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ADMINISTRATIVE SECRETARY
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
COMMUNICATIONS DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL DIRECTION OF COMMUNICATIONS DIRECTOR PERFORMS ADVANCED LEVEL WORK BY ASSUMING RESPONSIBILITY FOR ADJUNCTIVE ADMINISTRATIVE DUTIES. APPLIES IN-DEPTH KNOWLEDGE OF PROGRAM AREAS, THE MISSION OF THE DIVISION, AND THE DIRECTOR'S JURISDICTION, POLICIES AND VIEWS. PROVIDES SUPPORT SERVICES TO DIVISION DIRECTOR, AND OTHERS IN THE DIVISION, AS NEEDED, BY SUPPLYING SPECIFIC INFORMATION, COMPOSING REPORTS AND CORRESPONDENCE, AND TAKING INITIATIVE TO RECOMMEND ACTIONS, OR BY TAKING ACTION IN MODIFYING AND/OR IMPROVING UNIT PROCEDURES, POLICIES, RULES AND REGULATIONS. EXAMPLES OF WORK INCLUDE: WORK WITH OUTSIDE CONTRACTORS, OVERSEEING PUBLIC MEETING NOTICES, PLACING CLASSIFIED ADS, ENTERING EMPLOYEES TIME, ASSISTING WITH AGENCY BUDGET, ORDERING SUPPLIES, OVESEEING MAINTENANCE CONTRACTS OF OFFICE EQUIPMENT, GREETING PUBLIC, ANSWERING PHONES AND OVERALL OFFICE SUPPORT MANAGEMENT.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR COMPLEX CLERICAL DUTIES.
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.

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

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DEADLINE: FEBRUARY 03, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
BRENT WALKER
WVDOT - OFFICE OF COMMUNICATIONS
1900 KANAWHA BLVD., EAST
BLDG 5, ROOM 137
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601176 ON APPLICATION

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ADMINISTRATIVE SERVICES MANAGER I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PROGRAMMING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION IS AN ADMINISTRATIVE UNIT IN THE ADMINISTRATION/REPORTING SECTION UNDER THE DEPUTY STATE HIGHWAY ENGINEER - PLANNING AND PROGRAMMING AND WILL SERVE AS THE UNIT LEADER FOR THE ADMINISTRATION UNIT FOR THE PLANNING AND PROGRAMMING DIVISIONS.
THE INCUMBENT WILL BE RESPONSIBLE FOR ALL THE DAY-TO-DAY ADMINISTRATIVE ACTIVITIES OF THE TWO DIVISIONS AND THEIR SIX SECTIONS. RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: 1) SUPERVISING AND/OR ASSISTING EMPLOYEES WITH THEIR ASSIGNED TASKS; 2) PREPARING ALL REQUIRED FISCAL AND BUDGETARY FORMS AND REPORTS FOR THE ADMINISTRATION UNIT AND STATE PLANNING AND RESEARCH PROGRAM UNDER THE PLANNING DIVISION FOR THE APPROPRIATE STATE AND FEDERAL AGENCIES; 3) MONITORING EXPENDITURES TO ENSURE COMPLIANCE WITH BUDGETED AMOUNTS AND CONFERRING WITH UPPER MANAGEMENT TO RESOLVE ANY PROBLEMS; 4) MANAGING THE TRANSPORTATION ALTERNATIVES PROGRAM (TAP) WHICH WAS ESTABLISHED TO PROVIDE FOR A VARIETY OF "NON-TRADITIONAL" TRANSPORTATION PROJECTS, INCLUDING OVERSEEING STAFF, PROCUREMENT OF CONSULTING ENGINEERING SERVICES, AND PROCESSING PROGRESS PAYMENTS FOR CONSULTANTS AND PROJECT SPONSORS; 5) REVIEW AND APPROVE ADMINISTRATIVE OPERATING PROCEDURES FOR THE TAP; 6) SUPERVISING AND/OR PROCESSING OF ALL EXPENDITURE REQUESTS VIA INVOICE, GRANTS, TRAVEL REIMBURSEMENT, P-CARD, ETC; 7) MANAGING AND PROCESSING ALL PURCHASING AND PROCUREMENT FUNCTIONS FROM SMALL PURCHASES TO MAJOR ACQUISITIONS HANDLED THROUGH THE PURCHASING DIVISION; 8) MANAGING THE WRIGHT EXPRESS AND DOH FUEL CARDS AND PURCHASES, AS WELL AS COORDINATING THE PREVENTATIVE MAINTENANCE OF ALL STATE VEHICLES

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ASSIGNED TO DIVISIONS; 9) MAINTAINING ALL EMPLOYEES PERSONNEL FILES; 10) COMMUNICATING WITH EMPLOYEES AND MANAGING THE EMPLOYEE BENEFITS PROGRAM; 11) WORKING WITH OTHER DOT ORGANIZATIONS AND THE INDEPENDENT AUDITING FIRM ON THE DOT ANNUAL AUDIT; 12) SERVING AS THE DIVISIONS' P-CARD COORDINATOR; 13) PREPARING AND MANAGING THE TRANSPORTATION POOLED FUNDS PROGRAM; AND 14) PERFORMING RELATED DUTIES AS REQUIRED. THE INCUMBENT MUST BE PROFICIENT IN ALL THE JOB TASKS ASSIGNED TO ADMINISTRATION UNIT STAFF TO SERVE AS A BACKUP WHEN STAFF IS ABSENT AND TO PROPERLY MANAGE THE DAY-TO-DAY OPERATIONS OF THE UNIT.

THE INCUMBENT MUST BE A GRADUATE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT. FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT MAY BE SUBSTITUTED ON A YEAR-TO-YEAR BASIS.

THE INCUMBENT SHOULD POSSESS A GOOD WORKING KNOWLEDGE OF: 1) STATE AND FEDERAL LAWS AND REGULATIONS RELATED TO PAYROLL, PERSONNEL, ACCOUNTS PAYABLE, ACCOUNTS RECEIVABLE, PROCUREMENT, PURCHASING, AND P-CARD; 2) GENERALLY ACCEPTED ACCOUNTING PRINCIPLES RELATED TO FISCAL AND BUDGETARY FUNCTIONS; 3) MICROSOFT WORD AND EXCEL; AND 4) DOT REMIS IS A MUST. THE INCUMBENT SHOULD HAVE THE ABILITY TO: 1) ANALYZE AND INTERPRET BUDGETARY AND TECHNICAL DATA RELATED TO THE ADMINISTRATION UNIT'S RESPONSIBILITIES; 2) COMMUNICATE EFFECTIVELY, BOTH VERBALLY AND IN WRITING; 3) ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH LOCAL, STATE, AND FEDERAL AGENCIES AND THE GENERAL PUBLIC; AND 4) APPLY REASONING AND LOGIC TO SITUATIONS THAT ARISE. PERIODIC TRAVEL WILL BE REQUIRED. THEREFORE A VALID WV DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.

SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE TRAINING REQUIREMENT ON A

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YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY
EXPERIENCE IN THE AREA OF ASSIGNMENT.
SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 016 \$33,036.00 - \$61,128.00

DEADLINE: FEBRUARY 03, 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

PLEASE INCLUDE POSTING NUMBER DT1601173 ON APPLICATION

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OFFICE ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST 2 - THE EMPLOYEE IN THIS POSITION WILL BE THE RECEPTIONIST FOR THE DISTRICT ONE HEADQUARTERS OFFICE. DUTIES OF THIS POSITION WILL INCLUDE BUT NOT LIMITED TO ANSWERING TELEPHONE CALLS, SCREEN CALLS, DIRECTS CALLS TO APPROPRIATE PERSONNEL, TAKES MESSAGES, INTERPRETS POLICIES AND PROCEDURES TO CALLERS, GIVES INFORMATION TO CALLERS, POSTS PAYROLL AND EQUIPMENT, TYPE A VARIETY OF DOCUMENTS INCLUDING INTERVIEW LETTERS, SCHEDULE INTERVIEWS, PREPARE INTERVIEW PACKETS AND HIRING PACKETS, SORTS AND FILE EMPLOYEE DOCUMENTS, RECEIVE AND SORT INCOMING MAIL. THIS EMPLOYEE WILL ALSO KEEP ELECTRONIC FILES UPDATED, ENTER INFORMATION ONTO SPREADSHEETS, ASSIST OTHER ORGANIZATIONS AS NEEDED, ASSIST THE DISTRICT ENGINEER, THE DISTRICT ADMINISTRATIVE SERVICES MANAGER, THE DISTRICT ADMINISTRATIVE SECRETARY AS WELL AS THE OTHER EMPLOYEES IN THE ADMINISTRATIVE SECTION, WILL BE RESPONSIBLE FOR INTREPRETING AND APPLYING DISTRICT POLICIES AND PROCEDURES, COLLECT INFORMATION FOR REPORTS, AND PERFORM OTHER DUTIES AS NECESSARY.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

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DEADLINE: FEBRUARY 03, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600125 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRET SR - THIS EMPLOYEE WILL BE RESPONSIBLE FOR ASSISTING THE DISTRICT RESURFACING COORDINATOR IN THE DAILY OPERATIONS OF THE DISTRICT RESURFACING SECTION. RESPONSIBILITIES WILL INCLUDE BUT NOT LIMITED TO ASSIGNMENT OF FIELD DUTIES, SUPERVISING THE INSPECTORS ASSIGNED TO THE RESURFACING SECTION, AND ENSURING THE PROJECTS GET FINALED IN A TIMELY MANNER, INSPECTION OF PROJECTS ASSIGNED TO THE RESURFACING SECTION, REVIEWING DWR'S PREPARED BY OTHERS, WRITING CHANGE ORDERS, AND RUNNING ESTIMATES. WILL ALSO BE RESPONSIBLE FOR ENSURING ALL MATERIALS MEET THE REQUIRED SPECIFICATIONS OF THE DIVISION OF HIGHWAYS AS SET FORTH IN THE SPECIFICATIONS MANUAL AND OTHER RELATIVE PROJECT DOCUMENTATIONS, REVIEW TEST RESULTS SUBMITTED BY THE CONTRACTOR. A VALID WV DRIVER'S LICENSE IS REQUIRED TO PERFORM RELATED DUTIES AS NECESSARY.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN - SENIOR BY THE WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION BOARD AT BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE.
SPECIAL REQUIREMENT: POSSESSION OF A VALID DRIVER'S LICENSE IS ALSO REQUIRED.
SUBSTITUTION (NEW HIRES ONLY): AN ASSOCIATE DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, PLUS TEN YEARS OF PAID EXPERIENCE IN A TECHNICAL CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY BE SUBSTITUTED FOR THE CERTIFICATION.

SALARY: PAY GRADE 017 \$35,028.00 - \$64,812.00

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DEADLINE: FEBRUARY 03, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600130 ON APPLICATION

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BRIDGE SAFETY INSPECTOR I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 5
DISTRICT 5 BRIDGE DEPARTMENT
MINERAL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: BRSFIN1 - UNDER DIRECT SUPERVISION, PERFORMS BEGINNING LEVEL BRIDGE SAFETY INSPECTION WORK AS A MEMBER OF A HIGHWAY BRIDGE SAFETY INSPECTION TEAM. PERFORMS STRENUOUS MANUAL LABOR IN RIGGING SCAFFOLDS AND LADDERS TO ACCESS BRIDGE STRUCTURES. ACQUIRES AND APPLIES THE KNOWLEDGE AND ABILITIES TO PERFORM BRIDGE SAFETY INSPECTION WORK. ASSISTS HIGHER LEVEL INSPECTORS IN BRIDGE SAFETY INSPECTIONS INCLUDING OBTAINING DIMENSIONS AND OTHER DETAILS OF THE BRIDGE, TAKING ROUTINE FIELD NOTES AND MAKING ROUTINE SKETCHES OF BRIDGE CONDITIONS. DOCUMENTS FINDINGS AS PART OF AN EVALUATION PROGRAM TO DETERMINE STRUCTURAL INTEGRITY AND SAFETY OF STATE HIGHWAY BRIDGES. MAY BE SUBJECT TO HAZARDOUS CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: EDUCATION EQUIVALENT TO GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL.
SPECIAL REQUIREMENTS: POSSESSION OF A VALID DRIVER'S LICENSE.
NOTE: PREFERENCE IN APPOINTMENT MAY BE GIVEN TO APPLICANTS WITH (1) SUCCESSFUL COMPLETION COURSE IN ALGEBRA, PLANE GEOMETRY, DRAFTING, OR MECHANICAL DRAWING OR (2) CERTIFICATION AS A TECHNICIAN-IN-TRAINING BRIDGE BY THE NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES (NICET).

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

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
J. LEE THORNE
WVDOH - DISTRICT FIVE
US 50 - PO BOX 99
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1600523 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 7
LEWIS COUNTY HEADQUARTERS
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. OPERATES A VARIETY OF MEDIUM SIZED EQUIPMENT USED IN THE REPAIR OF HIGHWAYS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. 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 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

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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: FEBRUARY 03, 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 DOT1600705 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

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

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: FEBRUARY 03, 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 DT1600926 ON APPLICATION