

Notice of Job Vacancy #20-095

Posting Date: February 4, 2020

Position: Part-Time General Maintenance Contractor

Location: EPIC office and surrounding outdoor space

Employment Term: Part-Time / "As Needed"

Salary: \$16.00 per hour

Qualifications: High school diploma or equivalent and driver's license required. Must be able to frequently lift/move at least 75 pounds and perform tasks as assigned. Preference will be given to applicants with documented experience/training with electrical and/or plumbing work.

Responsibilities: Provide part-time/"as needed" general maintenance to the EPIC office and surrounding outdoor spaces including calls to make general repairs; replace ceiling tiles and lighting; drywall; paint; clean; move furniture and office items; transport items; and other assorted tasks as assigned by the EPIC Administrator

Reports To: The EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply via Search Soft (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made via Search Soft by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

If you cannot see this job, check your location tab and ensure you have selected EPIC as one of your location choice & service as one of your job type preferences.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application may be submitted electronically to [sdjohnson@wvsc.org](mailto:sjohnson@wvsc.org).
3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

All applications must be received by **February 20, 2020** for consideration.

