

# **JOB POSTING**

## **Part-Time Extra Help in Security/Maintenance (Mercer County Campus)**

New River Community and Technical College seeks a Security/Maintenance Worker with excellent interpersonal skills and a professional demeanor as Extra Help in the Mercer County Campus. Work hours are mostly evenings and may vary based on the needs of the College.

### **Summary of Responsibilities:**

**Security Patrol:** Patrols campus grounds and buildings, provides security presence campus/campus events.

**Monitor Systems and Procedures:** Alarm systems, physical plant utility systems, campus traffic/parking.

**Crime Reports/Reporting:** reports to proper authorities and supervisors all incidents, collaborate with local Law Enforcement. Provide assistance to campus visitors, students, staff and faculty; minimize harm to Persons and Property; investigate all suspicious behaviors and updating security postings.

**Locking and unlocking classrooms, offices, meeting rooms, exterior doors, gate, etc.** Assisting with crisis management and other urgent situations as needed.

**Maintenance and Cleaning:** Provides support to maintenance workers, trade specialists as assigned by the Supervisor.

General custodial care of interior and exterior of buildings by sweeping, vacuuming, mopping, scrubbing, disinfecting, waxing and polishing floors. Clean and disinfects bathrooms and kitchenettes including walls, floors, fixtures, stalls, mirrors, lavatories, commodes, glass doors awnings and other items. Removal of trash from offices, commons areas, and outside areas. Sweeping, shoveling and removing of ice, snow, and debris from sidewalks, steps, roadways and entrances. Dispenses snow and ice melt as needed.

Miscellaneous and other duties as assigned including but not limited to: assisting with set-up and removal of event items, responding to requests from faculty, staff and students and the generic public, unloading and loading supplies, materials, office furniture etc., storing supplies, and other assigned duties.

### **Education:**

- High School Diploma or GED is required

### **Required Experience:**

- Over six (6) months of experience in security, patrolling, monitoring/surveillance
- Over six (6) months of experience in housekeeping, custodial, janitorial or grounds keeping experience

**Required skills, knowledge and abilities:**

- Ability to read and write English
- Ability to comprehend and follow oral and written instructions.
- Ability to travel to New River CTC Campus locations, if needed.
- Ability to work with aggressive behavior
- Report writing
- Capable of walking or standing continuously (minimum of 4 hours)
- Knowledge of security methods and procedures, including electronic reporting, surveillance systems.
- Knowledge of custodial methods and procedures including mixing of cleaning solutions.
- Perform task requiring exposure to dust, fumes and other conditions
- Must be organized, able to prioritize work assignments and self-motivated.

**Classification:**

This is a temporary, part time position working 20 hours per week and is not benefits eligible.

**Reports to:**

Director of Physical Plant II

**Application Process:**

Submit an employment application (found at [www.newriver.edu](http://www.newriver.edu)), and copies of college transcripts or HS Diploma and any certifications to the address below. Application review will begin immediately. Position is open until filled. All positions are subject to funding availability. AA/EOE/ADA

New River Community and Technical College

Attn: Director of Physical Plant II

280 University Drive

Beaver, WV 25813

Or

Email: [rrunion@newriver.edu](mailto:rrunion@newriver.edu)