

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
STATEWIDE WEEKLY VACANCY REPORT

Start Date:
01/11/16

Date Down:
01/20/16

In compliance with West Virginia Code, Chapter 29, Article 6, Section 24, the attached job vacancy announcements are hereby posted.

MOTOR VEHICLES **X**
PUBLIC TRANSIT
STATE RAIL AUTHORITY
TRANSPORTATION
OFFICE ADMIN HEARING
PUBLIC PORT AUTHORITY
AERONAUTICS

HIGHWAYS

DISTRICTS										
One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten	
X	X		X			X	X	X	X	
Executive		_____				Contract Administration		X		
Office Services		_____				Legal		X		
		_____				Human Resources		X		
Finance		_____				Traffic Engineering		---		
Equal Employment		_____				Communications Division		---		
Engineering		_____				Programming Division		X		
Right of Way		_____				Planning Division		X		
Information Services		_____				Auditing		---		
Maintenance		_____				Materials Control, Soil and Testing Division		---		
Equipment		_____						---		
Budget		_____						---		

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DT1600064

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CUSTOMER SERVICE REPRESENTATIVE, LEAD
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
HUNTINGTON REGIONAL OFFICE
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION IN A LEAD CAPACITY, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING AND ISSUANCE OF DRIVER'S LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. ASSUMES SUPERVISORY DUTIES IN THE ABSENCE OF THE SUPERVISOR INCLUDING SUCH DUTIES AS ARRANGING WORK SCHEDULES, DELEGATING JOB ASSIGNMENTS, APPROVING LEAVE REQUESTS, AND TRAINING EMPLOYEES ON CURRENT OR NEW POLICIES AND PROCEDURES. MUST BE ABLE TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND WRITTEN. ASSISTS IN ASSIGNING, REVIEWING, AND APPROVING THE WORK OF OTHERS. ACTS AS THE PRIMARY TRAINER FOR NEW EMPLOYEES, AND CONDUCTS NEW HIRE ORIENTATION AS NECESSARY. ASSISTS IN THE DAILY RECONCILIATION OF FUNDS AND INVENTORY. EXPLAINS FORMS, FEES, TAXES, AND OTHER CHARGES. HANDLES UNUSUAL, HOSTILE, OR COMPLEX DRIVER, REGISTRATION, OR TITLE ISSUES. COMMUNICATES TO CUSTOMERS KNOWLEDGE AND THE INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORMS CASHIER TRANSACTIONS INCLUDING VOIDS AND ERROR CORRECTIONS FOR THE CUSTOMER SERVICE REPRESENTATIVES. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION EXAMINATIONS. TAKES PHOTOGRAPHS PROVIDING FIRST REVIEW IN SUSPICIOUS OR FRAUDULENT ACTIVITY. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. PROVIDE DAILY RELIEF TO OTHER STAFF MEMBERS FOR BREAKS AND LUNCHES. MAY SERVE AS A BACKUP TIMEKEEPER. PERFORM RELATED DUTIES AS NEEDED. A VALID DRIVER'S LICENSE IS REQUIRED. APPLICANTS SUBJECT TO FINGERPRINTING AND BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR

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THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, SALES OR RELATED PUBLIC CONTACT WORK, OR TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID WORK IN CASHIERING OR REGULAR PUBLIC CONTACT WORK WITH THE DIVISION OF MOTOR VEHICLES OR IN AS A DRIVER LICENSE EXAMINER WITH THE WEST VIRGINIA STATE POLICE.

SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR BONDING.

SALARY: PAY GRADE 008 \$21,504.00 - \$39,792.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
LINDA ELLIS
DIV OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CLARKSBURG REGIONAL OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS IN OBTAINING DRIVER'S AND MOTOR
VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES,
AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO
ACCESS PRIOR INFORMATION AND UPDATE RECORDS.
PERFORM CASHIER TRANSACTIONS. ADMINISTER
LEARNER'S PERMIT, MOTORCYCLE, OPERATORS,
COMMERCIAL DRIVERS, AND VISION TESTS. ISSUE
DRIVER'S LICENSES. CONDUCT DRIVER CLINIC
INTERVIEWS. PERFORM VEHICLE INSPECTIONS.
REGISTER VOTERS. TAKE PHOTOGRAPHS. A VALID
DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED
DUTIES AS NEEDED. APPLICANTS SUBJECT TO
BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL
OR THE EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN BOOKKEEPING,
CASHIERING OR RELATED PUBLIC CONTACT WORK.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR
THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR
BONDING.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
LINDA ELLIS
DIV OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

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TRANSPORTATION SYSTEMS DIRECTOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
DRIVER SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL DIRECTION FROM THE COMMISSIONER, RESPONSIBLE FOR PLANNING, ORGANIZING, DIRECTING, AND COORDINATING THE WORK OF THE EMPLOYEES IN THE DRIVER SERVICES SECTION OF THE DIVISION OF MOTOR VEHICLES (DRIVER DATA/INSURANCE PROGRAMS, DUI PROGRAMS, MEDICAL REVIEW UNIT, DRIVER IMPROVEMENT/RECORDS, DRIVER LICENSING/HELP DESK). OVERSIGHT OF THE HIRING, PERSONNEL ISSUES, DISCIPLINARY ACTIONS, EMPLOYEE PERFORMANCE APPRAISALS, TRAINING, WRITING, AND EXECUTION OF POLICY, PROCEDURES, AND LAWS. PROVIDE DIRECTION TO THE MANAGEMENT OF DRIVER SERVICES TO ENSURE COMPLIANCE WITH ALL RULES AND REGULATIONS. APPROVE WORK PROCESSES OR CHANGES TO CURRENT PROCESSES WHILE CONTINUING WITH REGARD FOR LAWS PERTAINING TO THESE PROCESSES. COLLABORATE WITH THE DEPARTMENT OF TRANSPORTATION MANAGEMENT, DOT HUMAN RESOURCES DIVISION, WV DIVISION OF PERSONNEL, GOVERNOR'S OFFICE, CONSTITUENTS OF THE STATE OF WEST VIRGINIA, MEMBERS OF THE LEGISLATURE AND OTHERS TO PROVIDE QUALITY CUSTOMER SERVICE AND RESOLVE ISSUES. ADVISE REGIONAL OFFICE MANAGEMENT ON WV CODES RELATING TO DRIVER LICENSE ISSUANCE, LEGISLATIVE RULES, POLICIES AND PROCEDURES. RESEARCH AAMVA AND FMCSA RULES AND REGULATIONS FOR CHANGES IN PROCEDURES RELATING TO DRIVER LICENSE ISSUANCE, TO INCLUDE COMMERCIAL DRIVER'S LICENSES. OTHER DUTIES AS REQUIRED. MUST POSSESS A VALID WV DRIVER'S LICENSE. TRAVEL MAY BE REQUIRED. ALL APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR IN THE AREA OF ASSIGNMENT.

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SUBSTITUTION: EXPERIENCE IN THE AREA OF
ASSIGNMENT MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR
BASIS FOR THE REQUIRED TRAINING.

EXPERIENCE: SIX YEARS OF FULL-TIME OR PART-TIME
EQUIVALENT ADMINISTRATIVE OR SUPERVISORY
EXPERIENCE IN THE AREA OF ASSIGNMENT.

SUBSTITUTION: MASTER'S DEGREE FROM AN ACCREDITED
FOUR-YEAR COLLEGE OR UNIVERSITY IN THE AREA OF
ASSIGNMENT MAY SUBSTITUTE FOR ONE YEAR OF THE
REQUIRED EXPERIENCE.

SALARY: PAY GRADE 020 \$41,736.00 - \$77,220.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PAT REED, DMV COMMISSIONER
WV DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

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TRANSPORTATION ENGINEERING TECHNOLOGIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
CONTRACT ADMINISTRATION DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRECNO - EMPLOYEE WILL SERVE AS CONSULTANT SERVICES AND FIELD INSPECTION COORDINATOR PERFORMING MANAGERIAL, ADMINISTRATIVE AND OTHER DUTIES RELATED TO CONSULTANT SERVICES FOR CONTRACT INSPECTIONS. FOR QUALITY ASSURANCE MANAGER (QAM), COATINGS INSPECTION, CONSTRUCTION INSPECTION OTHER SIMILAR FUNCTIONS; THE INCUMBENT SHALL OVERSEE THE ACTIVITIES LEADING TO ENTERING INTO A CONTRACT WITH OUTSIDE CONSULTING FIRMS INCLUDING DEVELOPING THE REQUEST FOR PROPOSALS (RFP) AND PREPARING ADVERTISEMENTS, FACILITATING INTERVIEWS, DEVELOPING SCOPE OF WORK, ESTIMATES OF ENGINEERING FEE AND NEGOTIATION FOR THE COST OF SERVICES REQUESTED, REVIEWING LETTERS OF INTEREST, REVIEWING CONSULTANT'S PROPOSALS, AND MONITORING PROGRESS OF AGREEMENTS, INVOICES AND INSURANCE CERTIFICATES AND OTHER ANCILLARY ACTIVITIES AS REQUIRED. IN ADDITION, EMPLOYEE WILL DIRECTLY SUPERVISE A GROUP OF TEN STATEWIDE FIELD INSPECTORS AND ENGINEERING SUPPORT STAFF. THIS GROUP IS USED TO AUGMENT STAFFING LEVELS AT THE VARIOUS DISTRICT CONSTRUCTION OFFICES AS NECESSARY DEPENDING ON WORKLOAD. THIS REQUIRES COORDINATION WITH CONTRACT ADMINISTRATION REGIONAL CONSTRUCTION ENGINEERS AND THE TEN DISTRICT CONSTRUCTION ENGINEERS TO ACHIEVE DESIRED GOALS OF CONSTRUCTION PROJECT MONITORING THROUGHOUT THE STATE. THIS POSITION REPORTS DIRECTLY TO THE ASSISTANT DIRECTOR OF CONTRACT ADMINISTRATION AND REQUIRES DAILY COORDINATION WITH CONSULTANTS, DISTRICT CONSTRUCTION PERSONNEL AND OTHER DOH DIVISIONS. EMPLOYEE MUST POSSESS AN EXTENSIVE WORKING KNOWLEDGE OF CONTRACT ADMINISTRATION POLICIES. TRAVEL BETWEEN DISTRICTS AND CENTRAL OFFICE IS REQUIRED. SOME OVERNIGHT LODGING MAY BE NECESSARY.

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PERFORMS OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: CERTIFICATION AS AN ENGINEERING TECHNOLOGIST
BY THE WEST VIRGINIA TRANSPORTATION
ENGINEERING TECHNICIAN CERTIFICATION BOARD AT
BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE.
SPECIAL REQUIREMENT: POSSESSION OF A VALID
DRIVER'S LICENSE.
NOTE: EMPLOYEES FUNCTIONING AS A LICENSED LAND
SURVEYOR MUST HAVE A CURRENT STATE LICENSE FROM
THE STATE BOARD OF EXAMINERS FOR LAND SURVEYORS.

SALARY: PAY GRADE 019 \$39,372.00 - \$72,840.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JASON M BOYD, P.E.
CONTRACT ADMINISTRATION DIVISION
1900 KANAWHA BLVD, E.
BLDG. 5 ROOM 722
CHARLESTON, WV 25305

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SECRETARY II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
HUMAN RESOURCES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PROVIDES CLERICAL AND ADMINISTRATIVE SUPPORT TO THE EMPLOYMENT AND BENEFITS SECTION OF THE WEST VIRGINIA DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION. THIS POSITION IS RESPONSIBLE FOR STREAMLINING PROCEDURES, COMPOSING LETTERS, MEMORANDUMS, SCREENING CALLS AND ROUTING TO APPROPRIATE LOCATION, SCHEDULING APPOINTMENTS, CREATES AND MAINTAINS FILES AND RECORDS FOR THE UNIT. IN ADDITION, THIS POSITION IS RESPONSIBLE FOR CONDUCTING RESEARCH AND CREATING REPORTS FOR A VARIETY OF EMPLOYMENT PROCESSES. THIS EMPLOYEE WILL ATTEND MEETINGS WITH THE MANAGER OF THE EMPLOYMENT AND BENEFITS SECTION TO RECORD MINUTES AND WILL ATTEND ON BEHALF OF THE MANAGER WHEN THE MANAGER IS ABSENT. WILL SERVE AS A LIASION BETWEEN THE HUMAN RESOURCES DIVISION AND DOT AGENCIES AND DISTRICT/DIVISION MANAGEMENT AND EMPLOYEES. MUST POSSESS A THOROUGH KNOWLEDGE AND UNDERSTANDING OF ALL PERSONNEL TRANSACTIONS IN ORDER TO ANSWER TRANSACTION RELATED QUESTIONS FROM A VARIETY OF INTERESTED PARTIES. VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT III LEVEL, ENCOMPASSING A WIDE RANGE OF OFFICE PRACTICES, WHICH MUST HAVE INCLUDED TYPING, SCREENING AND ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND COMPOSING ROUTINE CORRESPONDENCE.
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS

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OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 009 \$22,584.00 - \$41,784.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHLEEN DEMPSEY
WVDOH - HUMAN RESOURCES DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-949
CHARLESTON, WV 25305

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ACCOUNTING TECHNICIAN III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PROGRAMMING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 0.00

DUTIES: THIS POSITION IS AN ACCOUNTING TECHNICIAN 3 IN THE ADMINISTRATION UNIT IN THE ADMINISTRATION/ REPORTING SECTION UNDER THE STATE DEPUTY HIGHWAY ENGINEER - PLANNING AND PROGRAMMING AND WILL SERVE AS THE ADMINISTRATOR FOR THE RESEARCH AND SPECIAL STUDIES SECTION AND THE LEAD FOR THE PROCUREMENT PROCESS FOR THE GRANTS ADMINISTRATION UNIT. THE INCUMBENT WILL BE RESPONSIBLE FOR THE FOLLOWING DUTIES, BUT NOT LIMITED TO: REVIEWING THE ACCOUNTS, PROCUREMENT PROCEDURES, INVOICES, RECEIPTS, OR SIMILAR MATERIAL FOR COMPLETENESS, ACCURACY, AND COMPLIANCE WITH LAWS AND REGULATIONS FOR RESEARCH AND SPECIAL STUDIES SECTION; PREPARING AGREEMENTS FOR THE PROCUREMENT OF CONSULTANT SERVICES FOR THE NON-TRADITIONAL GRANTS PROGRAM ADMINISTERED BY THE GRANTS ADMINISTRATION UNIT; MANAGING CONSULTANT STATEWIDE AGREEMENTS TO ASSURE AGREEMENTS ARE VALID, AS WELL AS LETTER AGREEMENTS CONFORM TO THE ANNUAL, SET BUDGET AMOUNTS; MAINTAINING FILES; ASSISTING IN DETERMINING THE NEED FOR CHANGES IN PROCEDURE, GUIDELINES, AND FORMATS; PREPARING BUDGETARY REPORTS IN THE AREAS OF RESPONSIBILITY; AND PERFORMING RELATED DUTIES AS REQUIRED. THE INCUMBENT MUST BE A GRADUATE FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT WITH THREE YEARS OF FULL TIME OR EQUIVALENT PART TIME PAID BOOKKEEPING, ACCOUNTING, OR RELATED EXPERIENCE. THE INCUMBENT SHOULD HAVE THE KNOWLEDGE OF: 1) AGENCY'S OBJECTIVES, LAWS/REGULATIONS, AND PRINCIPLES/TECHNIQUES USED IN ASSIGNED AREA; AND 2) PROCESSES AND PROCEDURES IN AREA OF ASSIGNMENT. THE INCUMBENT SHOULD HAVE THE ABILITY TO: 1) COMMUNICATE WITH A WIDE VARIETY OF PEOPLE, BOTH ORALLY AND IN WRITING: 2) COLLECT AND COMPILE

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INFORMATION ACCURATELY; 3) REVIEW INVOICES FOR
COMPLETENESS AND ACCURACY; AND 4) OPERATE GENERAL
OFFICE EQUIPMENT AND A COMPUTER.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR
HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT
PART TIME PAID BOOKKEEPING, ACCOUNTING OR RELATED
EXPERIENCE.
SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE-
LEVEL ACCOUNTING COURSES FROM AN ACCREDITED
COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED AT
THE RATE OF THREE SEMESTER HOURS EQUALS SIX MONTHS
EXPERIENCE;

OR

SUCCESSFUL COMPLETION OF RELATED BUSINESS SCHOOL
OR VOCATIONAL TRAINING MAY BE SUBSTITUTED FOR THE
EXPERIENCE THROUGH AN ESTABLISHED FORMULA.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RYLAND MUSICK P.E.
WVDOH - PROGRAMMING DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-816
CHARLESTON, WV 25305

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HIGHWAY ENGINEER ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PLANNING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 0.00

DUTIES: THIS POSITION WILL SERVE AS A REGIONAL ENGINEER IN THE REGIONAL UNIT IN THE STATEWIDE PLANNING SECTION OF THE PLANNING DIVISION. THE INCUMBENT WILL BE RESPONSIBLE FOR APPLYING OVERALL KNOWLEDGE OF HIGHWAY/BRIDGE PROJECTS AND FEDERAL/STATE FUNDING MECHANISMS TO COORDINATE PROJECT PLANNING EFFORTS TO ADDRESS LOCAL/REGION/ STATE TRANSPORTATION PLANNING PROBLEMS, IN BOTH RURAL AND URBAN AREAS. THE DUTIES INCLUDE: INDEPENDENTLY REVIEWING COMPLEX PLANNING PROCESSES (LAND USE FORECASTING, ECONOMIC AND DEMOGRAPHIC PROJECTIONS, HIGHWAY NEEDS ASSESSMENT, STUDY REPORTS, TRAVEL DEMAND ESTIMATIONS, PUBLIC INVOLVEMENT); SERVE AS WVDOH'S LIAISON TO MPOS AND REGIONAL PLANNING COUNCILS, AS WELL AS, STUDY AREAS; PLANNING/ORGANIZING WORK ACROSS VARIOUS DOT DIVISIONS; COORDINATION WITH FEDERAL/STATE/ LOCAL OFFICIALS; ASSIST IN PROJECT DEVELOPMENT BY ADVISING OTHERS REGARDING ISSUES INVOLVED IN THE PROJECT DEVELOPMENT PROCESS, INCLUDING ENVIRONMENTAL/ENGINEERING PLANNING, TRAFFIC ANALYSIS/MODELING, CONSTRUCTION PLAN DEVELOPMENT, RIGHT-OF-WAY PROCESSES/REGULATIONS, CONSTRUCTION LETTING AND ADMINISTRATION PROCEDURES, POLITICAL/ ECONOMIC FACTORS, AND CURRENT TRANSPORTATION PLANNING ISSUES (FEDERAL/STATE PROGRAM, GRANT PROGRAMS, BIKE/PEDESTRIAN PROGRAM, FREIGHT PROGRAM, SENSITIVE DESIGN, COMPLETE STREETS, AND MANAGER FOR ASSIGNED GEOGRAPHICAL AREAS; PLANNING/ ORGANIZING WORK ACROSS VARIOUS DOT DIVISIONS; COORDINATION WITH FEDERAL/STATE/LOCAL OFFICIALS; ASSIST IN PROJECT DEVELOPMENT BY ADVISING OTHERS REGARDING ISSUES INVOLVED IN THE PROJECT DEVELOPMENT PROCESS, INCLUDING ENVIRONMENTAL/ ENGINEERING PLANNING, TRAFFIC ANALYSIS/MODELING,

CONSTRUCTION PLAN DEVELOPMENT, RIGHT-OF-WAY PROCESSES/REGULATIONS, CONSTRUCTION LETTING AND ADMINISTRATION PROCEDURES, POLITICAL/ECONOMIC FACTORS, AND CURRENT TRANSPORTATION PLANNING ISSUES (FEDERAL/STATE PROGRAM, GRANT PROGRAMS, BIKE/PEDESTRIAN PROGRAM, FREIGHT PROGRAM, SENSITIVE DESIGN, COMPLETE STREETS, AND ALTERNATIVE FUNDING/DELIVERY, ETC.); COORDINATE AND MANAGE STATE-WIDE LONG RANGE AND SHORT RANGE PLANNING RELATED TO THE DEVELOPMENT AND USE OF TRANSPORTATION SYSTEMS, INCLUDING WVDOH LONG RANGE TRANSPORTATION PLAN, HIGHWAY NEEDS ASSESSMENTS, WVDOT FREIGHT PLAN, SAFETY AND OPERATIONAL IMPROVEMENTS STUDIES, TRAVEL DEMAND MODELING FOR SYSTEM IMPROVEMENTS, APPALACHIAN DEVELOPMENT HIGHWAY SYSTEM, ETC.; PROVIDE TECHNICAL AND ADMINISTRATIVE SUPPORT FOR THE NON-TRADITIONAL TRANSPORTATION GRANT PROGRAMS; COMPOSE, PREPARE, AND ADMINISTER CONTRACTS FOR CONSULTANT SERVICES; MAKE PRESENTATIONS BASED ON DOT NEEDS, AVAILABLE FUNDING FOR ASSIGNED AREAS, AND CHANGES TO DOT'S THIS POSITION WILL ENSURE FEDERAL PLANNING REQUIREMENTS ARE BEING MET BY WORKING WITH AND ADMINISTRATIVELY MANAGING MPOS IN ASSIGNED AREAS. THE INCUMBENT MUST BE CURRENTLY LICENSED AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA. THE INCUMBENT SHOULD ALSO POSSESS KNOWLEDGE OF THE AND LOCAL CODES, REGULATIONS AND STANDARDS. PRINCIPLES AND PRACTICES OF CIVIL ENGINEERING AS IT RELATES TO THE PLANNING, PROGRAMMING, OPERATION, AND ADMINISTRATION IN THE AREA OF ASSIGNMENT. THE INCUMBENT SHOULD HAVE THE ABILITY TO: 1) ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIP WITH WVDOH DISTRICTS AND DIVISIONS, PLANNING ORGANIZATIONS, GOVERNMENTAL REPRESENTATIVES, PUBLIC INTEREST GROUPS, AND INDIVIDUALS; 2) COMMUNICATE EFFECTIVELY BOTH ORALLY AND IN WRITING; AND 3) READ AND INTERPRET FEDERAL, STATE, AND LOCAL CODES, REGULATIONS, AND STANDARDS. THIS POSITION REQUIRES TRAVEL AND THEREFORE REQUIRES A VALID WEST VIRGINIA DRIVER'S LICENSE.

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REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED
PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RICHARD WARNER, P.E.
WVDOH - PLANNING DIVISION
CAPITOL COMPLEX
BLDG 5 ROOM A-450
CHARLESTON, WV 25305

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
DISTRICT 1 BRIDGE DEPARTMENT
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3BMCW - THIS POSITION WILL WORK UNDER LIMITED SUPERVISION PERFORMING SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF BRIDGES. DUTIES OF THIS POSITION WILL INCLUDE BUT NOT LIMITED TO CONSTRUCTING FORMS, INSTALLING AND TIE REINFORCING STEEL BARS, POUR AND FINISH CONCRETE AND OTHER DUTIES ASSOCIATED WITH THE REPAIR AND MAINTENANCE OF BRIDGES. AN EMPLOYEE IN THIS POSITION MUST BE ABLE TO CLIMB HIGH STEEL STRUCTURES. WILL BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTANANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED

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EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
AARON GILLISPIE
WVDOH - DISTRICT ONE
1340 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DT1600121 ON APPLICATION

DATE: JANUARY 11, 2016
DT1600219
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ACCOUNTING TECHNICIAN III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TWO
DISTRICT COMPTROLLER OFFICE
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS ACCOUNTING SUPPORT DUTIES AT THE FULL-PERFORMANCE LEVEL OF PARAPROFESSIONAL ACCOUNTING. THE INCUMBENT WILL BE RESPONSIBLE FOR PERFORMING MODERATELY COMPLEX POSTING, ENCUMBERING FUNDS AND BALANCING RECEIPTS OF OTHERS. EXAMINES ACCOUNTING RECORDS TO ASSURE ADHERENCE TO ACCOUNTING LAWS AND REGULATIONS. VERIFIES CALCULATIONS AND ENSURES ACCURACY AND VALIDITY OF TRANSACTIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART TIME PAID BOOKKEEPING, ACCOUNTING OR RELATED EXPERIENCE.
SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE-LEVEL ACCOUNTING COURSES FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED AT THE RATE OF THREE SEMESTER HOURS EQUALS SIX MONTHS EXPERIENCE;
OR
SUCCESSFUL COMPLETION OF RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED FOR THE EXPERIENCE THROUGH AN ESTABLISHED FORMULA.

SALARY: PAY GRADE 007 \$20,472.00 - \$37,884.00

DEADLINE: JANUARY 20, 2016

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TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
SCOTT EPLIN
WVDOH - DISTRICT TWO
801 MADISON AVE
HUNTINGTON, WV 25704

PLEASE INCLUDE POSTING NUMBER DT1600219 ON APPLICATION

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REALTY TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
DISTRICT RIGHT OF WAY
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: REALTY TRAINEE
WORKS AT A TRAINING LEVEL IN THE DIV OF HIGHWAYS
FOLLOWING A SCHEDULE OF IN-SERVICE CLASSROOM AND
FIELD TRAINING DESIGNED TO PREPARE FOR REAL
PROPERTY APPRAISAL, REAL PROPERTY RIGHTS
ACQUISITION, RELOCATION ASSISTANCE, PROPERTY
MANAGEMENT AND RIGHT OF WAY ENGINEERING AND
SURVEYING. KNOWLEDGE OF BASIC MATH AND ECONOMIC
PRINCIPLES. ABILITY TO NOTE ERRORS IN DETAILED
DOCUMENTS. ABILITY TO LEARN RIGHT OF WAY
ENGINEERING AND SURVEYING THEORIES & TECHNIQUES.
ABILITY TO READ COMPLEX MATTER. PERFORMS RELATED
DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION FOR THE DIVISION OF HIGHWAYS ONLY:
FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE
IN REAL ESTATE SALES, OR APPRAISAL, REAL ESTATE
MANAGEMENT, HIGHWAY CONSTRUCTION, HIGHWAY DESIGN,
OR RELATED EXPERIENCE MAY SUBSTITUTE ON A
YEAR-FOR-YEAR BASIS FOR THE BACHELOR'S DEGREE.
SUBSTITUTION FOR THE REAL ESTATE DIVISION ONLY:
FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE
IN REAL ESTATE, LEASE, FACILITY OR CONTRACT
MANAGEMENT, APPRAISAL, OR OTHER RELATED
EXPERIENCE MAY SUBSTITUTE ON A YEAR-FOR-YEAR
BASIS FOR THE BACHELOR'S DEGREE.

SALARY: PAY GRADE 012 \$26,160.00 - \$48,396.00

DEADLINE: JANUARY 20, 2016

DATE: JANUARY 11, 2016
DT1600431
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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
RAY URSE
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DT1600431 ON APPLICATION

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DT1600434
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HIGHWAY EQUIPMENT SPECIALIST
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
DISTRICT EQUIPMENT SHOP
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST EQUIPMENT SUPERVISOR IN THE SUPERVISION OF MECHANICS AND OPERATORS IN REPAIR AND MAINTENANCE OF VEHICLES AND EQUIPMENT, ASSIGN MECHANICS TO SPECIFIC WORK PROJECTS, MONITOR AND DIAGNOSE EQUIPMENT FAILURE TO DETERMINE EXTENT OF REPAIRS, ENSURE COMPLIANCE WITH EQUIPMENT MANAGEMENT AND PREVENTATIVE MAINTENANCE SYSTEMS, OVERSEES (PMS) PREVENTATIVE MAINTENANCE ON DISTRICT VEHICLES AND EQUIPMENT, WRITES WORK ORDERS, AUTHORIZE REPAIRS, TAKE REQUESTS FOR REPAIR/PARTS FROM COUNTY SUPERVISORS OR MECHANICS, PROCURES AND INVENTORIES PARTS AND SUPPLIES, ORIENTATION OF NEW EMPLOYEES, REVIEWS AND EDITS TRAINING MATERIAL, TRAINING IN THE REPAIR OF HEAVY EQUIPMENT, TRAINING ON RESPONSIBLE FOR DIAGNOSING FUEL MASTER SOFTWARE WITH LAPTOPS AND HAND HELD SCANNERS, ABILITY TO INSTALL AND REPLACE FUEL MASTER COMPONENTS, MUST BE ABLE TO DO UPDATES MONTHLY ON LAPTOPS TO INSURE SOFTWARE IS CURRENT IN OPERATING CONDITION, TRAINING MECHANICS TO USE SOFTWARE AND COMPONENTS USED THROUGHOUT THE DISTRICT, UTILIZED TO BE A TRAVELING DIAGNOSTIC TECHNICIAN TO RECOGNIZE AND ASSIST IN REPAIRS OF COMPUTER SOFTWARE.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE:
FOR EQUIPMENT REPAIR: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN VEHICLE AND HIGHWAY EQUIPMENT REPAIR, IN PURCHASING, PROCUREMENT OR INVENTORY CONTROL OF VEHICLE AND HIGHWAY EQUIPMENT OR AS AN AUTOMOTIVE SERVICE MANAGER.
FOR EQUIPMENT OPERATION AREA: FOUR YEARS OF FULL-

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TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN
THE OPERATION OF HIGHWAY EQUIPMENT.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN
APPROVED VOCATIONAL EDUCATION PROGRAM IN
AUTOMOTIVE MECHANICS OF AT LEAST 1,080 HOURS MAY
SUBSTITUTE FOR ONE YEAR OF THE REQUIRED EXPERIENCE
IN THE AREA OF EQUIPMENT REPAIR.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RAY URSE
WVDOH - DISTRICT FOUR
PO BOX 4220
CLARKSBURG, WV 26302

PLEASE INCLUDE POSTING NUMBER DT1600434 ON APPLICATION

DATE: JANUARY 11, 2016
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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 7
DISTRICT 7 HEAVY MAINTENANCE
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - UNDER LIMITED SUPERVISION PERFORMS A FULL RANGE OF MAINTENANCE, REPAIR AND MAJOR OVERHAUL OF GASOLINE AND DIESEL POWERED ENGINES. MUST BE EXPERIENCED IN MAINTAINING AND REPAIRING A VARIETY OF EQUIPMENT. CHECKS EQUIPMENT TO DETERMINE OPERATIONAL READINESS. MAKES REPAIRS IN THE FIELD. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A CDL WILL BE REQUIRED WITHIN SIX MONTHS AFTER EMPLOYMENT. PREFERENCE MAY BE SHOWN TO CANDIDATES CURRENTLY POSSESSING A COMMERCIAL DRIVER'S LICENSE (CDL). PERFORMS OTHER RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTENANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

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SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RON HOOTON
WVDOH - DISTRICT SEVEN
PO BOX 1228/255 DEPOT STREET
WESTON, WV 26452

PLEASE INCLUDE POSTING NUMBER DT1600725 ON APPLICATION

DATE: JANUARY 11, 2016
DT1600823
PAGE: 1

HIGHWAY ENGINEER ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 8
DISTRICT 8 MAINTENANCE
RANDOLPH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ENGINEER ASSOCIATE-EMPLOYEE WILL WORK IN THE ROADWAY DESIGN SECTION. WILL ASSIST IN THE DEVELOPMENT OF PLANS AND ESTIMATES FOR VARIOUS HIGHWAY IMPROVEMENT PROJECTS. PROJECTS MAY INCLUDE RESURFACING, ROADWAY WIDENING/REALIGNMENT, SLIDE REPAIRS, AND INTERSECTION UPGRADES. PLAN DEVELOPMENT WILL INCLUDE COST ESTIMATES, USE OF MICROSTATION, CALCULATE QUANTITY TOTALS, AND PREPARATION OF PLANS AND OTHER CONTRACT DOCUMENTS FOR FINAL PROJECT SUBMITTAL. EMPLOYEE MAY ASSIST IN THE DESIGN OR INSPECTION OF LESS THAN 20' STRUCTURES. KNOWLEDGE AND EXPERIENCE USING MICROSTATION PREFERRED. EMPLOYEE WILL PERFORM OTHER RELATED DUTIES AS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JAMES A. ROSSI
WVDOH - DISTRICT EIGHT
PO BOX 1516
ELKINS, WV 26241

PLEASE INCLUDE POSTING NUMBER DT1600823 ON APPLICATION

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DOT1600915
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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
DISTRICT 9 MAINTENANCE
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3BT - UNDER LIMITED SUPERVISION, PERFORMS A VARIETY OF SKILLED WORK IN THE AREA OF BUILDING TRADES IN THE CONSTRUCTION, REPAIR AND MAINTENANCE OF STATE BUILDINGS AND STRUCTURES. WILL PERFORM AT JOURNEY LEVEL EXPERIENCED WORK MAINTAINING AND REPAIRING A VARIETY OF EQUIPMENT IN THE GENERAL OPERATION OF PUBLIC BUILDINGS. PERFORMS SKILLED ELECTRICAL, PLUMBING, CARPENTRY, CONCRETE FORMING AND FINISHING AND OTHER BUILDING MAINTENANCE DUTIES. POSITION WILL REQUIRE KNOWLEDGE OF MAINTENANCE AND REPAIR METHODS PRACTICED IN THE BUILDING CONSTRUCTION AND MAINTENANCE TRADES. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTENANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN

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AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
STEVEN B. COLE
WVDOH - DISTRICT NINE
146 STONEHOUSE ROAD
LEWISBURG, WV 24901

PLEASE INCLUDE POSTING NUMBER DOT1600915 ON APPLICATION

DATE: JANUARY 11, 2016

DT1600925

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
NICHOLAS COUNTY HEADQUARTERS
NICHOLAS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAIL MOWER, TANDEM OR SINGLE AXLE DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A VALID COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL

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SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/ COMPLETION OF AN APPROVED TRAINING COURSE IN SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR AND HIGHWAY MAINTENANCE AND BRIDGE MAINTENANCE, AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREAS AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 11H \$10.55 - \$18.69

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
STEVEN B. COLE
WVDOH - DISTRICT NINE
146 STONEHOUSE ROAD
LEWISBURG, WV 24901

PLEASE INCLUDE POSTING NUMBER DT1600925 ON APPLICATION

DATE: JANUARY 11, 2016

DT1601019

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 10
MERCER COUNTY HEADQUARTERS
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP: UNDER LIMITED SUPERVISION, OPERATES A VARIETY OF HEAVY MOTORIZED EQUIPMENT USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. THIS WILL/MAY INCLUDE MOTOR GRADERS AND BACKHOES. MAY OPERATE FRONT END LOADERS, TANDEM AXLE TRUCKS, MOWERS, ROLLERS, AND SRIC EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS & INCLEMENT WEATHER. CLASS B CDL REQUIRED. CLASS A CDL MAY BE GIVEN PREFERENCE. CERTIFICATION MAY BE REQUIRED FOR BACKHOE AND/OR MOTOR GRADER. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIAL, CLEANING CULVERTS, MOWING, BRUSH CUTTING LITTER PICKUP AND CLEANING EQUIPMENT.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTANANCE WORKER.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED

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EXPERIENCE.
SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

SALARY: PAY GRADE 12H \$11.41 - \$20.11

DEADLINE: JANUARY 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
TOM CAMDEN
WVDOH - DISTRICT TEN
270 HARDWOOD LANE
PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DT1601019 ON APPLICATION