



West Virginia

## Facilities/Equipment Maintenance Technician - Administration - General Services - Harrison Co.

<b>SALARY</b>	\$31,533.00 - \$53,916.00 Annually	<b>LOCATION</b>	Harrison County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	GSD26009 PSA
<b>DEPARTMENT</b>	Administration - General Services	<b>OPENING DATE</b>	11/12/2025
<b>CLOSING DATE</b>		<b>LOCATION OF VACANCY</b>	HARRISON

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### Nature of Work

**\*\*\*This job opportunity is not in the classified service and is not covered by the WV Division of Personnel merit system.\*\*\***

Duties shall include, but not be limited to, the following: perform routine preventive and corrective maintenance tasks on various types of HVAC, electrical and plumbing equipment and systems. Use various types of test equipment, volt meters, pressure gauges, light meters, etc. is required. Maintain interior and exterior lighting systems. Perform drywall and masonry repairs. Operate various materials handling equipment. Work from ladders, scaffolding and lifts while making repairs to installed equipment. Requires frequent lifting and moving of materials up to 50 pounds. Must have a valid driver's license. Commercial driver's license (Class A) is desirable. As a condition of employment an inquiry into job-related information will be completed which may include, but is not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false and incomplete information, or discovery of disqualifying information will result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

Position Numbers: 0211P0051

Posting Number: GSD26009

Location: Harrison County

**Click The APPLY Link To Apply Online.**

**IMPORTANT:** You MUST complete ALL parts of the application, including the Work Experience section, or you may attach a detailed resume. Please make sure to review the "Other Information" section of this listing for any specific instructions of the hiring department.

**ATTENTION:** Applicants may provide verification of post high school education by submitting an official transcript or diploma, training or licensure earned pertaining to this position by the closing date of the posting, if not previously

verified. Protecting your personal information is our highest priority. If your official transcript, training/licensure, or Veterans documentation contains your Social Security Number and/or birthdate, please redact any personal information before submitting it to the Division of Personnel.

Please attach documents to the online application before submitting it. Or, you may email it to: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) or by U.S .mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

Be sure to submit your application for each position of interest. To receive an email notification anytime jobs in this or other categories are posted, you may choose to complete a **Job Interest Card** from the slide-out menu located at the top left of our *Job Opportunities* page.

## Examples of Work

- Installs, operates, maintains and repairs building environmental control equipment such as centrifugal and reciprocating chillers and associated control equipment, steam and hot water boilers and associated equipment, and air handling and ducting systems.
- Installs, operates, maintains and repairs high and low voltage electrical distribution equipment such as high voltage switch gear, power distribution transformers, motor control centers and power distribution panels, gas and diesel powered emergency generators.
- Installs, operates, maintains and repairs building plumbing and piping systems such as steam, hot water, heating, cooling, gas, freon, pneumatic, fresh water, waste water and sewage piping; rest room equipment; kitchen and ice making equipment.
- Installs, operates, maintains, and repairs interior and exterior lighting systems, electrical circuits and portable equipment.
- Operates, maintains, installs, and overhauls pumps for fluid systems.
- Uses dial indicators to align pumps, motors and compressors.
- Performs chemical analysis of water in chilled water, cooling tower water, hot water and steam closed loop systems according to prescribed instructions; adds needed chemical agents to the water as indicated by test results.
- Performs preventive maintenance on heating and cooling equipment such as tightening fan belts, changing filters, and providing lubrication.
- Effects routine repairs to equipment by replacing motors, belts, seals, bearing blades, fuses, contractors and packing.
- Records data such as temperature, hours of operation and fuel consumed; requests supply of fuel in advance of running out, may use computer information for data.
- Practices safety techniques and procedures on the job and in the shop to prevent fires and provide safety for self and others in the area; applies knowledge of the trade, knowledge of safety standards, signs, barricades and safety equipment (glasses, shoes, belts and masks).
- Uses and interprets non-destructive predictive maintenance equipment.
- Maintains necessary materials and time-man-hour accounting records of work performed; enters information on time card and job/work order.
- Uses computerized work station to determine status of the heating and cooling systems and at regular intervals to insure continuous, proper temperature throughout buildings or complexes and takes appropriate action to correct deficiencies when discovered.
- Uses electrical or gas welding, brazing and cutting equipment to accomplish various plumbing and structural repairs or modifications. Inspects heating and cooling equipment such as meters, safety valves, and pipes for loose connections, corrosion, or other defects and makes necessary repairs.
- Reads meters and gauges to verify specified operating conditions.
- Orders parts and materials necessary for installation, preventive maintenance, and repair of equipment.
- Fabricates and installs basic HVAC ducts and fixtures.
- Completes preventive, predictive, and scheduled maintenance records.

- May occasionally participate in the snow removal plan by removing snow and ice from building entrances, walks, runways, taxiways, roadways, parking areas, and other designated areas assigned by supervisor using motorized equipment and hand tools.
- May occasionally perform grounds maintenance including grass cutting and sod repair; uses hand mowers, riding mowers, backhoe, and dozer to complete assigned duties.

**Knowledge, Skills and Abilities:**

- Knowledge of heating, ventilating, and air-conditioning equipment.
- Knowledge of plumbing, carpenter, electrician, drywall and finishing trades.
- Ability to use micrometers, calipers, dial indicators, and various digital and analog test or diagnostic equipment.
- Knowledge of the operational characteristics of building equipment and repair procedures.
- Knowledge of various types of heating, ventilation, and cooling systems.
- Ability to paint and do drywall.
- Ability to follow oral and written instructions.
- Ability to read prints, schematic circuits and diagrams used in repairing equipment.
- Ability to use power and plumbing tools in the repair of building fixtures and facilities.
- Ability to install, perform preventive maintenance and repair air conditioners, air compressors, generators, pumps and oilers used in heating and cooling of buildings and washers, dryers and refrigerators.
- Ability to read and interpret the information from gauges and meters to monitor heating and cooling systems proper operation and to keep simple records of the readings and daily maintenance activities.
- Knowledge of safety practices and procedures when maintaining building electrical and mechanical equipment.

**Minimum Qualifications**

**Training:** Graduation from a standard four-year high school or GED or four year apprenticeship program or two year post secondary technical school.

**Substitution:** Experience in air-conditioning, heating or refrigeration may be substituted for the required training on a year-for-year basis.

**Experience:** Four years of full-time or equivalent part-time paid experience in heating, cooling, ventilation or the mechanical or building trades such as plumbing, electrical, carpentry, plasterer, painter, welder, machinist, mechanic or masonry work.

**Special Requirement:** Specific positions may require certification from a federal EPA approved testing organization as a certified technician required by the clean Air Act on refrigerant recycling.

**\*\*\*Your complete work history is needed to qualify you for positions. Please be as detailed as possible and list all of your past employment.\*\*\***

**Other Information**

PG: 9 \$31,533 - \$53,916

Market Rate: \$48,122

To apply, send resume to:

GSD Jobs

Nicole Adkins

112 California Avenue

Building 4

Charleston, WV 25305

Please include a Cover Letter that references the Posting Number and Job Title for which you are applying.

To apply electronically, send application to: [GSDJobs@wv.gov](mailto:GSDJobs@wv.gov)

Please include the Posting Number and Job Title for which you are applying in the Subject Line.

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**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://personnel.wv.gov>

## Facilities/Equipment Maintenance Technician - Administration - General Services - Harrison Co. Supplemental Questionnaire

### \*QUESTION 1

**AFFIRMATION:** I certify under penalty of law and disqualification that all statements are true and complete. I authorize the State of West Virginia and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application. I release the State of West Virginia and any agent acting on its behalf from any and all liability by reason of the request for such information. I further authorize and request each former employer, educational institution, or organization (including law enforcement agencies) to provide all information that may be sought in connection with this application.

☐ I consent to the above statement.

\* Required Question