



DATE: MARCH 07, 2016

DT1600088

PAGE: 1

TRANSPORTATION SERVICES MANAGER I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
SPENCER REGIONAL OFFICE  
ROANE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: MANAGE AND PLAN ACTIVITIES OF THE SPENCER  
REGIONAL OFFICE. DEVELOP, PROPOSE, COORDINATE AND  
IMPLEMENT OPERATIONAL POLICIES, PROCEDURES,  
LEGISLATION, AND ORGANIZATIONAL GOALS. OVERSEE  
STAFF ACTIVITIES SUCH AS HIRING, TRAINING, APPROVE  
LEAVE APPLICATIONS, AND EVALUATE JOB PERFORMANCE.  
PREPARE AND PRESENT ORAL AND WRITTEN REPORTS.  
AUDIT FINANCIAL TRANSACTIONS. TRAVEL MAY BE  
REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED.  
PERFORM RELATED ADMINISTRATIVE DUTIES AS REQUIRED.  
APPLICANTS ARE SUBJECT TO BACKGROUND CRIMINAL  
INVESTIGATION.

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

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

DEADLINE: MARCH 16, 2016

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

DATE: MARCH 07, 2016  
DT1600088  
PAGE: 2

PLEASE INCLUDE POSTING NUMBER DT1600088 ON APPLICATION

DATE: MARCH 07, 2016  
DT1601190  
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, LITIGATION AND RESPONDING TO FREEDOM OF INFORMATION REQUESTS. DRAFT, REVIEW AND ANALYZE COMPLEX CONSTRUCTION, PROFESSIONAL SERVICES, AND REAL ESTATE CONTRACTS; REPRESENTS 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 16, 2016

DATE: MARCH 07, 2016  
DT1601190  
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 DT1601190 ON APPLICATION

DATE: MARCH 07, 2016

DT1601164

PAGE: 1

ADMINISTRATIVE SERVICES ASSISTANT I  
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 LIMITED SUPERVISION THIS POSITION IS RESPONSIBLE FOR CONDUCTING RESEARCH ON VARIOUS TOPICS RELATED TO THE AGENCY, DEVELOPING AND MAINTAINING DATABASES FOR THE PURPOSE OF MONITORING PROGRAMS AND PROJECTS, PROVIDING QUALITY REVIEWS AND CONTROLS BY ASSESSING AND VERIFYING DOCUMENTS AND RESEARCH COMPILATIONS FOR THOROUGHNESS AND ACCURACY OF SUBMITTED DOCUMENTS. THIS POSITION WILL ALSO PROVIDE ASSISTANCE TO VARIOUS PROGRAMS AND PROJECTS RELATED TO THE AGENCY. THIS POSITION WILL SERVE AS A LIAISON BETWEEN HUMAN RESOURCES DIVISION AND OTHER INTERNAL DISTRICTS, DIVISION, AGENCIES AND OTHER OUTSIDE ORGANIZATIONS. TO BE SUCCESSFUL, THE CANDIDATE MUST HAVE KNOWLEDGE OF AGENCY POLICIES, PROCEDURES AND GUIDELINES AND THE ABILITY TO PROVIDE ASSISTANCE AND/OR GUIDANCE TO THOSE MAKING INQUIRES ON SUCH MATTERS. THIS POSITION WILL SERVE AS CURATOR FOR THE DOT ARCHIVES WHICH REQUIRES A VAST KNOWLEDGE OF THE DEPARTMENT'S HISTORY INCLUDING CURRENT PRACTICES, THIS WORK ENTAILS SCHEDULING AND CONDUCTING TOURS OF THE ARCHIVES WITH VARIOUS AUDIENCES. INTERESTED CANDIDATES MUST BE PROFICIENT IN MICROSOFT OFFICE PROGRAMS AND MUST POSSESS STRONG CRITICAL THINKING, ORGANIZATIONAL AND COMMUNICATIONS SKILLS. SOME LIGHT TRAVEL MAY BE ASSOCIATED WITH THIS POSITION THEREFORE A VALID DRIVER'S LICENSE IS 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.

DATE: MARCH 07, 2016  
DT1601164  
PAGE: 2

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

DEADLINE: MARCH 16, 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

PLEASE INCLUDE POSTING NUMBER DT1601164 ON APPLICATION

DATE: MARCH 07, 2016  
DT1601186  
PAGE: 1

TRANSPORTATION SYSTEMS ANALYST II  
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 WILL SERVE AS A TRANSPORTATION SYSTEMS ANALYST 2 IN THE FEDERAL FUNDING UNIT IN THE PROJECT PROGRAMMING SECTION OF THE PROGRAMMING DIVISION. UNDER GENERAL SUPERVISION, THE INCUMBENT WILL BE RESPONSIBLE FOR: REVIEWING, UPDATING, AND MANAGING STATEWIDE PROJECT AUTHORIZATION REQUESTS (AVERAGE 200 PER MONTH); REVIEWING ANALYZING, MANAGING, AND UPDATING ASSIGNED PROJECTS IN PROJECT TRACKING SOFTWARE; REVIEWING PROJECT CORRESPONDENCE AND EMAILS RELATED TO ASSIGNED AREA OF THE FEDERAL AID PROGRAM, WHICH ARE-STATEWIDE BRIDGE PROGRAMS OF CATEGORY 1 AND 2 BRIDGES, OFF-SYSTEM BRIDGES, THE STATEWIDE NATIONAL HIGHWAY PERFORMANCE PROGRAM (NHPP), THE STATEWIDE SURFACE TRANSPORTATION PROGRAM (STP) AS IT RELATES TO BRIDGES, AND RECREATIONAL TRAILS; ATTENDING MEETINGS CORRELATED TO PROJECT SCHEDULE CHANGE AND APPLICATION OF APPROPRIATE UPDATES; PREPARE PAPERWORK AND NOTIFICATIONS ASSOCIATED WITH PROJECT UPDATES; ATTEND MEETINGS RELATED TO NEW CAPITAL PROJECT MANAGEMENT SYSTEM (CPMS), WHICH IS A PART OF WVOASIS, AS IT RELATES TO PROGRAMMING FOR THE WVDOH; ASSISTING TEAM MEMBERS WITH THEIR ASSIGNED PROJECTS; AS REQUESTED AND/OR NEEDED; 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

DATE: MARCH 07, 2016  
DT1601186  
PAGE: 2

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 MAINTENACE 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 16, 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 DT1601186 ON APPLICATION

DATE: MARCH 07, 2016

DT1600133

PAGE: 1

HIGHWAY EQUIPMENT SPECIALIST  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
DISTRICT EQUIPMENT SHOP  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HESPEC - THE EMPLOYEE IN THIS POSITION WILL WORK UNDER GENERAL SUPERVISION WITHIN THE DISTRICT EQUIPMENT SECTION. DUTIES OF THIS POSITION WILL INCLUDE BUT NOT LIMITED TO SERVING AS TRAINER IN THE REPAIR OF HEAVY EQUIPMENT, RESPONSIBLE FOR ALL PREVENTIVE MAINTENANCE INCLUDING WEEKLY REPORTS, DISTRIBUTION AND MONITORING THAT ALL PREVENTIVE MAINTENANCE WORK IS COMPLETED WITHIN A TIMELY MANNER, RESPONSIBLE FOR COORDINATING WARRANTY WORK FOR VEHICLES AND EQUIPMENT WITH RESPONSIBLE COMPANIES, COMPLETION OF EQUIPMENT DOWN REPORTS, AND EVALUATE EQUIPMENT INVOLVED IN ACCIDENTS. PERFORMS RELATED WORK AS REQUIRED. MUST HAVE A VALID COMMERCIAL DRIVER'S LICENSE.

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-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

DATE: MARCH 07, 2016  
DT1600133  
PAGE: 2

DEADLINE: MARCH 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600133 ON APPLICATION

DATE: MARCH 07, 2016  
DT1600345  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
I-77, SECTION 1 HEADQUARTERS  
WOOD

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. MAKE MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. VALID CDL 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: MARCH 07, 2016  
DT1600345  
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 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600345 ON APPLICATION

DATE: MARCH 07, 2016

DT1600346

PAGE: 1

TRANSPORTATION ENGINEERING TECHNICIAN-ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETAS - UNDER THE DIRECTION OF THE DISTRICT OIL AND GAS SUPERVISOR, APPLICANT WILL SERVE IN A BEGINNING TO INTERMEDIATE LEVEL CAPACITY PERFORMING HIGHWAY MAINTENANCE DUTIES RELATING TO ISSUANCE OF OIL AND GAS PERMITS. WORK WILL BE FIELD ORIENTED AND CONSIST OF REVIEWING OIL AND GAS PERMIT APPLICATIONS; CONDUCTING FIELD REVIEWS; MEETING WITH INDUSTRY PERSONNEL, DEVELOPERS, CONTRACTORS AND OTHERS; INSPECTING OIL AND GAS RELATED SITES AND PROJECTS; REVIEWING PLANS FOR PIPELINE CROSSINGS, APPROACHES, AND ROADWAY AND/OR BRIDGE/STRUCTURE MODIFICATIONS TO ENSURE COMPLIANCE WITH DOH POLICIES AND PROCEDURES. WILL COORDINATE OR CONSULT WITH OTHER DISTRICT PERSONNEL IN CHARGE OF PORTIONS OF THE HIGHWAY INFRASTRUCTURE IMPACTED BY PROPOSED PLANS. APPLICANT WILL PRIMARILY WORK IN THE DISTRICT OIL AND GAS SECTION. PARTICIPATES IN A TRAINING PROGRAM REQUIRING 180 TECHNICIAN DEVELOPMENT HOURS. PERFORMS RELATED DUTIES AS REQUIRED. ONE VACANCY TO BE FILED; ALTERNATE POSTING NUMBERS IS DT1600347.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN-ASSOCIATE BY THE WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION BOARD AT BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE.  
SPECIAL REQUIREMENT: POSSESSION OF A VALID DRIVER'S LICENSE.  
SUBSTITUTION (NEW HIRES ONLY): TWELVE HOURS OF STUDY IN ENGINEERING TECHNOLOGY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, PLUS TWO YEARS OF PAID EXPERIENCE IN A TECHNICAL

DATE: MARCH 07, 2016  
DT1600346  
PAGE: 2

CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY  
BE SUBSTITUTED FOR THE CERTIFICATION.

OR

AN ASSOCIATE OR DEGREE IN CIVIL ENGINEERING  
TECHNOLOGY FROM A REGIONALLY ACCREDITED  
COLLEGE OR UNIVERSITY.

SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

DEADLINE: MARCH 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600346 ON APPLICATION

DATE: MARCH 07, 2016

DT1600347

PAGE: 1

TRANSPORTATION ENGINEERING TECHNICIAN TRAINEE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETTR - UNDER THE DIRECTION OF THE DISTRICT OIL AND GAS SUPERVISOR, APPLICANT WILL SERVE IN A TRAINING CAPACITY PERFORMING HIGHWAY MAINTENANCE DUTIES RELATING TO ISSUANCE OF OIL AND GAS PERMITS. WORK WILL BE FIELD ORIENTED AND CONSIST OF REVIEWING OIL AND GAS PERMIT APPLICATIONS; CONDUCTING FIELD REVIEWS; MEETING WITH INDUSTRY PERSONNEL, DEVELOPERS, CONTRACTORS, AND OTHERS; INSPECTING OIL AND GAS RELATED SITES AND PROJECTS; REVIEWING PLANS FOR PIPELINE CROSSINGS, APPROACHES, AND ROADWAY AND/OR BRIDGE/STRUCTURE MODIFICATIONS TO ENSURE COMPLIANCE WITH DOH POLICIES AND PROCEDURES. WILL COORDINATE OR CONSULT WITH OTHER DISTRICT PERSONNEL IN CHARGE OF PORTIONS OF THE HIGHWAY INFRASTRUCTURE IMPACTED BY PROPOSED PLANS. APPLICANT WILL PRIMARILY WORK IN THE DISTRICT OIL AND GAS SECTION. PARTICIPATES IN A TRAINING PROGRAM REQUIRING 180 TECHNICIAN DEVELOPMENT HOURS. PERFORMS RELATED DUTIES AS REQUIRED. ONE VACANCY TO BE FILLED; ALTERNATE POSTING NUMBER IS DT1600346.

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 16, 2016

DATE: MARCH 07, 2016  
DT1600347  
PAGE: 2

TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600347 ON APPLICATION

DATE: MARCH 07, 2016  
DT1600425  
PAGE: 1

TRANSPORTATION ENGINEERING TECHNOLOGIST  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
DISTRICT 4 CONSTRUCTION  
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRECNO-THIS POSITION IS FOR THE DISTRICT 4 RESURFACING COORDINATOR WHICH SERVES IN A MANAGERIAL CAPACITY OVERSEEING THE DAILY WORK PROCESSES AND BUSINESS PRACTICES OF THE DISTRICT 4 RESURFACING SECTION AND PROVIDES ADVICE AND GUIDANCE. RESPONSIBILITIES OF THIS POSITION INCLUDE, BUT ARE NOT LIMITED TO: DIRECT SUPERVISOR OF THE RESURFACING OFFICE MANAGER AND/OR ASSISTANT RESURFACING COORDINATOR, OTHER ADMINISTRATIVE AND INSPECTION PERSONNEL OF THE UNIT; REVIEWS PROJECT PLANS, PROPOSALS AND CONTRACTOR SUBMITTALS FOR ACCURACY AND ADHERENCE TO WVDOT SPECIFICATIONS AND ESTABLISHED POLICIES, OVERSEES INSPECTION OF WORK BY CONTRACTORS, OVERSEES DOCUMENTATION OF SAID CONTRACTORS FOR WORK PERFORMED UNDER CONTRACT AND PURCHASE ORDER AGREEMENTS WITH THE DIVISION OF HIGHWAYS, OVERSEES GENERAL PROJECT RECORD KEEPING AND DATA ENTRY INTO PROJECTS TRACKING DATABASES, SITE MANAGER AND PROJECT WISE. A QUALIFIED CANDIDATE MUST POSSESS SUPERVISORY CONSTRUCTION EXPERIENCE, A GENERAL KNOWLEDGE OF STANDARD HIGHWAY BRIDGE AND UTILITY CONSTRUCTION AND MAINTENANCE PRACTICES; TYPICAL PLAN, POLICY AND SPECIFICATION REQUIREMENTS OF THE WVDOH; AND GENERAL WVDOH BUSINESS PRACTICES. THE CANDIDATE MUST ALSO POSSESS TRECNO CERTIFICATION THROUGH THE WV TECHNICIAN BOARD.

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.

DATE: MARCH 07, 2016  
DT1600425  
PAGE: 2

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: MARCH 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600425 ON APPLICATION

DATE: MARCH 07, 2016  
DT1600430  
PAGE: 1

OFFICE ASSISTANT II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
DISTRICT 4 CONSTRUCTION  
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION IS FOR OFFICE ASSISTANT 2 IN THE DISTRICT 4 CONSTRUCTION FINALIZATION SECTION AND SERVES UNDER GENERAL SUPERVISION, PERFORMING FULL-PERFORMANCE LEVEL WORK IN MULTIPLE-STEP CLERICAL TASKS CALLING FOR INTERPRETATION AND APPLICATION OF OFFICE PROCEDURES, RULES AND REGULATIONS. CANDIDATE PERFORMS TASKS SUPPORTING THE CONSTRUCTION OFFICE MANAGER, FINALIZATION SECTION AND OTHER CONSTRUCTION OFFICE STAFF IN PERFORMANCE OF THEIR DUTIES. RESPONSIBILITIES OF THIS POSITION INCLUDE BUT ARE NOT LIMITED TO: PERFORMS DAILY RECORDKEEPING AND FILING OF ON-GOING AND COMPLETED CONSTRUCTION PROJECTS (INCLUDING AS-BUILT PLAN SET AND ALL PROJECT CORRESPONDENCE), INPUTS APPROVED CONTRACTOR PAYMENTS ON A BI-MONTHLY BASIS INTO THE MAINFRAME AND OASIS PAYMENT SYSTEMS AND SCANS THEM INTO APPLICATION XTENDER DATABASE SYSTEM FOR SUBMITTAL TO FINANCE DIVISION, IN THE ABSENCE OF THE SECTION'S TIME CLERK COLLECTS TIME REPORTS FROM ALL SECTIONS AND FIELD OFFICES WITHIN THE UNIT AND ENTERS INTO THE COMPUTERIZED PAYROLL REPORTING SYSTEM (KRONOS), AND OTHER DUTIES AS REQUIRED BY THE CONSTRUCTION OFFICE MANAGER, FINALIZATION SECTION STAFF AND OTHER CONSTRUCTION STAFF. A FUNCTIONAL KNOWLEDGE OF MICROSOFT OFFICE (I.E. EXCEL, WORD, ETC.), KRONOS, PROJECT WISE DOCUMENT MANAGEMENT AND APPLICATION XTENDER SOFTWARE AS WELL AS A GENERAL COMPUTER USAGE SKILL AND GENERAL KNOWLEDGE OF WVDOH POLICY AND PROCEDURES IS PREFERRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT

DATE: MARCH 07, 2016  
DT1600430  
PAGE: 2

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

DEADLINE: MARCH 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600430 ON APPLICATION

DATE: MARCH 07, 2016  
DT1600436  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
I-68, SECTION 1 HEADQUARTERS  
PRESTON

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 FLAIRMOWER, 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. CDL 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: MARCH 07, 2016  
DT1600436  
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 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600436 ON APPLICATION

DATE: MARCH 07, 2016  
DT1600626  
PAGE: 1

HIGHWAY ENGINEER  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT SIX  
DISTRICT 6 MAINTENANCE  
MARSHALL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGNR-UNDER LIMITED SUPERVISION, PERFORMS PROFESSIONAL ENGINEERING WORK OF ALL DISTRICT SIX ROADWAY AND FACILITY DESIGN PROJECTS, INCLUDING FEDERAL, STATE, AND COUNTY RESURFACING PROGRAMS, IN HOUSE PROJECTS AND WORKING WITH CONSULTANTS. THE RESPONSIBILITIES OF THE INCUMBENT ARE FOR THE INITIAL TO FINAL DESIGN OF ALL MAJOR PROJECTS IN THE DISTRICT AND THE SUPERVISION OF A STAFF OF HIGHWAY DESIGN PROFESSIONALS. IS ALSO RESPONSIBLE FOR ORGANIZING, STAFFING, AND ADMINISTERING PROGRAMS, AND PROVIDING DAY-TO-DAY DIRECTION AS NEEDED OF THE DESIGN SECTION'S OPERATIONS AND PROCEDURES. PERFORMS RELATED WORK AS REQUIRED. TRAVEL MAY BE REQUIRED, THEREFORE INCUMBENT MUST HAVE A VALID DRIVER'S LICENSES.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.  
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY ENGINEERING EXPERIENCE INVOLVING THE DESIGN, CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.  
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED AFTER THE BACHELOR'S DEGREE BUT MAY HAVE OCCURRED BEFORE OR AFTER REGISTRATION AS A PROFESSIONAL ENGINEER.  
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY PROFESSIONAL ENGINEERING EXPERIENCE MAY BE SUBSTITUTED FOR THE HIGHWAY ENGINEERING EXPERIENCE AT THE RATE OF TWO YEARS OF GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY RELATED EXPERIENCE.

DATE: MARCH 07, 2016  
DT1600626  
PAGE: 2

SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

DEADLINE: MARCH 16, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
GHASSAN SUWAID  
WVDOH - DISTRICT SIX  
1 DOT DRIVE  
MOUNDSVILLE, WV 26041

PLEASE INCLUDE POSTING NUMBER DT1600626 ON APPLICATION

DATE: MARCH 07, 2016

DT1600729

PAGE: 1

HIGHWAY ADMINISTRATOR II  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM2 - UNDER GENERAL DIRECTION, ADMINISTERS HIGHWAY MAINTENANCE OPERATIONS IN A COUNTY IN COMPLIANCE WITH ESTABLISHED PROCEDURES AND POLICIES OF THE DIVISION OF HIGHWAYS AND FEDERAL REGULATIONS. DIRECTS AND IMPLEMENTS A SCHEDULED HIGHWAY MAINTENANCE PROGRAM WITHIN OPERATING ANNUAL BUDGET, INCLUDING THE SECURITY OF MATERIALS AND EQUIPMENT. ENSURES MAXIMUM UTILIZATION OF EQUIPMENT, PERSONNEL, AND MATERIALS. RESPONDS AND RESOLVES CITIZEN OR EMPLOYEE REQUESTS. PERFORMS OTHER RELATED DUTIES AS REQUIRED. THIS POSITION IS CURRENTLY ASSIGNED TO LEWIS COUNTY. TRAVEL MAY BE REQUIRED, THEREFORE A VALID DRIVER'S LICENSES IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN ENGINEERING, BUSINESS OR PUBLIC ADMINISTRATION, OR RELATED FIELD.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL OR MANAGERIAL EXPERIENCE IN BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION, TRANSPORTATION, CONSTRUCTION, MANUFACTURING, MINING OR THE ARMED SERVICES.  
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.

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

DEADLINE: MARCH 16, 2016

DATE: MARCH 07, 2016  
DT1600729  
PAGE: 2

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 DT1600729 ON APPLICATION

DATE: MARCH 07, 2016  
DOT1600812  
PAGE: 1

HIGHWAY ENGINEER  
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: UNDER LIMITED SUPERVISION, PERFORMS PROFESSIONAL ENGINEERING WORK AT THE EXPERT LEVEL SERVING AS DESIGN ENGINEER. PREPARES & DIRECTS THE PREPARATION OF SURVEYS, DESIGNS & PLANS FOR STATE FORCES & CONTRACT MAINTENANCE, CONSTRUCTION, RECONSTRUCTION, & RESURFACING PROJECTS. COORDINATES SCHEDULING & REVIEW OF ALL SCHEDULED PROJECTS WITH OTHER ORGANIZATIONS, PREPARES COST ESTIMATES & BID PACKAGES FOR ADVERTISEMENT OF CONTRACT PROJECTS. REVIEWS COMMERCIAL DEVELOPMENT & APPROACH PERMIT PACKAGES & PROVIDES TECHNICAL EXPERTISE DURING THE APPROVAL PROCESS. ADMINISTERS THE ADQUISITION OF ENVIRONMENTAL PERMITS FOR ROADWAY MAINTENANCE, CONSTRUCTION, RECONSTRUCTION, & RESURFACING PROJECTS. ADMINISTER DISTRICT RESURFACING, SLIDE, & GUARDRAIL STIP PROGRAMS & ALLOCATIONS. PERFORMS RELATED WORK AS REQUIRED. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.  
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY ENGINEERING EXPERIENCE INVOLVING THE DESIGN, CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.  
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED AFTER THE BACHELOR'S DEGREE BUT MAY HAVE OCURRED BEFORE OR AFTER REGISTRATION AS A PROFESSIONAL ENGINEER.  
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY

DATE: MARCH 07, 2016  
DOT1600812  
PAGE: 2

PROFESSIONAL ENGINEERING EXPERIENCE MAY BE  
SUBSTITUTED FOR THE HIGHWAY ENGINEERING  
EXPERIENCE AT THE RATE OF TWO YEARS OF  
GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY  
RELATED EXPERIENCE.

SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

DEADLINE: MARCH 16, 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 DOT1600812 ON APPLICATION

DATE: MARCH 07, 2016

DT1600933

PAGE: 1

HIGHWAY ENGINEER TRAINEE  
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: HWENGTR - PERFORMS BEGINNING LEVEL TRAINING WORK TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS AND ABILITIES IN HIGHWAY/CIVIL ENGINEERING. THIS EMPLOYEE WILL ASSIST THE DISTRICT MAINTENANCE ENGINEER IN AREAS WHICH INCLUDE INVESTIGATING CITIZENS REQUESTS, ASSISTING WITH RIGHT OF WAY ENCROACHMENT AND OIL AND GAS PERMITS, MAINTENANCE DESIGN, TRACKING PROJECT SCHEDULES AND FUNDING, AND COMPLETION OF RELATED PAPER WORK AND MISCELLANEOUS PROJECTS. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ABET ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. PREFERENCE IN MAKING APPOINTMENTS MAY BE SHOWN FOR INDIVIDUALS WITH TRAINING DIRECTLY RELATED TO THE TYPE OF POSITION TO BE FILLED. TRAINING AREAS INCLUDE CONSTRUCTION, MAINTENANCE, PLANNING, DESIGN, SOILS, STRUCTURES, AND TRAFFIC.  
SUBSTITUTION: A BACHELOR'S DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ABET ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY OR A BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A NON-ABET ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING IF THE APPLICANT HAS ALSO PASSED THE FUNDAMENTALS OF ENGINEERING EXAMINATION ADMINISTERED BY THE WEST VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS, OR AN EQUIVALENT EXAMINATION ADMINISTERED BY ANOTHER STATE'S ENGINEER REGISTRATION ORGANIZATION.  
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE

DATE: MARCH 07, 2016  
DT1600933  
PAGE: 2

CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT  
PENDING OFFICIAL VERIFICATION OF THE QUALIFYING  
DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED  
BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.

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

DEADLINE: MARCH 16, 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 DT1600933 ON APPLICATION

DATE: MARCH 07, 2016  
DT1600935  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

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: MARCH 07, 2016  
DT1600935  
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 16, 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 DT1600935 ON APPLICATION

DATE: MARCH 07, 2016  
DT1601028  
PAGE: 1

TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
DISTRICT 10 HEAVY MAINTENANCE  
MERCER

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 OUR DISFORCE ORGANIZATION IN THE CONSTRUCTION AND 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, EXCAVATOR, ENDLOADER, GRADALL, AND ROLLERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND 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

DATE: MARCH 07, 2016  
DT1601028  
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 CENTER 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 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601028 ON APPLICATION