



Maintenance Worker – Job Announcement Morgantown, WV

The West Virginia Network for Educational Telecomputing (WVNET) is a dynamic service organization providing telecommunications and computing services at a secure facility.

Position Title: Maintenance Worker I

Location: 837 Chestnut Ridge Road, Morgantown, WV, 26505

Classification: Hourly, Non-exempt, at **\$15.00 per hour**.

Work Hours: Flexible, Part-Time evening schedule; and/or occasional weekend or day shift. Able to work around student class schedule.

Posting Date: Open Until Filled.

JOB DESCRIPTION – DUTIES & RESPONSIBILITIES

WVNET is hiring two (2) part-time Maintenance Workers for our Morgantown office to perform the duties and responsibilities listed below.

- Daily Tasks: empty waste and recycling cans, dust/mop hard floors, vacuum carpets, clean restrooms, restock supplies, clean windows inside and out, turn off all lights and lock doors, report any malfunctioning equipment, or plumbing issues.
- Weekly Tasks: sweep and vacuum under furniture, clean out and wipe down refrigerators, and microwaves, and toaster ovens, wipe down tables, clean any marks on walls/doors, dust mop the data center thoroughly.
- Monthly Tasks: steam clean the bathroom floor, deep clean offices.
- Yearly Tasks: scrub carpets, steam clean hard floors and buff hard floors
- Other Light Maintenance Tasks: moving furniture, painting offices, hanging doors; assembling new furniture desks, shelves, chairs, etc.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must pass security and criminal background check.
- Must pass drug screening.
- Good communication and interpersonal skills.
- Good client/customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products.
- Familiarity with and ability to use janitorial equipment.

PHYSICAL REQUIREMENTS:

This work requires routine walking, standing, bending and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift.

MINIMUM EDUCATION AND EXPERIENCE

- Maintenance/Janitorial experience: 0-6 months .
- High school diploma, GED or equivalent.

APPLICATION PROCESS: Submit a cover letter and resume via e-mail at careers@mail.wvnet.edu with **Part-Time Maintenance Worker Positions** in the subject line.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled

The West Virginia Network for Educational Telecomputing (WVNET) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. WVNET provides a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.