

## **Notice of Job Vacancy #25-049**

*Eastern Panhandle  
Instructional Cooperative*

**EPIC**

Serving the educational needs  
of the entire community

Posting Date: January 13, 2025

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, driver's license, and experience with diverse repairs required. Must be able to frequently lift/move at least 75 pounds and perform tasks as assigned. Will be required to pass a background check. Preference 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: You may submit your application one of two ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

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

**Hard copy EPIC Head Start / Early Head Start application** can be found by [clicking on this link](#). Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until the position is 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