

PLEASE POST/CIRCULATE

**CAMPUS SERVICE WORKER - LEAD
PHYSICAL FACILITIES DEPARTMENT
(EVENING SHIFT)**

This position leads custodial crews, covers for absent custodians, delivers supplies and equipment to Custodians in different buildings, plus does set-ups for University activities. All of this is done to assure a smooth and efficient environment.

DUTIES AND REQUIREMENTS:

Duties and requirements include but are not limited to all standard custodial duties; trains new employees through example and quality work; leads custodial crew for special projects and relieves the Assistant Supervisor in his absences. Provides coverage for absent custodians; maintains the supplies and orders from the Physical Facilities Purchasing and delivers them to the appropriate buildings and locations: provides custodial services for events which take place on the weekends. Also maintains and cleans the University pools by inspections on safety equipment, testing and adding appropriate chemicals, and doing some mechanical duties on parts of the pumps. The work hours are from 3:00 PM to 11:00 PM; however, employee must be able to work flexible hours when needed.

REQUIREMENTS:

Must have the ability to lift 25 to 30 pounds, read product labels and follow simple instructions. Experience in basic janitorial duties is required and you must have a valid driver's license, and a Certified Pool Operator's License is required.

SALARY: Pay Grade 10 - Entry Level - \$19,916

CLOSING DATE: November 13, 2009 – Internal Posting

Apply by submitting application to:

West Virginia State University
Human Resources Department
P.O. Box 1000 - A101
Institute, WV 25112-1000

**ALL QUALIFIED APPLICANTS WILL BE ADDED TO OUR RESOURCE
BANK FOR FUTURE VACANCIES
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
AA/EEO
November 2, 2009**