Job Vacancy Announcement

Trades Specialist Lead 2

POSITION TITLE: Trades Specialist Lead 2

JVA#: 2022-01

DEPARTMENT: Physical Plant/Maintenance

POSITION SUMMARY: The Trades Specialist Lead 2 functions as the highest-level trades specialist, providing necessary maintenance performing carpentry, masonry, welding, electrical, HVAC, mechanical, plumbing or other trades work safely and efficiently at all present and future campus locations. This position serves as team leader to provide guidance and oversight to lower-level trades specialists and maintenance workers in performing trades and maintenance needed to conduct the day-to-day operations of the Bluefield State College Physical Plant.

POSITION CLASSIFICATION/COMPENSATION: This position is Classified, Full-time, carries a Non-exempt status under the Fair Labor Standards Act, is a Pay Grade 4, and includes generous benefits. Actual compensation will be commensurate with specific qualifications and experience related to the position. Position is dependent upon available funding.

CORE RESPONSIBILITIES:

- Performs mechanical, electrical, plumbing, HVAC and carpentry repairs, as the situations requires. Assists shop personnel with emergency repairs when needed.
- Functions as a team leader, providing guidance to trades workers and any other support personnel as required. Lead responsibilities include providing training, assigning tasks, checking the work of the crew members, making sure supplies and tools are available to perform the work assignments, and keeping the supervisor informed of progress and status of work assignments as well as tool/equipment status (availability, condition, proper maintenance of, accountability for tool/equipment return in good order, etc.).
- Assigns work, follows procedures and ensures work is performed and completed in a safe, proper timely fashion.
- Conducts daily routine inspections of campus facilities, opens and secures facilities to ensure a safe and habitable environment, including heat, air conditioning, lighting, elevators, restrooms, and pool.
- Conducts normal operating procedures on equipment regarding routine adjustments.
- Inspects completed work of trades workers and other support personnel to ensure quality control. Ensures that proper safety procedures are used while performing job duties.
- Conducts various training on proper tool usage, selection and operation and application of various products and materials safety procedures.
- Reads and reviews prints on new and existing building projects for repair or renovation or construction associated with specific job duties and expertise. Provides information for as-built sketches of completed projects.
• Makes purchases using the state procurement card and completes all associated forms as required by state guidelines. Ensures the security and confidentiality of the State Procurement card.
• Reports to and discusses with supervisor possible preventative maintenance plans from observation of campus buildings and perimeters to prevent costly future repairs.
• Serves as back up to supervisor as may be necessary on an ad hoc basis. During times such as but not limited to planned or unplanned employee absences, employee turnover due to resignations and/or retirements, or other situations in which back up to the supervisor would become necessary.
• Responds to calls such as fire alarms, power outages, storm damage, hazardous material emergencies.
• Performs snow and ice removal from campus building perimeters, parking lots and sidewalks.
• Responds when called during off hours (nights, weekends, holidays and closings) to cover emergencies, such as water/sewer cleanup at night, weekends, holidays and closings, snow removal from roadways, parking lots, sidewalks, and stairs; power outages, water and wind damage.
• Assists with setups/teardowns for graduation and approved campus activities during workweek, weekends, and holidays.
• Prepares reports reflecting daily operations and project status.
• Ensures operational readiness and safety of work areas, tools, and equipment; conducts routine inspections; performs routine repairs and maintenance on equipment and tools.
• Pickup and delivers U.S. mail intended for the College; deliver mail for the College as assigned or directed.
• Performs additional related duties as assigned or directed.

MINIMUM REQUIRED QUALIFICATIONS: High school diploma or GED, and at least 2 years of skilled trades experience required. Working knowledge of the materials, methods, tools, equipment, and occupational hazards and safety precautions of the building maintenance field. Ability to function as a team leader and provide guidance to assigned employees. Ability to train employees how to use tools and equipment and how to complete various maintenance tasks. Ability to coordinate work schedules, to communicate with personnel at all levels of the assignment, to define scope of work and maintain efficiency. Ability to use and operate all appropriate hand and power tools and equipment. Ability to read blue prints and electrical schematics. Knowledge of local, state and federal building safety and fire codes. Ability to follow purchasing procedures. Ability to operate a personal computer. Must possess and maintain a valid current driver’s license. Certified Pool Operator certification – Successful candidate must obtain within one year of hire, maintain in good standing, and renew as required. Must be able to meet the working hours of the position, and to respond when called to report to work on days off and holidays due to emergencies.

PREFERRED QUALIFICATIONS: Strongly preferred: Journeyman or Master tradesman in at least one of the following fields: Electrical, HVAC, or Plumbing. Significant commercial skilled trades experience desired.

THE COLLEGE: The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the College is available at www.bluefieldstate.edu.
APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSC Employment Application (form available at https://www.bluefieldstate.edu/resources/human-resources/jobs);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Evidence of Journeyman or Master tradesman designation, if any.

Please *do not* include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

DATE POSTED: January 6, 2022

CLOSING DATE: Position is open until filled. For full consideration, applications must be received by 4:00 pm EST, **January 24, 2022**. Review of applications will begin immediately. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

*Bluefield State College is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The college complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State College does not provide H1B visa or employment sponsorship.*