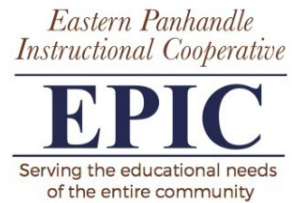


Notice of Job Vacancy #23-077



Posting Date: December 8, 2022

Position: Part-Time General Maintenance

Location: Various Head Start locations across Morgan County as assigned

Employment Term: Part-Time / "As Needed"

Salary: \$18.00 per hour

Qualifications: High school diploma or equivalent and driver's license required. Experience with diverse repairs 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 various Head Start sites 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 Head Start Director and/or EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current EPIC 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 online (see below.)

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

Online application can be made via United Talent Teach-In West Virginia Application System by clicking on the link below. Be sure you have selected EPIC as one of your locations within your online application so that you may see our jobs and make application.

[Use this link to go to the online application system.](#)

Printable EPIC application can be found on the EPIC website and should include three references with contact information as well as a copy of your bus driver credential.

[Use this link to access the printable EPIC application.](#)

You may drop off your completed printable application at our EPIC main office M-F from 8-4 or submit it one of the following ways:

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Email to Shannon Johnson at sdjohnson@wvesc.org
Fax to 304-267-3599 Attention: Human Resources

This position will remain open until filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.
Head Start/Early Head Start is funded by the US Administration for Children and Families