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CUSTOMER SERVICE REPRESENTATIVE
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: INTERLOCK SECTION - ASSIST CUSTOMERS ON ISSUES
RELATING TO SUSPENSIONS AND REINSTATEMENT OF
DRIVING PRIVILEGES. TYPING AND COMPUTER SKILLS
NEEDED TO ACCESS AND UPDATE RECORDS. REVIEW AND
PROCESS LEGAL DOCUMENTS, STATEMENTS OF ARREST,
SURRENDERED LICENSES, SUBPOENAS, AND COURT
ORDERS. DEVELOP, PROCESS, AND COMPOSE BRIEF
CORRESPONDENCE. CREATE AND MAINTAIN FILES AND
RECORDS. OPERATE PHOTO CAMERA SYSTEM TO PRODUCE
DRIVER'S LICENSE AND NON-DRIVER ID'S. ANSWER
PHONES, OPERATE CASH REGISTER, PROCESS CREDIT
CARD TRANSACTIONS IN PERSON OR ON-LINE AND
OPERATE AN OPTICAL SCANNER. PERFORM RELATED
DUTIES AS NECESSARY. APPLICANTS ARE SUBJECT TO
BACKGROUND INVESTIGATION. A VALID DRIVER'S LICENSE
IS REQUIRED.

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:
LARRY CAVENDER
WV DIVISION OF MOTOR VEHICLES
DRIVERS SERVICES
5707 MACCORKLE AVE, SE.
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1602003 ON APPLICATION

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EXECUTIVE ASSISTANT TO THE AGENCY HEAD
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EXECUTIVE DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER ADMINISTRATIVE DIRECTION OF THE SECRETARY OF TRANSPORTATION/COMMISSIONER OF HIGHWAYS, THIS POSITION WILL ASSIST IN A VARIETY OF COMMUNICATION BASED PROJECTS. THIS POSITION WILL ACT AS A LIASION BETWEEN THE CORRESPONDENCE SECTION, COMMUNICATION DIVISION, AND ALL DISTRICTS AND DIVISIONS OF THE WV DEPARTMENT OF TRANSPORTATION BY ENSURING CLEAR AND CONCISE COMMUNICATION IS ADHERED TO THROUGHOUT WVDOT. THIS POSITION WILL PREPARE AND WRITE SPEECHES AS WELL AS PRESENTATIONS AND PRESS RELEASES FOR THE SECRETARY OF TRANSPORTATION/COMMISSIONER OF HIGHWAYS AND EXECUTIVE LEVEL STAFF. 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. THE POSITION REQUIRES DISCREETNESS AND TACTFULNESS IN SAFEGUARDING SENSITIVE INFORMATION AND AN ABILITY TO WORK WITH AND MAINTAIN CONFIDENTIAL INFORMATION. INTERESTED CANDIDATES MUST BE PROFICIENT IN MICROSOFT OFFICE SUITE, ADOBE CREATIVE SUITE, ADOBE ACROBAT PROFESSIONAL, AND APPLE OS SOFTWARE. CANDIDATES MUST ALSO POSSESS STRONG CRITICAL THINKING, ORGANIZATIONAL AND COMMUNICATION SKILLS. PREFERENCE WILL BE GIVEN TO CANDIDATES WHO HOLD A DEGREE IN JOURNALISM. SOME LIGHT TRAVEL MAY BE ASSOCIATED WITH THIS POSITION; THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE 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.

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EXPERIENCE: SIX YEARS OF FULL-TIME OR PART-TIME EQUIVALENT PAID ADMINISTRATIVE, PROFESSIONAL OR TECHNICAL EXPERIENCE IN THE AREA OF ASSIGNMENT.
SUBSTITUTION: GRADUATE STUDY IN AN APPROPRIATE FIELD MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED NON-SUPERVISORY EXPERIENCE.

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

DEADLINE: APRIL 27, 2016

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

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HIGHWAY ENGINEER
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 LIMITED SUPERVISION THIS POSITION PROVIDES FOR A REGISTERED PROFESSIONAL ENGINEER TO PERFORM EXPERT LEVEL WORK IN MULTIPLE DISTRICTS AS OPERATIONS AND SPECIAL PROJECTS ENGINEER. PRIMARY DUTIES SHALL INCLUDE PROVIDING TECHNICAL EXPERTISE AND SUPPORT TO THE DISTRICTS IN ALL MAINTENANCE OPERATIONS, OVERSIGHT OF SPECIAL PROJECTS, SPECIAL ASSIGNMENTS, BUDGET AND PERFORMANCE MONITORING, PROJECT EVALUATIONS, MENTORING STAFF, AND WVDOH REPRESENTATIVES ON VARIOUS COMMITTEES. COORDINATION OF OIL AND GAS ISSUES, CONTRACTS, AGREEMENTS, CONSTRUCTION PROJECTS, PUBLIC SAFETY CONCERNS, ETC. BETWEEN WVDOH, INDUSTRY, REGULATORY AGENCIES, AND OTHER ON-SITE ENGINEERING DECISIONS ABOUT PLANS AND SCHEDULES AND ACTIVITIES OF SUBORDINATE PERSONNEL, REVIEWS ON-GOING WORK AT MAJOR DECISION POINTS, REPRESENTS THE DEPARTMENT AT INTERNAL AND EXTERNAL MEETINGS. REQUIRES KNOWLEDGE OF WVDOH STANDARDS AND SPECIFICATION, POLICY, AND PROCEDURES, WV CODE AS IT APPLIES TO WVDOH HIGHWAY SYSTEM, WVDOH BUDGETS, AND OPERATIONAL CAPABILITIES, US EPA, US FEDERAL HIGHWAY ADMINISTRATON STANDARDS, US ARMY CORPS OF ENGINEERS, WVDEP, AND OTHER REGULATIONS. ABILITY TO ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH WVDOH DISTRICTS AND DIVISIONS, INDUSTRY GOVERNMENTAL UNITS, PUBLIC INTEREST GROUPS, AND INDIVIDUALS. MAY SUPERVISE LOWER LEVEL EMPLOYEES. BACHELOR'S DEGREE IN CIVIL, PETROLEUM, MINING, INDUSTRIAL, OR RELATED ENGINEERING FIELDS IS REQUIRED. POSSESSION OF A VALID WV DRIVER'S LICENSE IS REQUIRED. CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA IS REQUIRED.

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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 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 27, 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

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PERSONNEL SPECIALIST, ASSOCIATE
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 MODERATE SUPERVISION, WILL PERFORM PROFESSIONAL WORK WITHIN THE WV DIVISION OF HIGHWAYS HUMAN RESOURCES DIVISION. RESPONSIBLE FOR JOB ANNOUNCEMENTS; RECEIVING AND REVIEWING JOB VACANCY REQUESTS WHICH INVOLVES VALIDATION BASED ON JOB ANALYSIS INFORMATION USING VARIOUS METHODS TO COMPILE INFORMATION TO DETERMINE DUTIES, REQUIREMENTS AND RESPONSIBILITIES FOR APPROVAL IN ORDER TO PUBLISH AND DISTRIBUTE JOB ANNOUNCEMENTS IN A TIMELY MANNER FOR DOT. RESPONSIBLE FOR REGISTERS; RECEIVING, REVIEWING AND PROCESSING REGISTER REQUESTS WHICH REQUIRES KNOWLEDGE OF ESTABLISHED RULES, REGULATIONS, GUIDELINES AND STANDARDS IN ORDER TO PROVIDE AGENCY WITH LISTS OF POTENTIAL CANDIDATES TO FILL VACANCIES. ALSO TO ADVISE, WITH THE UNDERSTANDING OF POLICY/PROCEDURE EMPLOYEES AND PUBLIC WITH INFORMATION REGARDING THE PROCESS AND COURSE OF ACTION OF CANDIDATE SELECTION, MUST HAVE STRONG WRITTEN AND VERBAL COMMUNICATION SKILLS. WILL BE REQUIRED TO LEARN AND EFFECTIVELY USE A VARIETY OF EXISTING COMPUTER SYSTEMS/PROGRAMS NOW IN USE. KNOWLEDGE AND PROFICIENCIES WITH MICROSOFT OFFICE PROGRAMS IS PREFERRED. WILL BE REQUIRED TO PERFORM OTHER RELATED DUTIES AS NECESSARY TO EFFECTIVELY AND EFFICIENTLY ACCOMPLISH THE DIVISION'S RESPONSIBILITIES.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PROFESSIONAL OR PARAPROFESSIONAL PERSONNEL WORK IN ONE OF THE AREAS OF ASSIGNMENT, OR IN RESPONSIBLE CLERICAL WORK PROCESSING APPLICATIONS, REGISTERS, OR OTHER

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PERSONNEL ACTIONS WHICH REQUIRE FAMILIARITY WITH MERIT SYSTEM RULES AND REGULATIONS AND PERSONNEL POLICIES AND PROCEDURES MAY SUBSTITUTE ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING. OR ANY COMBINATION OF EXPERIENCE AS DESCRIBED ABOVE AND SUCCESSFUL COMPLETION OF COLLEGE COURSE WORK FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY, THROUGH AN ESTABLISHED FORMULA, BE SUBSTITUTED FOR THE ABOVE TRAINING ON A YEAR-FOR-YEAR BASIS. PROMOTIONAL ONLY: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A PERSONNEL ASSISTANT.
NOTE: A VALID WEST VIRGINIA DRIVER'S LICENSE MAY BE REQUIRED.

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

DEADLINE: APRIL 27, 2016

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

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TRANSPORTATION ENGINEERING TECHNICIAN
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 5
DISTRICT 5 CONSTRUCTION
BERKELEY JEFFERSON MORGAN

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRET - PERFORMS ADVANCED LEVEL DUTIES IN MATERIALS TESTING IN THE FIELD INCLUDING: QUALITY CONTROL, CONCRETE, ASPHALT, COMPACTION, AND AGGREGATES. COLLECTS AND PREPARES MATERIALS FOR SHIPMENT, ENSURES ADEQUACY OF COVERAGE, AND RECORDS DETERMINATIONS AND CERTIFICATES. PERFORMS ROUTINE QUALITY ASSURANCE INSPECTION AT HOT MIX ASPHALT AND CONCRETE PLANTS DURING PRODUCTION. OBTAINS ACCEPTANCE SAMPLES IN COMPLIANCE WITH DOH SPECIFICATIONS. INSPECTS AND LOGS DAILY REPORTS ON CONCRETE, ASPHALT, AND MATERIALS COMPACTION. OBSERVES CONCRETE BATCHING TO ENSURE COMPLIANCE WITH DOH SPECIFICATIONS. TRAVELS TO JOB SITES TO INSPECT ON-SITE MATERIALS. PARTICIPATES IN A TRAINING PROGRAM REQUIRING 180 TECHNICAL DEVELOPMENT HOURS. PERFORMS RELATED DUTIES AS REQUIRED. PREFERENCE WILL BE GIVEN TO THOSE CANDIDATES POSSESSING RELEVANT MATERIALS CERTIFICATIONS INCLUDING: AGGREGATE, ASPHALT, CONCRETE, AND COMPACTION.

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

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

DEADLINE: APRIL 27, 2016

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

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TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETSR - PERFORMS ADVANCED LEVEL DUTIES AND SUPERVISORY DUTIES ASSOCIATED WITH MONITORING ALL FIELD QUALITY ASSURANCE AND QUALITY CONTROL MATERIALS TESTING FOR CONSTRUCTION AND MAINTENANCE PROJECTS. REVIEWS CONCRETE AND ASPHALT MIX DESIGNS, REVIEWS AND APPROVES ASPHALT AND CONCRETE QUALITY CONTROL PLANS FOR CONSTRUCTION PROJECTS. MONITORS SAMPLING FREQUENCIES RELATING TO FIELD AND PLANT TESTING, REVIEWS AND APPROVES ASPHALT AND CONCRETE QUALITY CONTROL PLANS FOR CONSTRUCTION AND MAINTENANCE PROJECTS. ASSIGNS SUBORDINATE FIELD TECHNICIANS DAILY WORK DUTIES, TRAINS MATERIALS FIELD AND PLANT PERSONNEL. REVIEWS FIELD AND PLANT QUALITY CONTROL AND QUALITY ASSURANCE TEST REPORTS. PARTICIPATES IN A TRAINING PROGRAM REQUIRING 180 TECHNICAL DEVELOPMENT HOURS. PERFORMS RELATED DUTIES AS REQUIRED.

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

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

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

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HIGHWAY STOREKEEPER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 7
DISTRICT COMPTROLLER OFFICE
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYSTKP-UNDER GENERAL SUPERVISION, THIS POSITION SERVES AS SUPERVISOR OF THE DISTRICT SEVEN MATERIALS STOREROOM. DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: COMPILE MANAGEMENT REPORTS; INTERPRET DEPARTMENTAL POLICIES AND REGULATIONS; TRAIN EMPLOYEES; INVENTORY MANAGEMENT; PREPARE AND MAINTAIN RECORDS AND REPORTS; ASSIGN AND COORDINATE THE WORK OF SUBORDINATES IN STOREROOM; APPROVE ANNUAL AND SICK LEAVE REQUESTS OF STOREROOM STAFF; RECOMMEND HIRING, DISCIPLINARY, AND PERSONNEL ACTIONS; PURCHASE AND DISTRIBUTE SUPPLIES TO DISTRICT ORGANIZATIONS; WRITE SOLICITATIONS FOR BIDS; CONDUCT ANNUAL INVENTORY; ENTER PAYMENTS INTO REMIS FOR ALL PURCHASES AND RECONCILE P-CARD STATEMENTS. HEAVY LIFTING AND OPERATION OF FORK LIFT IS INVOLVED. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: EDUCATION EQUIVALENT TO GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A STOREKEEPER, IN INVENTORY CONTROL OR PROCUREMENT IN CONNECTION WITH LARGE SCALE WAREHOUSE OPERATION.

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

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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 DT1600727 ON APPLICATION

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 7
DISTRICT 7 SIGN SHOP
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CW - UNDER LIMITED SUPERVISION, PERFORMS SKILLED WORK IN THE SIGNING OF HIGHWAYS. PERFORMS HIGHWAY CODING AND SPOTTING FOR CENTERLINE AND EDGELINE STRIPING IN HIGHWAY PAINTING OPERATIONS. INSTALLS SPECIAL PAVEMENT MARKINGS. INSTALLS AND REMOVES SIGN POSTS, ERECTS TRAFFIC CONTROL SIGNS AND BARRICADES. MEASURES AND MARKS LOCATIONS FOR ACCURATE INSTALLATION OF SIGN AND PAVEMENT MARKINGS. WILL LEAD AND TRAIN LOWER LEVEL WORKERS. PERFORMS RELATED WORK AS REQUIRED.

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

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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 27, 2016

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

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 8
TUCKER COUNTY HEADQUARTERS
TUCKER

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 FLAILMOWER, 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 MECHANICAL REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. 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

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

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

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

DEADLINE: APRIL 27, 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 DT1600840 ON APPLICATION

TRANSPORTATION WORKER 3
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: TW3MECH - UNDER LIMITED SUPERVISION, PERFORMS MAJOR OVERHAUL OF GASOLINE AND DIESEL POWERED AUTOMOTIVE AND HIGHWAY MAINTENANCE EQUIPMENT. WILL DIAGNOSE MECHANICAL PROBLEMS AND DETERMINE APPROPRIATE PROCEDURES FOR REPAIR, CHANGE AND REPAIR TIRES ON VEHICLES AND HEAVY EQUIPMENT, AND PERFORM PREVENTIVE MAINTENANCE INSPECTIONS ON EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE REQUIRED WITHIN SIX MONTHS AFTER EMPLOYMENT. PREFERENCE MAY BE SHOWN TO APPLICANTS CURRENTLY POSSESSING A CDL. 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 MAINTENANCE 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 27, 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 DT1600937 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

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

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

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

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

DEADLINE: APRIL 27, 2016

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

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3BMCW - THIS POSITION PERFORMS SKILLED WORK AT THE JOURNEY LEVEL IN A BRIDGE MAINTENANCE CREW IN THE REPAIR, RENOVATION, MAINTENANCE OR CONSTRUCTION OF BRIDGES. DUTIES MAY INCLUDE POURING, VIBRATION & FINISHING CONCRETE OR OTHER TASKS ASSOCIATED WITH THE REPAIR OF BRIDGES. MAY OPERATE SINGLE AXLE DUMP TRUCK AND OTHER EQUIPMENT AS TRAINING PERMITS. PERFORMS ADDITIONAL DUTIES AS REQUIRED. CDL LICENSE PREFERRED. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER.

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

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

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

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

DEADLINE: APRIL 27, 2016

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

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