

Trade Specialist Lead

Position #25-036 (Repost)

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, and soon to be Vienna, WV (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees. This position may require work at our Main Campus in Parkersburg, WV, or at one of our branch locations in Vienna, WV, or Ripley, WV.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employee's spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Posted

06/19/2025 and will remain open until filled with a preference given to applications received by 07/03/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, full-time regular, benefits eligible position.

Shift

Variable. Standard hours (Mon-Fri, 7:30 am – 3:30 pm). Full time is considered 37.50 hours a week.

Primary Location

Innovation and Technology Center

Pay Grade

04 (Salary is commensurate with education and experience)

Function/Summary

The Trades Specialist Lead serves as a team leader in providing a variety of skilled and semiskilled work in the maintenance, alteration, and repair of institutional facilities. This position is responsible for providing necessary maintenance as well as for functioning as a team leader to provide guidance to lower-level Trade Specialists and Maintenance Workers in performing advanced carpentry, masonry, HVAC, electrical, plumbing work, or other trades work.

Minimum Qualifications

Education:

- 18 months of technical or vocational training or equivalent education and/or experience.

Experience:

- 2 years directly related work experience. (Preferred)

Licensure:

- Valid motor vehicle operator's license.
- Plumber's license (preferred).
- HVAC license (preferred).
- Electrical license (preferred).

Knowledge, Skills & Abilities

- Familiarity with electrical practices and methods.
- Ability to read, write and perform basic mathematical calculations.
- Ability to read, comprehend and apply written instructions and construction drawings.
- Familiarity with the methods and materials, tools, equipment, procedures, hazards and safety precautions generally associated with the building trades.
- Ability to safely use basic hand and power tools.
- Ability to cross-train and learn other physical plant skill sets. i.e. operate and maintain grounds keeping equipment, operate fork truck and skid loaders, perform basic plumbing tasks, operate HVAC systems.
- Ability to work independently and unsupervised on delegated projects.
- Ability to meet attendance and punctuality requirements, including availability for overtime work assignments as needed.
- Ability to operate a computer for inter-office communication and data entry and retrieval as needed.
- Ability to work as a team member.
- Ability to make good decisions using sound judgment.

Duties/Responsibilities

Leadership and Administration - 15%

- Organizes, assigns, and coordinates the technical maintenance work and installation services rendered by skilled, semi-skilled, and unskilled workers assigned to a multi-trade work team.
- Leads and trains assigned personnel; assigns specific tasks and evaluates results.
- Participates in performance evaluations and recommends areas for individual training and development.
- Prepares a variety of special and recurring reports reflecting daily operation and project status.
- Prepares estimates of time, labor, and materials; prepares bills of materials. Ensures that assigned projects adhere to time and cost estimates. Monitors work on-site and notifies supervisor of problems, scheduling, or deadline issues.
- Prepares requisitions and obtains materials needed to complete assigned projects. Ensures cost-effective use of materials allocated.

- Works with minimal supervision. May assist higher-level supervisors in administrative tasks such as scheduling, leave, and timecard approval. May fill in and perform duties of Manager Physical Plant II in the event of absence.
- Works overtime and after hours as needed.

Technical Maintenance and Operations - 65%

- Performs journey-level work in the assigned trade; troubleshoots problems and performs maintenance and repairs.
- Operates and maintains HVAC system and components.
- Operates standard equipment including power and hand tools.
- Ensures operational readiness and safety of work areas, tools, and equipment; conducts routine inspections; performs routine repairs and maintenance on equipment and tools.

Quality Control and Project Oversight – 15%

- Inspects completed job assignments for adherence to trade standards.
- Ensures that assigned projects adhere to time and cost estimates.
- Monitors work on-site and notifies supervisor of problems, scheduling, or deadline issues.

General – 5%

- Other duties as assigned.

WVU Parkersburg is an Equal Opportunity Institution and does not discriminate on the basis of race, sex, pregnancy, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities. Further, faculty, staff, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. WVU Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities. WVU Parkersburg provides a collegial and respectful environment that values the contribution of all faculty, staff, and students.