 304-205-6606 if you need assistance or reasonable accommodation in the hiring process.