



Part-Time Temporary Maintenance Worker

Posting Number/Identifier: PART-TIME TEMP MAINTENANCE WORKER

Release Date: 8/30/2021

Closing date: When Filled

The West Virginia Geological and Economic Survey is seeking to fill a temporary position for a part time maintenance worker. WVGES maintenance staff is responsible for the grounds keeping, maintenance, and custodial work for Agency facilities. This is a **non**-Civil Service, at-will position. Scheduling will be approximately 25 hours per week.

Nature of Work:

Under general supervision, performs a variety of unskilled and semi-skilled work in connection with the maintenance and repair of state facilities, institutions, and buildings.

Examples of Work:

- Assists skilled maintenance and trades workers by performing routine carpentry, plumbing, electrical, and masonry work.
- Makes minor repairs on walls, floors, steps, doors, and window frames and other wooden fixtures.
- Makes minor repairs on toilets, faucets, and drains; may assist in maintenance and installation of drains and water lines.
- Paints window frames, tables, chairs, buildings, sheds, rooms, and equipment.
- Delivers mail, messages, and packages; runs other errands as needed.
- Gathers and disposes of trash and waste materials.
- Moves furniture, loads and unloads supplies, moves equipment by hand or with dollies, and performs other manual tasks.
- May perform custodial work such as sweeping, mopping, and waxing floors, washing windows, walls, mirrors and fixtures; vacuuming, dusting, and sanitizing restrooms.
- May perform routine grounds work such as mowing and trimming, removing snow, sweeping sidewalks, and picking up trash.

Knowledge, Skills and Abilities:

- Knowledge of the standard methods, practices, tools and equipment used in maintenance work.
- Knowledge of the occupational hazards and related safety procedures.
- Knowledge of cleaning methods and procedures.
- Ability to safely operate tools and equipment used in routine building maintenance.
- Ability to perform routine carpentry, plumbing, electrical and masonry work.
- Ability to determine materials needed for specific tasks.
- Ability to perform arduous tasks.
- Ability to understand and follow oral and written instructions.

Minimum Qualifications:

Training: No formal education required.

Experience: Two years of full-time or equivalent part-time paid experience in housekeeping, custodial, or general labor work.

To apply:

1. Download and complete the State Division of Personnel application from:
<https://personnel.wv.gov/SiteCollectionDocuments/Application.pdf> (revised link)
2. Provide a résumé.
3. Please include the posting number/identifier "Part Time Temp Maintenance Worker" on application.
4. Send the downloaded and completed State Division of Personnel application and résumé **directly to:**

Hanna Law
WV Geological & Economic Survey
1 Mont Chateau Rd
Morgantown, WV 26508
Fax: 304-594-2575
E-mail: info@wvgs.wvnet.edu

(Do **NOT** send the application form to the Division of Personnel in Charleston; it should be sent directly to the WV Geological Survey in Morgantown at the address above.)

WV Geological and Economic Survey is an Equal Employment Opportunity Employer.

