

PRINCIPALS/DIRECTORS WILL POST IN OFFICE AREAS UPON RECEIPT

DATE: September 27, 2019

POSITION: Substitutes - General Maintenance

SALARY: Based on Wirt County Salary Scale C, job classification, and years of Service

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Complete and pass WV required classification test for General Maintenance
3. Basic computer skills.
4. Possess the knowledge, skills and ability to successfully carry out responsibilities of the position
5. Preference will be given to applicants with certification in or knowledge of, or willingness to pursue certifications in (a) General Maintenance

Physical Requirements include Successfully Completing a Physical Performance Test in the Following Areas:

1. Must be able to perform tasks requiring strength to lift, push, pull or carry objects up to 50 lbs.
2. Must be able to perform tasks that require flexibility to bend, stretch, twist or reach with body, arms and/or legs.
3. Must be able to climb steps and ladders up to designated areas to perform job assignments.

DUTIES AND RESPONSIBILITIES:

- 1) Perform general maintenance and personnel duties and tasks in the areas of general maintenance job descriptions.
- 2) Demonstrate competence in the areas of repair and maintenance of school property and equipment and perform duties efficiently.
- 3) Follows and displays accepted accident prevention practices.
- 4) Must effectively perform work duties in the areas of Building Maintenance, General Maintenance, HVAC, Carpentry, Plumbing, Roofing, Electrical, Preventive Equipment Maintenance, and Masonry. (Certifications or willingness to pursue certifications in these areas).
- 5) Maintains positive work habits and upgrades skills
- 6) Other duties as assigned by the Supervisor of Maintenance, Director of Support Services and/or the Superintendent

SUPERVISOR: Supervisor of Maintenance

SALARY: Based on Wirt County Salary Scale C, job classification, and years of service.

DEADLINE FOR APPLICATION: 3:00 p.m., Monday, December 30, 2019

(Consideration for this position is in compliance with WV Code; classification definitions.) Applications may be found online by going to <http://www.wirtcountyschools.com/Page/215>. Click on "Employee information" followed by "Forms" then Application for Service Personnel Employment". Please print, complete, and return it to Wirt County Board of Education in a **sealed envelope marked MaryJane Pope Albin, Superintendent**, Wirt County Schools, PO Box 189 Elizabeth, WV 26143.

Equal Opportunity Employer

Wirt County Schools will grant employment opportunity to all persons, regardless of race, religion, color, sex, national origin, age or handicap, and there will be no discrimination based on these factors in the salary, promotion, or termination of any employee. Page 1