



DATE: FEBRUARY 29, 2016

DT1600074

PAGE: 1

COMMUNITY DEVELOPMENT SPECIALIST I  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER DIRECTION OF THE FEDERAL PROGRAMS  
ADMINISTRATOR OF THE WV GOVERNOR'S HIGHWAY SAFETY  
PROGRAM, THIS POSITION WILL BE RESPONSIBLE FOR THE  
PROGRAMATIC FUNCTION OF THE FEDERAL NHTSA HIGHWAY  
SAFETY PROGRAM AND ALL OTHER FEDERAL HIGHWAY  
SAFETY PROGRAMS FOR WHICH THE STATE IS ELIGIBLE  
AND ADMINISTERS. REQUIRES ABILITY TO ASSIST CITY  
AND COUNTY GOVERNMENT OFFICIALS AND AGENCIES, AND  
STATE AGENCIES, IN THE IDENTIFICATION OF HIGHWAY  
SAFETY ISSUES AND PROVIDE ASSISTANCE TO THESE  
ENTITIES IN THE PREPARATION OF GRANT APPLICATIONS  
FOR ACCURACY IN SUCH AREAS AS FINANCIAL  
DOCUMENTATION, ENVIRONMENTAL IMPACT, PUBLIC  
NOTIFICATION, ETC. AND MAKE RECOMMENDATIONS TO THE  
SUPERVISOR FOR THE APPROVAL OF GRANT REQUESTS.  
OTHER DUTIES AS REQUIRED. A VALID WV DRIVER'S  
LICENSE IS REQUIRED, AS TRAVEL MAY BE REQUIRED.  
APPLICANTS SUBJECT TO CRIMINAL BACKGROUND  
INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR  
COLLEGE OR UNIVERSITY.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: MARCH 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600074 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1600083  
PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE, LEAD  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: IN A LEAD CAPACITY IN THE DEALER SERVICES SECTION OF VEHICLE SERVICES, THIS POSITION IS RESPONSIBLE FOR REVIEWING APPLICATIONS, CONDUCTING INQUIRIES REGARDING TAXES, BACKGROUND CHECKS, ISSUE LICENSE AND PLATES FOR LICENSED CAR DEALERSHIPS. ASSIST IN THE REVIEW AND PROCESSING OF RENEWALS FOR DEALERS. ASSIST IN MAINTAINING INVENTORY & ORDER PLATES FOR ALL DEALERS. PROCESS NOTICES OF CHANGE IN DEALERSHIPS, UPDATE DEALER INFORMATION, LEASING COMPANIES, RENTAL LICENSES, AND LICENSES SERVICES IN THE MAINFRAME. PROCESS INITIAL AND RENEWAL APPLICATIONS FOR LICENSE SERVICES. VERIFY DAILY DEPOSITS FOR CUSTOMER SERVICE REPRESENTATIVES IN THE DEALER SERVICES SECTION. ASSIST IN PROCESS REQUESTS FOR TEMPORARY ADDITIONAL LOCATION PERMITS FOR WEST VIRGINIA DEALERS AND OUT OF STATE DEALERS. ANSWER INQUIRIES ON DEALER LICENSING BY MAIL, E-MAIL, PHONE AND IN PERSON. ADDITIONAL DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR 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

DATE: FEBRUARY 29, 2016  
DT1600083  
PAGE: 2

REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR  
BONDING.

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

DEADLINE: MARCH 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600083 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1600086  
PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE  
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, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING, AND ISSUANCE OF DRIVERS' LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES. COMMUNICATE TO CUSTOMERS KNOWLEDGE AND INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORM CASHIER TRANSACTIONS. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION TESTS. TAKE PHOTOGRAPHS. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. REFERS COMPLEX, UNUSUAL, OR HOSTILE SITUATIONS TO MANAGEMENT STAFF. 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 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

DEADLINE: MARCH 09, 2016

DATE: FEBRUARY 29, 2016  
DT1600086  
PAGE: 2

TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600086 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1600087  
PAGE: 1

PARALEGAL  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PREPARE CASE SUMMARIES AND PROCESS LITIGATION AND BANKRUPTCY CASES INVOLVING THE DIVISION OF MOTOR VEHICLES. MAINTAIN LITIGATION REPORTS REQUIRED TO BE SUBMITTED TO THE LEGISLATURE. REVIEW PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW FOR COMPLIANCE WITH STATUTE AND REGULATIONS. RESEARCH CASE LAW AND STATUTES AS NECESSARY FOR LITIGATION. ADDITIONAL DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO FINGERPRINTING AND BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: SUCCESSFUL COMPLETION OF A PARALEGAL (LEGAL ASSISTANT) TRAINING PROGRAM.  
SUBSTITUTION: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A LEGAL SETTING WHICH REQUIRED PERFORMING LEGAL RESEARCH, READING AND INTERPRETING LAWS AND OTHER LEGAL AUTHORITIES, AND PREPARING LEGAL DOCUMENTS, UNDER THE SUPERVISION OF AN ATTORNEY, MAY SUBSTITUTE FOR THE REQUIRED TRAINING -OR- A COMBINATION OF TRAINING AND EXPERIENCE AS DESCRIBED ABOVE MAY SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED TRAINING.

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

DEADLINE: MARCH 09, 2016

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

DATE: FEBRUARY 29, 2016  
DT1600087  
PAGE: 2

PLEASE INCLUDE POSTING NUMBER DT1600087 ON APPLICATION

DATE: FEBRUARY 29, 2016

DT1601177

PAGE: 1

ADMINISTRATIVE SERVICES ASSISTANT I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MAINTENANCE DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION OF THE OPERATIONS ENGINEER, THE INDIVIDUAL IN THIS POSITION WILL ASSIST THE DISASTER COORDINATOR IN THE ONGOING MANAGEMENT AND MONITORING OF THE RECOVERY FROM STORMS, FLOODING, AND OTHER DISASTERS. WILL BE RESPONSIBLE FOR BEING A LIAISON IN THE FEMA JOINT FIELD OFFICE WHEN IT IS OPERATIONAL, ASSIST WITH THE ADMINISTRATION OF THE WVDOH DISASTER MANAGEMENT PROGRAM, REPRESENTS THE WVDOH TO VARIOUS STATE AND FEDERAL AGENCIES. WILL PERFORM RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH A MAJOR IN THE AREA OF PUBLIC OR BUSINESS ADMINISTRATION, ACCOUNTING, INDUSTRIAL RELATIONS, COMMUNICATIONS OR RELATED FIELD.  
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN A TECHNICAL OR ADVANCED CLERICAL POSITION PROVIDING ADMINISTRATIVE SERVICES SUCH AS ACCOUNTING, BUDGETING, PROJECT MONITORING AND REPORTING, PERSONNEL, OR PROCUREMENT AND PROPERTY EXPERIENCE.  
MUST HAVE BEEN AT THE OFFICE ASSISTANT III OR ACCOUNTING ASSISTANT III LEVEL OR HIGHER.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY IN ONE OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

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

DATE: FEBRUARY 29, 2016  
DT1601177  
PAGE: 2

DEADLINE: MARCH 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
W. KYLE STOLLINGS  
WVDOH - MAINTENANCE DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-350  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601177 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1601180  
PAGE: 1

ATTORNEY 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
LEGAL DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE SUCCESSFUL CANDIDATE WILL PERFORM FULL PERFORMANCE LEVEL LEGAL DUTIES ASSIGNED BY THE LEGAL DIVISION DIRECTOR, INCLUDING BUT NOT LIMITED TO WORK IN THE AREA OF CONTRACT REVIEW AND CONDEMNATION LAW: DRAFT, REVIEW AND ANALYZE COMPLEX CONSTRUCTION, PROFESSIONAL SERVICES, AND REAL ESTATE CONTRACTS; REPRESENT THE AGENCY IN TRIALS AND HEARINGS BEFORE VARIOUS JUDICIAL FORUMS; CONDUCTS DEPOSITIONS; PREPARES LEGAL DOCUMENTS SUCH AS PLEADINGS, BRIEFS, OPINIONS AND CONTRACTS; AND PERFORMS SIMILAR OR RELATED WORK AS REQUIRED. MUST POSSESS EXCELLENT WRITTEN AND ORAL COMMUNICATION SKILLS AND BE ABLE TO WORK WITH AND MAINTAIN CONFIDENTIAL INFORMATION. THE SUCCESSFUL APPLICANT MUST BE DISCREET AND TACTFUL IN SAFEGUARDING SENSITIVE INFORMATION AND BE ABLE TO WORK WITH AND MAINTAIN CONFIDENTIAL INFORMATION.

REQUIREMENTS: TRAINING: ADMISSION TO THE WEST VIRGINIA STATE BAR.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN THE PRACTICE OF LAW.  
SUBSTITUTION: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN ATTORNEY WITH THE AGENCY TO WHICH ASSIGNED SHALL BE CONSIDERED THE EQUIVALENT OF TWO YEARS OF EXPERIENCE.

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

DEADLINE: MARCH 09, 2016

DATE: FEBRUARY 29, 2016  
DT1601180  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
MICHAEL FOLIO  
WVDOH - LEGAL DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-519  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601180 ON APPLICATION

DATE: FEBRUARY 29, 2016

DT1601174

PAGE: 1

TRANSPORTATION 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 A TRANSPORTATION SERVICES MANAGER 1 IN THE REPORTING UNIT IN THE ADMINISTRATION/ REPORTING SECTION UNDER THE DEPUTY STATE HIGHWAY ENGINEER-PLANNING AND PROGRAMMING AND WILL SERVE AS THE UNIT LEADER FOR THE REPORTING UNIT FOR THE PLANNING AND PROGRAMMING DIVISIONS. THIS POSITION HAS BEEN PURPOSED TO PROVIDE SUPPORT REGARDING ALL REPORTING FUNCTIONS WITHIN THE PLANNING AND PROGRAMMING DIVISIONS. RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO: 1) SUPERVISION OF TWO TECHICAL EMPLOYEES; 2) PLANNING THE OPERATIONS AND DEVELOPING APPROPRIATE PROCEDURES FOR THE UNIT; 3) EVALUATING THE UNIT FOR EFFICIENCY AND EFFECTIVENESS; 4) EVALUATION OF CURRENT DATA SYSTEMS TO IDENTIFY DUPLICATED EFFORTS; 5) VERIFY DATA IS BEING KEPT ON SECURE NETWORK SERVERS; 6) VERIFY DATA IS PROCESSED AND MAINTAINED USING THE MOST EFFICIENT SOFTWARE AS IS APPROPRIATE FOR THE TASK; 7) PROVIDE QUALITY CONTROL AND CONSISTENCY IN REPORTING TO BOTH IN-HOUSE AND PUBLIC SECTOR CUSTOMERS; 8) MEET FHWA REQUIREMENTS FOR ANNUAL REPORTING OF PUBLIC CERTIFIED MILEAGE AND THE HIGHWAY PERFORMANCE MONITORING SYSTEMS (HPMS) SUBMITTAL; 9) NHS TRACKING OF URBAN/RURAL BOUNDARY CHANGES OR OTHER CRITICAL ADMINISTRATIVE DATA ASSOCIATED WITH THE ROADWAY INVENTORY LOG; 10) PREPARATION OF ANNUAL ROADWAY STATISTICS PUBLICATION FOR WV-FHWA; 11) PREPARATION OF THE HIGHWAY STATISTICAL REPORTS AS REQUIRED BY FHWA, INCLUDING ANNUAL REPORTS FROM DMV, PARKWAYS, DOH, PARKERSBURG MEMORIAL BRIDGE ALONG WITH SPECIFIC SPECIALIZED REPORTS, 12) MANAGE PREPARATION OF NEW REPORTS REQUESTED BY PLANNING, PROGRAMMING, MANAGEMENT, AND/OR THE PUBLIC; 13) PERFORMING ADMINISTRATIVE DUTIES ASSOCIATED WITH

TIME AND LEAVE, EVALUATION, SUPERVISION, BUDGET, AND TRAINING OF EMPLOYEES; AND 14) OTHER RELATED DUTIES AS ASSIGNED.

THE INCUMBENT MUST BE A GRADUATE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. FOUR YEARS OR FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT MAY BE SUBSTITUTED. THE INCUMBENT SHOULD POSSESS KNOWLEDGE OF: 1) STATE AND FEDERAL LAWS AND REGULATIONS, POLICIES AND PROCEDURES IN THE AREA OF ASSIGNMENT; 2) MISSION, PROGRAMS AND ORGANIZATION OF THE AGENCY; 3) HPMS PROGRAM AND ITS FIELD USER'S MANUAL; 4) IN-HOUSE ROADWAY INVENTORY PROCEDURES AND ROADWAY HISTORY INFORMATION; 5) SEQUEL SERVER TABLE FORMAT AND ESRI'S ROADWAY CHARACTERISTICS EDITOR TABLES/SOFTWARE; AND 6) KNOWLEDGE OF CERTIFIED MILEAGE REQUIREMENTS FOR STATE, FEDERAL, AND MUNICIPAL ROADWAYS. THE INCUMBENT SHOULD HAVE THE ABILITY TO: 1) PLAN, ORGANIZE, COORDINATE AND EVALUATE WORK ACTIVITIES IN THE AREA OF ASSIGNMENT; 2) BE ABLE TO ANALYZE FACTS AND APPLY REASONING TO SITUATIONS AS THEY ARISE; 3) BE ABLE TO DEVELOP EFFECTIVE POLICIES AND PROCEDURES FOR THE UNIT; 4) BE ABLE TO DIRECT AND SUPERVISE THE WORK TO OTHERS; 5) MAINTAIN/DEVELOP DATABASES FOR IN-HOUSE PROCESSES, INCLUDING ACQUIRING DATA AND PRODUCING STATISTICAL REPORTS; 6) ANALYZE AND VERIFY ROADWAY INVENTORY DATA AND PROCESSES FOR NATIONAL FUNCTIONAL CLASSIFICATIONS AND FEDERAL AID ROADWAYS; AND 7) LEARN AGILE ASSETS TRANSPORTATION INVENTORY SOFTWARE TO ASSIST INTERFACING DATA WITH WVOASIS. A VALID WEST VIRGINIA DRIVER'S LICENSE MAY BE REQUIRED FOR THIS POSITION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT.

DATE: FEBRUARY 29, 2016  
DT1601174  
PAGE: 3

SPECIAL REQUIREMENT: A VALID WEST VIRGINIA  
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 015 \$31,164.00 - \$57,660.00

DEADLINE: MARCH 09, 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 DT1601174 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1601182  
PAGE: 1

TRANSPORTATION SYSTEMS ANALYST II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
PLANNING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION WILL SERVE AS A TRANSPORTATION SYSTEMS ANALYST 2 IN THE TRAFFIC MODELING AND ANALYSIS UNIT IN THE STATEWIDE PLANNING SECTION OF THE PLANNING DIVISION. UNDER GENERAL SUPERVISION, THE INCUMBENT WILL BE RESPONSIBLE FOR: MONITORING THE DAILY OPERATION OF THE STATEWIDE PERMANENT TRAFFIC COUNTERS; MANAGING/COORDINATING EFFORTS OF FIELD PERSONNEL TO ENSURE FULL OPERATION OF ALL SITES; MONITORING THE WVDOH'S TRAFFIC SERVER TO ENSURE THE DAILY POLLING PROCESS OF THE TRAFFIC DATA FROM THE STATEWIDE PERMANENT TRAFFIC COUNTERS IS OPERATING PROPERLY AND REPORT ANY ISSUES; COMPILING ALL DATA COLLECTION FROM THE PERMANENT COUNTERS SITES; UPLOADING FEDERALLY MANDATED COLLECTED DATA TO THE FEDERAL HIGHWAY ADMINISTRATION TRAFFIC MONITORING SYSTEM THROUGH THE TMS 2.0 SOFTWARE; INSPECTING AND ANALYZING ALL TRAFFIC DATA COLLECTION BY WVDOH TRAFFIC DATA COLLECTION CONSULTANTS AND WVDOH STAFF TO ENSURE QUALITY AND ACCURACY, INCLUDING YEARLY VOLUME AND CLASSIFICATION COUNTS, TURNING MOVEMENT DATA, SPEED DATA, AND ANY SPECIAL REQUEST COUNTS; WORKING DIRECTLY WITH THE TRAFFIC SERVER SOFTWARE DEVELOPERS TO ENSURE WVDOH'S NEEDS ARE BEING MET BY THE CURRENT SOFTWARE VERSION AND MAKE SUGGESTIONS FOR IMPROVEMENTS ON FUTURE VERSIONS; VERIFYING SOFTWARE'S END PRODUCT IS IN COMPLIANCE WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS; COMPILING AND PROVIDING ALL REPORTS, MAPS, AND ANY REQUESTED TRAFFIC INFORMATION TO METROPOLITAN PLANNING ORGANIZATIONS (MPOS), WVDOH DIVISIONS, STATE LEGISLATORS AND OTHER ELECTED OFFICIALS, AND THE GENERAL PUBLIC, COMPUTING AND ANNUAL STATISTICS ON ALL TRAFFIC DATA AND PROVIDING THIS INFORMATION TO THE FEDERAL HIGHWAY ADMINISTRATION

THROUGH HIGHWAY PERFORMANCE MONITORING SYSTEM (HPMS) REPORTING AND DIRECT REPORTING, INCLUDING K FACTOR, DIRECTIONAL FACTOR, ANNUAL AVERAGE DAILY TRAFFIC, ANNUAL AVERAGE DAILY TRUCK TRAFFIC, PERCENT PEAK SINGLE-UNIT TRUCKS, PERCENT PEAK COMBINATION-UNIT TRUCKS, AND FUTURE ANNUAL AVERAGE DAILY TRAFFIC, UPDATING THE ROAD INVENTORY LOG (RIL) WITH THE CURRENT YEAR'S ANNUAL AVERAGE DAILY TRAFFIC AND OTHER RELATED DUTIES AS ASSIGNED. THE INCUMBENT MUST HAVE GRADUATED FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY OR HAVE TWO YEARS OF FULL-TIME OR PART-TIME EQUIVALENT PAID EXPERIENCE IN THE RESEARCH, ANALYSIS, PLANNING, BIDDING, OR ADMINISTRATION OF HIGHWAY CONSTRUCTION AND MAINTENANCE PROJECTS OR MANAGING TRANSIT GRANT PROGRAMS. A VALID WEST VIRGINIA DRIVER'S LICENSE MAY BE REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR PART-TIME EQUIVALENT PAID EXPERIENCE IN THE RESEARCH, ANALYSIS, PLANNING, BIDDING, OR ADMINISTRATION OF HIGHWAY CONSTRUCTION AND MAINTENANCE PROJECTS OR MANAGING TRANSIT GRANT PROGRAMS.  
SUBSTITUTION: SUCCESSFULLY COMPLETED GRADUATE TRAINING FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN TRANSPORTATION, URBAN OR REGIONAL PLANNING, ENGINEERING, ECONOMICS, STATISTICS, MATHEMATICS, GEOGRAPHY, BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION, ENVIRONMENTAL STUDIES, HISTORY, ARCHEOLOGY, OR THE PHYSICAL OR NATURAL SCIENCES MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

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

DEADLINE: MARCH 09, 2016

DATE: FEBRUARY 29, 2016  
DT1601182  
PAGE: 3

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

PLEASE INCLUDE POSTING NUMBER DT1601182 ON APPLICATION

DATE: FEBRUARY 29, 2016

DT1600226

PAGE: 1

TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT TWO  
WAYNE COUNTY HEADQUARTERS  
WAYNE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - UNDER LIMITED SUPERVISION, SERVICES, MAINTAINS AND REPAIRS EQUIPMENT USED BY HIGHWAY MAINTENANCE CREWS IN THE DAILY MAINTENANCE OF HIGHWAYS IN WAYNE COUNTY AND THE ASSOCIATED RIGHT OF WAY. PERFORMS SERVICES AND MAKES REPAIRS ON TRUCKS AND EQUIPMENT USING VARIOUS TOOLS, IMPACT WRENCHES, AIR COMPRESSORS, ACETYLENE TORCH AND WELDER. MAINTAINS AND REPAIRS DIESEL AND GASOLINE ENGINES AND OTHER VEHICLE COMPONENTS. DOCUMENTS LABOR HOURS AND PARTS USED. MAINTAINS SAFE AND ORDERLY WORK AREAS. DRIVES EQUIPMENT AFTER REPAIRS TO TEST OPERATION. WILL WORK IN SHOP BAY AND WITH SERVICE TRUCK EQUIPPED WITH A BOOM. MAY BE EXPOSED TO HIGH SPEED TRAFFIC AND OTHER HAZARDS. WILL WORK IN INCLEMENT WEATHER. CDL LICENSE WILL BE REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT. PREFERENCE MAY BE SHOWN TO CANDIDATES CURRENTLY POSSESSING A COMMERCIAL DRIVER'S LICENSE (CDL). PERFORMS RELATED 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;

DATE: FEBRUARY 29, 2016  
DT1600226  
PAGE: 2

(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  
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: MARCH 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600226 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1600332  
PAGE: 1

TRANSPORTATION ENGINEERING TECHNICIAN TRAINEE  
CLASSIFIED POSITION VACANCIES 003

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 CONSTRUCTION  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETTR - SERVES IN A TRAINING CAPACITY, LEARNING BASIC CONCEPTS OF HIGHWAY AND BRIDGE CONSTRUCTION AND MAINTENANCE. WILL BE ASSIGNED TO ONE OF THE CONSTRUCTION DEPARTMENTS AND WILL BE UTILIZED AS NEEDED WITHIN THIS ORGANIZATION. RESPONSIBILITIES COULD INCLUDE, BUT NOT LIMITED TO: RECORD KEEPING, COMPLETING INSPECTION REPORTS, SURVEYING, MATERIALS TESTING, PERFORMING BASIC CALCULATIONS FOR LABOR, MATERIALS, AND EQUIPMENT. WORK COULD BE PERFORMED OUTDOORS IN ADVERSE WEATHER CONDITIONS AND ON ROUGH TERRAIN AND AROUND MOVING MACHINERY. PERFORMS RELATED DUTIES AS REQUIRED. PARTICIPATES IN A TRAINING PROGRAM REQUIRING 180 TECHNICIAN DEVELOPMENT HOURS. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: HIGH SCHOOL GRADUATION OR EQUIVALENT.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID DRIVER'S LICENSE.

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

DEADLINE: MARCH 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1600332 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1600343  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
I-77, SECTION 2 HEADQUARTERS  
JACKSON

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, LITER 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. VALID CDL 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

DATE: FEBRUARY 29, 2016  
DT1600343  
PAGE: 2

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: MARCH 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1600343 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1600344  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
ROANE COUNTY HEADQUARTERS  
ROANE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS SINGLE OR TANDEM AXLE DUMP TRUCKS, ASPHALT DISTRIBUTOR RUBBER TIRE ENDLOADER, ROLLER, TRENCH MACHINE, MOWERS, CULVERT CLEANER, SNOW PLOW AND SPREADERS. 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 OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. VALID CDL LICENSE 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

DATE: FEBRUARY 29, 2016  
DT1600344  
PAGE: 2

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: MARCH 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JAMES ROTEN  
WVDOH - DISTRICT THREE  
624 DEPOT STREET  
PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1600344 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1600929  
PAGE: 1

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

DATE: FEBRUARY 29, 2016  
DT1600929  
PAGE: 2

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: MARCH 09, 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 DT1600929 ON APPLICATION

DATE: FEBRUARY 29, 2016  
DT1601033  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

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 & MAINTENANCE OF HIGHWAYS AND RELATED BUILDINGS AND STRUCTURES. OPERATES A VARIETY OF MEDIUM SIZED EQUIPMENT USED IN THE MAINTENANCE AND REPAIR OF STATE HIGHWAYS. EQUIPMENT MAY INCLUDE FLATBED TRUCK, DUMP TRUCK, SRIC EQUIPMENT AND ROLLERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS & INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, ETC. CLASS B CDL IS REQUIRED. CLASS A MAY BE GIVEN PREFERENCE.

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

DATE: FEBRUARY 29, 2016  
DT1601033  
PAGE: 2

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: MARCH 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601033 ON APPLICATION