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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
MOUNDSVILLE REGIONAL OFFICE
MARSHALL

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: APRIL 20, 2016

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TO APPLY:

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

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DATA ENTRY OPERATOR II
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: RESPONSIBLE FOR THE ENTRY OF DATA OF CONVICTIONS BOTH IN STATE AND OUT OF STATE FOR CDL/CMV DRIVERS AND ALL OUT OF STATE DUI WITHDRAWALS AND CONVICTIONS AS REQUIRED BY THE MOTOR CARRIER SAFETY IMPROVEMENT ACT (MCSIA) ONTO DATABASE. ENTRY OF PROPER DATA FOR ALL INCOMING DOCUMENTS AND IN HOUSE GENERATED DOCUMENTS AS IT PERTAINS TO THE FAILURE TO APPEAR NOTICES ON COMMERCIAL DRIVERS. ENTRY OF DETAILED DATA ONTO VARIOUS EXCEL SPREADSHEETS PERTAINING TO DUI ARRESTS WHICH IS UTILIZED BY THE GOVERNOR'S HIGHWAY SAFETY PROGRAM TO DISTRIBUTE GRANT MONEY AND UPDATING THE DUI HEARING EXCEL SPREADSHEET. PLACE CDL CONVICTIONS IN THE DRIVER DATABASE AND ENTRY OF OUT-OF-STATE CDL CONVICTIONS TO THE HOME JURISDICTION ELECTRONICALLY. PLACE SUSPENSIONS IN THE DRIVER SYSTEM OF THE MAINFRAME TO GENERATE CUSTOMER NOTICES FOR CRTS (COAL RESOURCE TRANSPORTATION SYSTEM) INFRACTIONS. CHECK SOURCE DOCUMENTS FOR ACCURACY AND VERIFY DATA AND CORRECT AS NECESSARY. PERFORM RELATED DUTIES AS REQUIRED. ALL APPLICANTS ARE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR PART-TIME EQUIVALENT EXPERIENCE IN DATA ENTRY.
SUBSTITUTION: (1) COMPLETION OF TWELVE HOURS IN COMPUTER SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.
OR
(2) COMPLETION OF FOUR COURSES IN DATA PROCESSING, DATA ENTRY, AND/OR WORD PROCESSING FROM AN ACCREDITED BUSINESS OR VOCATIONAL SCHOOL MAY

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SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE
REQUIRED EXPERIENCE.

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

DEADLINE: APRIL 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
LARRY CAVENDER
WV DIVISION OF MOTOR VEHICLES
DRIVERS SERVICES
5707 MACCORKLE AVE, SE.
CHARLESTON, WV 25317

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CUSTOMER SERVICE REPRESENTATIVE
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: ASSIST CUSTOMERS IN THE DEALER SERVICES SECTION OF
VEHICLE SERVICES. EXPLAIN FORMS, FEES, ETC.
UPDATE AND ACCESS INFORMATION IN COMPUTER SYSTEMS.
MAY COMPOSE ROUTINE EXPLANATIONS TO ACCOMPANY
FORMS. RESPONSIBLE FOR MAILING OF CORRESPONDENCE.
PERFORM CASHIER TRANSACTIONS. HANDLE INQUIRIES
AND PROVIDE INFORMATION ON LAWS, REGULATIONS,
POLICIES AND PROCEDURES. PERFORM RELATED DUTIES
AS REQUIRED.
WORK SCHEDULE: 9:00 A.M. TO 5:00 P.M. - MONDAY
THROUGH FRIDAY. APPLICANTS ARE SUBJECT TO A
BACKGROUND INVESTIGATIONS.

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

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

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TO APPLY:

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

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CHARLES TOWN REGIONAL OFFICE
JEFFERSON

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

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TO APPLY:

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

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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
OFFICE OF ADMINISTRATIVE HEARINGS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE OFFICE ASSISTANT III POSITION WILL BE RESPONSIBLE FOR SCHEDULING HEARINGS; PROCESSING MOTIONS THAT MAY BE RECEIVED RELATING TO OAH CASES SUCH AS CONTINUANCE MOTIONS, PROCESSING WITHDRAWALS, CONVICTIONS, GUILTY PLEAS OR DEFERRALS THAT ARE RECEIVED. THIS POSITION WILL BE RESPONSIBLE FOR MAINTAINING AND UPDATING THE HEARING DOCKETS FOR OAH HEARING EXAMINERS; PRINTING AND MAILING HEARING NOTICES; FILING ELECTRONICALLY AND MANUALLY ANY DOCUMENTS THAT ARE RECEIVED. THIS POSITION WILL REQUIRE FREQUENT CONTACT WITH HEARING EXAMINERS, ATTORNEYS, AND WITNESSES. THIS POSITION WILL BE ASSIGNED HEARING EXAMINERS AND WILL WORK AS A TEAM WITH THEM TO MANAGE DOCKETS AND TO INSURE THAT OAH FILES ARE ACCURATE AND READY TO GO TO HEARING AND THAT ALL PARTIES HAVE BEEN NOTIFIED. THIS POSITION REQUIRES EXCELLENT COMPUTER AND COMMUNICATION SKILLS. IT IS REQUIRED TO ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF AGENCY POLICIES AND PROCEDURES, AND TO HELP ASSURE COMPLIANCE WITH STATE LAWS AND REGULATIONS AS WELL AS POLICIES AND PROCEDURES. THIS POSITION MAY ALSO BE SUBJECT TO ADDITIONAL JOB DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING 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 007 \$20,472.00 - \$37,884.00

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DEADLINE: APRIL 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
STACEY L FRAGILE
ACTING DIRECTOR
OFFICE OF ADMINISTRATIVE HEARINGS
300 CAPITOL STREET, 10TH FLOOR
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DT1604004 ON APPLICATION

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ADMINISTRATIVE SERVICES ASSISTANT I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
FINANCE & ADMINISTRATION DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION IS RESPONSIBLE FOR ENSURING COMPLIANCE WITH ALL STATE AND FEDERAL REGULATIONS REGARDING PAYROLL TRANSACTIONS FOR THE WV DEPARTMENT OF TRANSPORTATION. THIS POSITION IS RESPONSIBLE FOR THE CALCULATION AND PROCESSING OF BACK PAYS, GRIEVANCES AND SETTLEMENT AGREEMENTS FOR THE ENTIRE DEPARTMENT. THIS POSITION IS RESPONSIBLE FOR THE ACCURACY OF THESE DOCUMENTS AND THE TIMELY COMPLETION AND SUBMISSION OF SUCH TO REDUCE ADDITIONAL FINANCIAL LIABILITY TO THE DEPARTMENT. THIS POSITION ALSO SERVES AS THE WVOASIS CONTRACT FOR THE DEPARTMENT OF FINANCIALS.

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 TECHNICIAN 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.

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

DEADLINE: APRIL 20, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KEITH CHAPMAN
FINANCE & ADMINISTRATION DIVISION, ACTING DIRECTOR
1900 KANAWHA BLVD., EAST
BLDG 5 ROOM A-237
CHARLESTON, WV 25305

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REALTY TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
RIGHT-OF-WAY DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER DIRECT SUPERVISION, WORKS AT A TRAINING LEVEL FOLLOWING A FORMAL SCHEDULE OF IN-SERVICE AND FIELD TRAINING DESIGNED TO PREPARE THE TRAINEE FOR REAL PROPERTY RIGHTS ACQUISITION, RELOCATION ASSISTANCE, AND PROPERTY MANAGEMENT. THE FINAL TRAINING MONTHS MAY INVOLVE SIMPLE NEGOTIATIONS, APPRAISALS ON NON-COMPLEX, LOW VALUE PROPERTY, OR RELATED LEVEL PROPERTY MANAGEMENT OR RELOCATION WORK. PERFORMS RELATED WORK AS REQUIRED. WHILE THE HEADQUARTERS WILL BE CENTRAL OFFICE THE AGENT WILL BE EXPECTED TO TRAVEL STATEWIDE. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVER'S LICENSE.

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

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

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
ERIC B. HUDNALL
WVDOH - RIGHT OF WAY DIVISION ACTING DIRECTOR
CAPITOL COMPLEX
BLDG 5, ROOM A-618
CHARLESTON, WV 25305

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HIGHWAY ENGINEER
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 THE SECTION HEAD FOR THE REPORTING AND ADMINISTRATIVE SECTION AND REPORTS DIRECTLY TO THE DEPUTY STATE HIGHWAY ENGINEER-PROGRAMMING AND PLANNING. THE POSITION WILL BE RESPONSIBLE FOR THE REVIEW, ANALYSIS, AND REPORT PREPARATION OF ENGINEERING STUDIES FOR WVDOH MANAGEMENT, THE PUBLIC, AND THE LEGISLATURE. ANALYSES WILL ALSO INCLUDE GEOSPATIAL ANALYSIS OF DATA SETS INCLUDING PREPARATION OF PROGRAMS AND/OR WEB-APPLICATIONS. REPORTING FUNCTION INCLUDES ENSURING TECHNICAL ENGINEERING DATA, STATISTICAL ANALYSIS, AND TREND INFORMATION IS AVAILABLE ON A STATEWIDE BASIS TO ASSIST ALL DOH FUNCTIONAL AREAS. THE POSITION WILL ALSO BE RESPONSIBLE FOR THE PROCUREMENT OF ENGINEERING CONSULTING SERVICES INCLUDING THE PREPARATION AND REVIEW OF THE SCOPE OF WORK, ENGINEER'S ESTIMATE, AND FEE NEGOTIATION. POSITION WILL ALSO OVERSEE THE ADMINISTRATIVE FUNCTIONS FOR THE PROGRAMMING AND PLANNING DIVISIONS INCLUDING PROCUREMENT, PERSONNEL TRANSACTIONS, AND PREPARATION OF BUDGETS INCLUDING THE STATEWIDE PLANNING AND RESEARCH BUDGET.

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

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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.

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

DEADLINE: APRIL 20, 2016

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

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
CLAY COUNTY HEADQUARTERS
CLAY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER LIMITED SUPERVISION EMPLOYEE WILL LEAD A CREW AND PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. WILL COORDINATE EQUIPMENT AND MATERIALS NEEDED, ASSIGN DUTIES TO CREW MEMBERS, COMPLETE DAILY TIME REPORTS, MATERIALS AND AND EQUIPMENT USED, CHECK COMPLAINTS, QUALITY OF WORK BEING PERFORMED AND TRAIN CREW MEMBERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. A CDL WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT.

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

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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: APRIL 20, 2016

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

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
BOONE COUNTY HEADQUARTERS
BOONE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - AN EMPLOYEE IN THIS CLASSIFICATION WILL PERFORM JOURNEY LEVEL WORK IN EQUIPMENT REPAIR WORK. WILL PERFORM MAJOR OVERHAUL OF GASOLINE AND DIESEL POWERED AUTOMOTIVE AND HIGHWAY MAINTENANCE EQUIPMENT, REPLACE MOTORS, BELTS, SEALS, BEARINGS, BLADES, CHANGE TIRES, MAKE MINOR MECHANICAL REPAIRS IN THE FIELD, PERFORM MAINTENANCE, REPAIR, AND OVERHAUL ON DIESEL POWERED ENGINES AND COMPONENTS AND DRIVE EQUIPMENT AFTER REPAIRS TO TEST OPERATION. CDL LICENSE PREFERRED OR WILL BE REQUIRED WITHIN SIX MONTHS. MAY BE REQUIRED TO BE A STATE PURCHASING CARD HOLDER. PERFORMS RELATED DUTIES AS REQUIRED.

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

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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: APRIL 20, 2016

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

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
BOONE COUNTY HEADQUARTERS
BOONE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION, LEADS A HIGHWAY CREW AND PARTICIPATES IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. WILL SCHEDULE THE MAINTENANCE OR REPAIR PROJECTS FOR THE WEEK, ASSIGN CREW, COORDINATE EQUIPMENT, AND DETERMINE MATERIALS NEEDED, OVERSEE AND CHECK THE PROGRESS AND QUALITY OF WORK PERFORMED BY CREW, KEEP RECORDS OF MATERIAL AND EQUIPMENT USED AND KEEP TIME AND EQUIPMENT RECORDS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. CDL WILL BE REQUIRED WITHIN 6 MONTHS.

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

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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: APRIL 20, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600138 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNOLOGIST
CLASSIFIED POSITION VACANCIES 001

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: TRECNO - EMPLOYEE WILL SERVE IN A MANAGERIAL CAPACITY REQUIRING EXPERT LEVEL KNOWLEDGE IN THE FUNCTION OF SURVEY PARTY CHIEF AND LICENSED LAND SURVEYOR. EMPLOYEE WILL ASSIGN PERSONNEL AND EVALUATE THE WORK OF SUBORDINATE EMPLOYEES. RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO: THE OPERATION OF TRIMBLE ROBOTIC TOTAL STATION AND TRIMBLE DATA COLLECTOR, TRIMBLE GPS, LEVELS AND ALL EQUIPMENT NECESSARY TO COMPLETE CONSTRUCTION LAYOUT, RIGHT-OF-WAY STAKING, PRELIMINARY SURVEYS AND FINAL SURVEYS. ASSIST MAINTENANCE SURVEY PARTY AS NEEDED. MUST BE WILLING TO WORK OUTDOORS, IN ADVERSE WEATHER, ON ROUGH TERRAIN, AROUND TRAFFIC AND HEAVY EQUIPMENT. PERFORMS RELATED DUTIES AS REQUIRED. MUST POSSESS A VALID DRIVER'S LICENSE.

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

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

DEADLINE: APRIL 20, 2016

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:

JAMES ROTEN

WVDOH - DISTRICT THREE

624 DEPOT STREET

PARKERSBURG, WV 26101

PLEASE INCLUDE POSTING NUMBER DT1600342 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNICIAN TRAINEE
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: TRETTR
WILL BE ASSIGNED TO ANY OF THE UNITS CONTAINED
WITHIN THE CONSTRUCTION SECTION. CANDIDATE WILL
SERVE IN A TRAINING CAPACITY LEARNING BASIC
CONCEPTS OF HIGHWAY & BRIDGE CONSTRUCTION.
FIELD INSPECTIONS OF CONSTRUCTION PROJECTS,
PROJECT RECORD KEEPING INCLUDING THE USE OF
SOFTWARE SUCH AS SITE MANAGER & PROJECT WISE.
COMPLETING INSPECTION REPORTS, SURVEYING,
MATERIALS TESTING & PERFORMANCE CALCULATIONS FOR
PAYMENT TO CONTRACTORS & RELATED WORK AS REQUIRED.
WORK COULD BE OUTDOORS IN ADVERSE WEATHER
CONDITIONS, ON ROUGH TERRAIN AROUND MOVING
MACHINERY, AT HEIGHTS AND AT VARYING SHIFTS
INCLUDING NIGHT SHIFT. PERFORMS RELATED DUTIES
AS REQUIRED.
ALTERNATE DT1600443
ONE VACANCY DUAL POSTING

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: APRIL 20, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600442 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNICIAN-ASSOCIATE
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: TRETAS
SERVES IN A BEGINNING TO INTERMEDIATE LEVEL
CAPACITY PERFORMING DUTIES ASSOCIATED WITH
HIGHWAY AND BRIDGE CONSTRUCTION. CAN BE UTILIZED
AS PROJECT INSPECTOR AND CAN BE ASSIGNED TO ANY OF
THE SECTIONS WITHIN CONSTRUCTION. PARTICIPATES IN
A TRAINING PROGRAM REQUIRING 180 TECHNICAL
DEVELOPMENT HOURS. RESPONSIBILITIES COULD
INCLUDE, BUT NOT LIMITED TO: FIELD INSPECTION OF
CONSTRUCTION PROJECTS, PROJECT RECORD KEEPING
INCLUDING THE USE OF SITE MANAGER AND PROJECT
WISE, COMPLETING INSPECTION REPORTS, SURVEYING,
MATERIALS TESTING & PERFORMANCE OF CALCULATIONS
FOR PAYMENT TO CONTRACTORS & RELATED WORK AS
REQUIRED. WORK COULD BE OUTDOORS IN ADVERSE
WEATHER CONDITIONS, ON ROUGH TERRAIN AROUND
MOVING MACHINERY, AT HEIGHTS & AT VARYING SHIFTS
INCLUDING NIGHT SHIFT. PERFORMS RELATED WORK AS
REQUIRED.
ALTERNATE DT1600442
ONE VACANCY DUAL POSTING

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
CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY

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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: APRIL 20, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600443 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 5
MORGAN COUNTY HEADQUARTERS
MORGAN

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT A FULL PERFORMANCE LEVEL, OPERATES A VARIETY OF MEDIUM-SIZED MOTORIZED EQUIPMENT USED IN MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE FRONT END LOADER, TANDEM AXLE TRUCK, MOWER, ROLLER AND SNOWPLOW. PERFORMS GENERAL LABOR TASKS INCLUDING: CUTTING BRUSH, FLAGGING, SHOVELING AND REMOVING DEBRIS AND ROAD KILL FROM ROADWAYS AND SHOULDERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. CDL 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

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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: APRIL 20, 2016

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 DT1600529 ON APPLICATION

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TRANSPORTATION WORKER 1
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 8
DISTRICT 8 BRIDGE DEPARTMENT
RANDOLPH PENDLETON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW1CW - RANDOLPH COUNTY AND PENDLETON COUNTY.
UNDER DIRECT SUPERVISION AT THE APPRENTICE
LEVEL, PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN
THE CONSTRUCTION AND MAINTENANCE OF BRIDGES
THROUGHOUT DISTRICT EIGHT. POSITION WILL BE
ASSIGNED TO THE COUNTY REPAIR CREW. WORK
INVOLVES USE OF HAND TOOLS, POWER TOOLS, AND
MASONRY EQUIPMENT. WILL BE EXPOSED TO HAZARDOUS
WORKING CONDITIONS, HEIGHTS, INCLEMENT WEATHER AND
EXTENDED PHYSICAL LABOR, POSSIBLY OVER EXTENDED OR
UNUSUAL HOURS, INCLUDING EMERGENCY CALL OUT.
PERFORMS RELATED WORK AS REQUIRED. CDL'S
WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT.
ONE VACANCY TO BE FILLED; ALTERNATE POSTING NUMBER
IS DT1600835.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
SPECIAL REQUIREMENT: A VALID MOTOR
VEHICLE LICENSE IS REQUIRED. A COMMERCIAL
DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOY-
MENT.

SALARY: PAY GRADE 10H \$9.73 - \$17.35

DEADLINE: APRIL 20, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600834 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 8
DISTRICT 8 BRIDGE DEPARTMENT
RANDOLPH PENDLETON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2BMW - RANDOLPH AND PENDLETON COUNTY UNDER
GENERAL SUPERVISION, PERFORMS SKILLED WORK IN
CONSTRUCTION AND MAINTENANCE OF
BRIDGES THROUGHOUT DISTRICT EIGHT.
WORK INVOLVES USE OF HAND TOOLS, POWER TOOLS, AND
MASONRY EQUIPMENT. WILL BE EXPOSED TO HAZARDOUS
WORKING CONDITIONS, HEIGHTS, INCLEMENT WEATHER AND
EXTENDED PHYSICAL LABOR, POSSIBLY OVER EXTENDED OR
UNUSUAL HOURS, INCLUDING EMERGENCY CALL OUT.
PERFORMS RELATED WORK AS REQUIRED. CDL WILL BE
REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT.
ONE VACANCY TO BE FILLED; ALTERNATE POSTING
NUMBER IS DT1600834.

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

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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: APRIL 20, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600835 ON APPLICATION

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DT1601026

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TRANSPORTATION SYSTEMS ANALYST I
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRSYAN1 - UNDER DIRECT SUPERVISION, PERFORMS BEGINNING LEVEL WORK ASSISTING IN RESEARCHING, ANALYZING AND PLANNING THE IMPACT AND/OR STATUS OF HIGHWAY CONSTRUCTION AND MAINTENANCE PROJECTS FOR DISTRICT TEN. TRAVEL MAY BE REQUIRED TO COLLECT DATA AND CONDUCT STUDIES IN THE FIELD. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: 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 MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
(OR) ONE YEAR AS A TRAINEE, TRANSPORTATION REALTY TRAINEE, ASSOCIATE ENGINEERING TECHNICIAN, ENGINEERING TECHNICIAN, SENIOR ENGINEERING TECHNICIAN OR NICET ENROLLEE II, III OR IV WITH THE DEPARTMENT OF TRANSPORTATION.

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

DEADLINE: APRIL 20, 2016

DATE: APRIL 11, 2016
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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1601026 ON APPLICATION