

DATE: APRIL 25, 2016

DT1602004

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TRANSPORTATION SYSTEMS DIRECTOR I
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: UNDER ADMINISTRATIVE DIRECTION, RESPONSIBLE FOR OVERSIGHT OF THE DUI VIOLATIONS, DUI RECORDS, DUI IGNITION INTERLOCK, COMPULSORY INSURANCE, CITATIONS, DRIVER LICENSING AND CUSTOMER SERVICE UNITS OF THE DRIVER SERVICES SECTION OF THE DIVISION OF MOTOR VEHICLES. THIS POSITION WILL ASSIST THE TRANSPORTATION SYSTEMS DIRECTOR 2 WITH DAILY OPERATIONS. RESPONSIBLE FOR REVIEWING AND REVISING PROCEDURES TO STREAMLINE PROCESSES TO ALLOW IMPROVED CUSTOMER SERVICE.
RESPONSIBLE FOR PROVIDING DIRECTION TO THE DRIVER SERVICES SECTION MANAGERS AND SUPERVISORS TO ENSURE COMPLIANCE WITH PERSONNEL RULES AND REGULATIONS. PROVIDE TRAINING TO THE MUNICIPAL COURT LEAGUE AND OTHER VENUES. CONDUCT INTERVIEWS AND RECOMMEND HIRING OF NEW EMPLOYEES.
ADVISE REGIONAL OFFICE MANAGEMENT ON THE WV CODES, LEGISLATIVE RULES AND POLICIES AND PROCEDURES. RESEARCH AAMVA AND FMCSA RULES AND REGULATIONS FOR CHANGES IN PROCEDURES RELATING TO DRIVER LICENSE ISSUANCE, TO INCLUDE COMMERCIAL DRIVER LICENSES. COMPOSE CONSTITUENT CORRESPONDENCE ON BEHALF OF THE AGENCY RELATING TO THE DRIVER SERVICES SECTION OF DMV. PERFORM ADDITIONAL DUTIES AS REQUIRED. MUST POSSESS A VALID WV DRIVER'S LICENSE. ALL APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR IN THE AREA OF ASSIGNMENT.
SUBSTITUTION: EXPERIENCE IN THE AREA OF ASSIGNMENT MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT

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PART-TIME ADMINISTRATIVE OR SUPERVISORY EXPERIENCE
IN THE AREA OF ASSIGNMENT.

SUBSTITUTION: MASTER'S DEGREE FROM AN ACCREDITED
FOUR-YEAR COLLEGE OR UNIVERSITY IN THE AREA OF
ASSIGNMENT MAY SUBSTITUTE FOR ONE YEAR OF THE
REQUIRED EXPERIENCE.

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

DEADLINE: MAY 05, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PAT REED, DMV COMMISSIONER
WV DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1602004 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE, LEAD
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: CSVRPLD- UNDER GENERAL SUPERVISION AND IN A LEAD CAPACITY, RESPONSIBLE FOR ASSISTING CUSTOMER SERVICE REPRESENTATIVES INCLUDING ASSIGNING, REVIEWING AND APPROVED DAILY WORK, TRAINING, TROUBLESHOOTING AND PROBLEM SOLVING. RESPONSIBLE FOR THE POLICY AND PROCEDURES AND WV MOTOR VEHICLE CODE INTERPRETATION OF THE COMPULSORY INSURANCE LAWS AS WELL AS THE UNIT'S INTERNAL PROCESSES. CREATING AND MAINTAINING STATISTICAL REPORTING OF WORK FLOW AND PRODUCTIVITY. MONITORING OF CISCO PHONE SYSTEM CAPABILITIES AND QUALITY CONTROL. WORKING WITH MULTIPLE TYPES OF COMPUTER SOFTWARE PACKAGES. ADDITIONAL DUTIES AS REQUIRED. ALL APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, SALES OR RELATED PUBLIC CONTACT WORK, OR TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID WORK IN CASHIERING OR REGULAR PUBLIC CONTACT WORK WITH THE DIVISION OF MOTOR VEHICLES OR IN AS A DRIVER LICENSE EXAMINER WITH THE WEST VIRGINIA STATE POLICE.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR BONDING.

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

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DEADLINE: MAY 05, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MONICA PRICE
DMV HUMAN RESOURCES SECTION
5707 MACCORKLE AVENUE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1602005 ON APPLICATION

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DATA ENTRY OPERATOR II
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: DEOPTR2-UNDER DIRECT SUPERVISION, PRIMARY RESPONSIBILITIES INCLUDE DATA ENTRY, EDIT, CORRECTION AND MODIFICATION OF ALL DATA THAT IS ASSOCIATED WITH THE TITLING/REGISTRATION OF VEHICLE PROCESS. WORK REQUIRES REPETITIVE AND SUSTAINED HIGH SPEED OPERATION OF DATA ENTRY DEVICES. ACCESSING AND MANIPULATING THE DATA IS REQUIRED. ADDITIONAL DUTIES INCLUDE OCCASIONAL BACKUP RESPONSIBILITIES PERFORMED WITHIN OTHER AREAS OF THE IT SERVICES SECTION. ALL APPLICANTS ARE SUBJECT TO A 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 SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

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

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
WILBUR THAXTON
DIV OF MOTOR VEHICLES DIRECTOR
5707 MACCORKLE AVENUE
SUITE 200
CHARLESTON, WV 25317

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PAYROLL ASSISTANT
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: PAYASST - THIS POSITION IS ASSIGNED TO THE DEPARTMENT OF TRANSPORTATION (DOT) FINANCE AND ADMINISTRATION DIVISION, PAYROLL SECTION. THE SUCCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR: PROCESSING RETIREMENTS, RESIGNATIONS, DISMISSALS, DOT 12AS, LEAVE ADJUSTMENTS, LEAVE DONATIONS, MISCELLANEOUS CHANGES/ADDITIONS, AND TERMINATIONS FOR CENTRAL AND DISTRICT OFFICES. INTERPRETING, APPLYING AND EXPLAINING DEPARTMENTAL POLICIES AND PROCEDURES CONCERNING EMPLOYEE'S REGULAR PAY, OVERTIME PAY, LEAVE ACCRUALS, TENURE, ANNUAL INCREMENT, PRORATED INCREMENT, MEDICAL/PERSONAL LEAVES OF ABSENCE, MILITARY LEAVE AND OTHER RELATED PAYROLL MATTERS AS REQUIRED. CONSULTING DISTRICT PERSONNEL SPECIALISTS, DISTRICT COMPTROLLERS, AND DIVISION PAYROLL CLERKS ABOUT PAYROLL RELATED MATTERS AND DETERMINING THE APPROPRIATE MEASURES TO BE TAKEN TO RESOLVE THE SITUATION. COMPLETING RETIREMENT FORMS TO BE SUBMITTED TO THE CONSOLIDATED PUBLIC RETIRMENT BOARD (CPRB). MAINTAINING FILES, ADDRESS CHANGE REPORTS, AND DETAIL PAY LISTING REPORTS. ASSISTING WITH ANSWERING THE OFFICE TELEPHONE AND SORTING THE DAILY MAIL. MAY BE ASSIGNED ADDITIONAL DUTIES AS REQUIRED. MUST HAVE A VALID DRIVER'S LICENSE AS SOME TRAVEL MAY BE REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID CLERICAL EXPERIENCE, ONE YEAR OF WHICH INCLUDED PAYROLL, PERSONNEL, OR ACCOUNTING RELATED DUTIES.

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

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

PLEASE INCLUDE POSTING NUMBER DT1601143 ON APPLICATION

APPRAISER
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: APPRAS - UNDER GENERAL SUPERVISION, PERFORMS FULL LEVEL WORK APPRASING RESIDENTIAL REAL, INDUSTRIAL REAL, NATURAL RESOURCES OR VARIOUS PROPERTIES TO BE TAKEN BY THE DIVISION OF HIGHWAYS. WORK INVOLVES THE APPLICATION OF PRESCRIBED PROCEDURES AND TECHNIQUES ON ALL APPRAISAL WORK INCLUDING INDEPENDENT SELECTION OF APPROPRIATE APPRAISAL METHOD, RESEARCH AND DOCUMENTATION OF THE METHOD AND VALUE SUBMISSIONS. MAKES PRELIMINARY COST ESTIMATES, SERVES AS A WITNESS IN ADMINISTRATIVE HEARINGS, COMMISSIONER'S HEARINGS, AND JURY TRAILS AND PREPARES LAND AND ECONOMIC STUDIES. INCUMBENTS MAY BE REQUIRED TO BECOME CERTIFIED AS A CERTIFIED RESIDENTIAL APPRAISER. MUST HAVE EXPERIENCE IN READING AND INTERPRETING HIGHWAY PLANS AND SHOULD HAVE A WORKING KNOWLEDGE OF ALL ASPECTS OF RIGHT-OF-WAY. PREPARE AND ASSEMBLE DATA FOR APPRAISAL PURPOSES, COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING, ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIP WITH OTHER EMPLOYEES, PROPERTY OWNERS, STATE AND LOCAL GOVERNMENT OFFICIALS AND THE PUBLIC; AND PERFORMS RELATED WORK AS REQUIRED. WHILE THE HEADQUARTERS WILL BE CENTRAL OFFICE, THE APPRAISER WILL BE EXPECTED TO TRAVEL STATEWIDE AND THEREFORE REQUIRED TO HAVE A VALID DRIVER'S LICENSES.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY AND SUCCESSFUL COMPLETION OF A PROPERTY APPRAISAL COURSE FROM AN ACCREDITED COLLEGE OR UNIVERSITY OR FROM A NATIONALLY RECOGNIZED APPRAISAL TRAINING OR CERTIFICATION SOCIETY OR OTHER ENTITY APPROVED TO PROVIDE SUCH COURSES BY THE WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION

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BOARD.

SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE
MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON
A YEAR-FOR-YEAR BASIS, EXCLUDING THE APPRAISAL
COURSE.

EXPERIENCE: THREE YEARS OF FULL-TIME OR
EQUIVALENT PART-TIME PAID REAL ESTATE APPRAISAL,
RIGHT-OF-WAY ACQUISITION OR RELOCATION OR REAL
ESTATE MANAGEMENT.

SPECIAL REQUIREMENT: SELECTED POSITIONS MAY
REQUIRE CERTIFICATION AS A CERTIFIED RESIDENTIAL
APPRAISER BY THE WEST VIRGINIA REAL ESTATE
APPRAISER LICENSING AND CERTIFICATION BOARD.

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

DEADLINE: MAY 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601199 ON APPLICATION

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OFFICE ASSISTANT III
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: OFASST3-UNDER GENERAL SUPERVISION THIS EMPLOYEE WILL PROCESS AND ISSUE OVERSIZE/OVERWEIGHT HAULING PERMITS ACCORDING TO ESTABLISHED POLICIES, PROCESSES AND LAWS VIA AN AUTOMATED BRIDGE ANALYSIS AND PERMIT ISSUANCE COMPUTER SYSTEM. THIS EMPLOYEE WILL ALSO ANSWER PHONE CALLS PERTAINING TO PERMITS AND PERMIT APPLICATIONS AND PERFORM RELATED WORK AS NECESSARY. MUST HAVE GENERAL KNOWLEDGE OF STATE-CONTROLLED HIGHWAYS AND THE ABILITY TO READ AND UNDERSTAND MAPS. MUST BE ABLE TO TYPE AND BE COMFORTABLE IN THE MICROSOFT ENVIRONMENT. MUST BE ABLE TO WORK OVERTIME WHEN NECESSARY. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE WILL BE SHOWN TO APPLICANTS WITH HAULING PERMIT EXPERIENCE.

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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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1601205 ON APPLICATION

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TRANSPORTATION CREW SUPERVISOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
I-77, SECTION 3 HEADQUARTERS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV2 - UNDER LIMITED SUPERVISION, THIS EMPLOYEE WILL SUPERVISE AN INTERSTATE MAINTENANCE FACILITY. WILL SCHEDULE THE MAINTENANCE OR REPAIR PROJECTS FOR THE WEEK, ASSIGN CREWS, COORDINATE EQUIPMENT, AND DETERMINE MATERIALS NEEDED, OVERSEE AND CHECK THE PROGRESS AND QUALITY OF WORK PERFORMED BY CREWS, 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 OF EMPLOYMENT.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, ONE YEAR MUST HAVE BEEN IN A SUPERVISORY CAPACITY.
PROMOTIONAL ONLY: SEVEN YEARS OF FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION, TWO YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY, MAY BE SUBSTITUTED FOR THE ABOVE TRAINING AND EXPERIENCE.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLE OPERATOR'S LICENSE OR A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 013 \$27,732.00 - \$51,312.00

DEADLINE: MAY 05, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600136 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 003

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - AN EMPLOYEE IN THIS CLASSIFICATION WORKS UNDER GENERAL SUPERVISION OPERATING A VARIETY OF EQUIPMENT SUCH AS A FRONT END LOADER, BOOM MOWER, AND TANDEM AXLE TRUCK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. THIS POSITION WILL ALSO PERFORM GENERAL LABOR WORK ASSOCIATED WITH HIGHWAYS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS 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 SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY

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MAINTENANCE: HIGHWAY MAINTENANCE CERTIFICATE/
COMPLETION OF AN APPROVED TRAINING COURSE IN
SKILLED TRADES PLUS THE ROADS SCHOLAR TRAINING
COURSE BY THE TECHNOLOGY TRANSFER ENTER AT WEST
VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE
REQUIRED EXPERIENCE.

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

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

DEADLINE: MAY 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600140 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2MECH - AN EMPLOYEE IN THIS CLASSIFICATION WILL PERFORM DUTIES AT THE FULL PERFORMANCE LEVEL UNDER GENERAL SUPERVISION. WILL PERFORM MINOR OVERHAUL OF GASOLINE POWERED ENGINES AND/OR DIESEL POWERED EQUIPMENT. WILL MAKE MINOR MECHANICAL REPAIRS IN THE FIELD SUCH AS CHANGING TIRES, BLADES, OR FILTERS, REPAIRS HYDRAULIC BRAKE SYSTEMS, CHANGES AND REPAIRS TIRES ON VEHICLES AND HEAVY EQUIPMENT USING TIRE CAGE, HOISTS, IMPACT WRENCHES AND AIR COMPRESSORS, SERVICE DRIVE LINE COMPONENTS, REMOVE AND REPLACE ALTERNATORS, STARTERS, GENERATORS, BATTERIES, INSPECT VEHICLES FOR COMPLIANCE WITH STATE REGULATIONS, SERVICE COMPONENTS OF CHASSIS ASSEMBLY, PERFORM MINOR TUNE-UPS, ASSISTS HIGHER LEVEL MECHANICS IN HEAVY EQUIPMENT REPAIR, AND MAINTAIN A SAFE AND ORDERLY WORK AREA. MAY BE EXPOSED TO INCLEMENT WEATHER HAZARDOUS WORKING CONDITIONS. A CDL IS WILL BE REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT.

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.

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SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY 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: MAY 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600141 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 006

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2 EQUIPMENT OPERATOR - UNDER GENERAL SUPERVISION PERFORMS SKILLED WORK IN THE MAINTENANCE OF HIGHWAYS. OPERATES ONE OR MORE PIECES OF EQUIPMENT SUCH AS: ASPHALT DISTRIBUTOR, WHEELED LOADER, COMPACTION ROLLER, TRENCH MACHINE, BOOM OR FLAIL MOWER, CULVERT CLEANER. MUST BE ABLE TO OPERATE SINGLE AND TANDEM-AXLE DUMP TRUCKS TO TRANSPORT EQUIPMENT AND MATERIALS TO AND FROM WORK SITES AND TO PLOW SNOW. MAKES MINOR MECHANICAL REPAIRS IN THE FIELD SUCH AS CHANGING TIRES, BLADES OR FILTERS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS, NIGHTTIME OPERATIONS AND INCLEMENT WEATHER. 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

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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: MAY 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600228 ON APPLICATION

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HIGHWAY ENGINEER TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TWO
DISTRICT 2 CONSTRUCTION
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: WORKING IN THE DISTRICT CONSTRUCTION SECTION AS A TRAINEE PROJECT INSPECTOR, PERFORMS ENTRY LEVEL ENGINEERING WORK TO BUILD UPON BASIC KNOWLEDGE, SKILLS AND ABILITIES IN CIVIL ENGINEERING. PARTICIPATES IN ON-THE-JOB TRAINING UNDER THE SUPERVISION OF A HIGHWAY ENGINEER. MAY PERFORM A VARIETY OF TASKS RELATED TO HIGHWAY OR BRIDGE DESIGN AND CONSTRUCTION SUCH AS DATA ANALYSIS, PREPARING PRELIMINARY COST ESTIMATES, DESIGN AND DRAFTING, AND IN-PROCESS FIELD REVIEWS OF ON-GOING CONSTRUCTION WORK AT PROJECT SITES TO INSURE WORK IN PROGRESS IS ADHERING TO PLANS AND SPECIFICATIONS. A VALID DRIVER'S LICENSE IS REQUIRED.

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

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REGISTRATION ORGANIZATION.
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE
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: MAY 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600231 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2 EQUIPMENT OPERATOR - UNDER GENERAL SUPERVISION PERFORMS SKILLED WORK IN THE MAINTENANCE OF HIGHWAYS. OPERATES ONE OR MORE PIECES OF EQUIPMENT SUCH AS: ASPHALT DISTRIBUTOR, WHEELED LOADER, COMPACTION ROLLER, TRENCH MACHINE, BOOM OR FLAIL MOWER, CULVERT CLEANER. MUST BE ABLE TO OPERATE SINGLE AND TANDEM-AXLE DUMP TRUCKS TO TRANSPORT EQUIPMENT AND MATERIALS TO AND FROM WORK SITES AND TO PLOW SNOW. MAKES MINOR MECHANICAL REPAIRS IN THE FIELD SUCH AS CHANGING TIRES, BLADES OR FILTERS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS, NIGHTTIME OPERATIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. VALID COMMERCIAL DRIVING LICENSE (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

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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: MAY 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600232 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
PRESTON COUNTY 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 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 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

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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: MAY 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600449 ON APPLICATION

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OCCUPATIONAL SAFETY SPECIALIST 1
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OCCSSP1-UNDER GENERAL SUPERVISION, ADMINISTERS A DISTRICT OCCUPATIONAL SAFETY PROGRAM TO ENSURE COMPLIANCE WITH FEDERAL AND STATE WORKPLACE SAFETY REQUIREMENTS. ENSURES HAZARDOUS WASTES ARE DISPOSED OF IN ACCORDANCE WITH APPLICABLE REGULATIONS. PREPARES REPORTS AND KEEPS RECORDS OF ALL INVESTIGATIONS AND INSPECTIONS. DEVELOPS AND CONDUCTS EMPLOYEE SAFETY TRAINING PROGRAMS, CONDUCTS MONTHLY SAFETY MEETINGS WITH EMPLOYEES. PERFORMS FIELD REVIEWS OF EMPLOYEE WORK PRACTICES, EVALUATES WORK SITES FOR HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. TRAVEL MAYBE REQUIRED, THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN SAFETY OR INDUSTRIAL HYGIENE.
SUBSTITUTION: FULL-TIME OR PART-TIME EQUIVALENT EXPERIENCE IN OCCUPATIONAL SAFETY, INDUSTRIAL HYGIENE OR INDUSTRIAL MAINTENANCE MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA MOTOR VEHICLE OPERATOR'S LICENSE IS REQUIRED.

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

DEADLINE: MAY 05, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600450 ON APPLICATION

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ACCOUNTING TECHNICIAN III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
DISTRICT COMPTROLLER OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCTEC3-UNDER GENERAL SUPERVISION, WILL BE RESPONSIBLE FOR FULL PERFORMANCE ACCOUNTING SUPPORT DUTIES, TO INCLUDE, BUT NOT LIMITED TO; JOURNAL VOUCHERS, INVOICING, GUARDRAIL BILLING AND RECONCILIATION, PAYROLL CORRECTIONS, PAYMENT OF STATE BILLS (EITHER THROUGH REGULAR STATE METHODS OR WITH A STATE ISSUED CREDIT CARD). RESPONSIBLE FOR THE REVIEW OF WORK BY OTHER EMPLOYEES. NEEDS TO HAVE EXTENSIVE & COMPRENSIVE MATHEMATICAL COMPUTATION, USE OF CALCULATOR, COPIER, FAX MACHINE, COMPUTER AND SCANNING. WILL AT TIMES BE REQUIRED TO GATHER DATA AND WRITE UP REPORTS FOR COMPTROLLER. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART TIME PAID BOOKKEEPING, ACCOUNTING OR RELATED EXPERIENCE.
SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE-LEVEL ACCOUNTING COURSES FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED AT THE RATE OF THREE SEMESTER HOURS EQUALS SIX MONTHS EXPERIENCE;
OR
SUCCESSFUL COMPLETION OF RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED FOR THE EXPERIENCE THROUGH AN ESTABLISHED FORMULA.

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

DEADLINE: MAY 05, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600451 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

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

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: MAY 05, 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 DT1600531 ON APPLICATION

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DT1600939
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HIGHWAY ENGINEER TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
DISTRICT 9 BRIDGE DEPARTMENT
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR - THIS IS BEGINNING LEVEL TRAINING WORK TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS AND ABILITIES IN HIGHWAY/CIVIL ENGINEERING. WILL PARTICIPATE IN AN ON-THE-JOB TRAINING PROGRAM UNDER THE SUPERVISION OF HIGHWAY ENGINEERS. ASSIGNMENTS ARE VARIED AND DESIGNED TO DEVELOP THE EMPLOYEE'S ABILITY TO APPLY KNOWLEDGE AND SKILLS IN THE CIVIL ENGINEERING FIELD FOR THE SOLUTION OF PRACTICAL PROBLEMS AND TO DEVELOP SOLUTIONS WHICH CONFORM TO DEPARTMENTAL POLICIES, RULES AND REGULATIONS AS WELL AS PROFESSIONAL STANDARDS. PERFORMS RELATED WORK AS REQUIRED. TRAVEL MAY BE REQUIRED, THEREFORE MUST HAVE 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

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REGISTRATION ORGANIZATION.
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE
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: MAY 05, 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 DT1600939 ON APPLICATION