

## On-Campus Job Description



**To apply:** Go to [https://wenatcheevalleycollege.formstack.com/forms/career\\_services](https://wenatcheevalleycollege.formstack.com/forms/career_services) to submit your information to see if you are eligible for funding.

<b>Job Title &amp; Number of Positions Avail.</b>	Energy Intern and General Laborer
<b>Department/ Location</b>	Facilities
<b>Rate of Pay</b>	17.67
<b>Estimated Hours Per Week</b>	10-15 hours/week (flexible). Candidate must be able to work 3+ hours shifts within M-F 8:00am-4:00pm
<b>Supervisor</b>	Rich Peters
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Equipment inventory and data entry for clean buildings act requirements</li> <li>• Assist in organization, surplus and cleaning</li> <li>• Energy use monitoring and data entry through Energy Star Portfolio Manager</li> <li>• Assist in further developing an O&amp;M plan and Energy Management plan</li> <li>• Assist in campus inventory upgrade to RFID</li> <li>• Furniture moving</li> <li>• Assist tradesmen in maintenance activities such as moving furniture, painting, mounting, mowing, cleaning and general labor</li> </ul>
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Interest in HVAC or energy saving measures</li> <li>• Basic computer and database skills</li> <li>• Ability to safely lift 50lbs, move surplus items and use a ladder</li> <li>• Customer service skills and the ability to work as part of a team are a plus.</li> <li>• The candidate should expect to work both inside and outside and be comfortable walking roofs via access hatches</li> </ul>
<b>Educational Benefit</b>	This position will give the candidate experience with the Clean Buildings Performance Standard and implementing requirements. They will also work as part of a team while learning daily functions in a facilities environment.

04/22/21 (CRB)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, [title9@wvc.edu](mailto:title9@wvc.edu).
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, [sas@wvc.edu](mailto:sas@wvc.edu).

