

**PLEASE POST/CIRCULATE**

**WEST VIRGINIA STATE UNIVERSITY**

**TRADES SPECIALIST - PHYSICAL FACILITIES DEPARTMENT**

Under immediate to moderate supervision with standard operating procedures, performs diagnosis, service, and repair to all vehicles, trucks, tractors, gardening equipment, and power tools.

**DUTIES AND RESPONSIBILITIES:** Services and repairs physical plant vehicles and equipment and ensures that they are operating in a safe and efficient manner. Performs regularly scheduled preventive maintenance on vehicles and equipment including minor tune-ups, lubrications, fluid checks, safety inspections, and more. Performs mechanics, welding, soldering, painting and other related tasks to repair facility vehicles and equipment. Maintains records relating to service performed on individual vehicles and equipment. Records monthly gasoline consumption by departments or vehicles; ensures adequate supplies of repair parts are on hand and orders parts as needed for other repairs. Ensures mechanics shop, tools, and repair equipment is maintained in a safe and orderly fashion. Responsible for the six emergency generator's monthly start-up and testing in various buildings per the Preventive Maintenance Schedule.

**REQUIREMENTS:** A Vehicle Inspector License by the State of West Virginia is desired, and must have a valid driver's license. A CDL is also desired. Should have a business, technical, or vocational school education of up to 18 months beyond high school in auto mechanics or related field, or equivalent experience. Thorough knowledge of all types of vehicle mechanics including internal combustion engines, two-cycle gasoline engines, diesel engines, electrical motors, etc, and repair related parts systems. Manual dexterity to work with small parts and climb in and around vehicles to perform repairs. Ability to correctly diagnose inoperative or poorly running equipment. Any equivalent combination of education and/or experience which provides the applicant with the knowledge/skills/abilities listed above may be substituted.

**SALARY: Pay Grade 13 – Entry Level - \$23,837.00**

**CLOSING DATE: November 13, 2009 – Internal Posting**

**Apply by submitting application to:** West Virginia State University  
Department of Human Resources  
P.O. Box 1000, A101  
Institute, WV 25112-1000

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**November 2, 2009**