

HVAC Maintenance Support – SESC Serving Braxton County

Reports To: SESC Director/County Designee

Employment Type: Full-Time 240 Day Employee

Location: Braxton County

Job Description

Responsibilities:

HVAC/Maintenance Support Personnel:

Pay: \$33,000 per year

- Perform routine maintenance on heating, ventilating, and cooling systems as permitted by W. Va. Code.
- Assists skilled maintenance workers with projects.
- Coordinate with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
- Install system component parts, classroom and office equipment and facility components for the purpose of providing a safe and workable environment.
- Clears brush, cuts grass, digs ditches, and performs other grounds maintenance duties.
- Moves furniture, inventory, and supplies at request of maintenance and HVAC staff.
- Other duties as assigned.

Salary Range: \$33,000/annually

Length of Employment: 240 day employee – SY24/25 until terminated

Tentative Start Date: August 1, 2024

Application Deadline: July 26, 2024

Send Applications to: Jason Butcher – jbutcher@wvesc.org