



DATE: MAY 02, 2016

DT1602007

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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: CSVREP-UNDER GENERAL SUPERVISION, ASSISTS CUSTOMERS BY TELEPHONE AND IN PERSON BY EXPLAINING FORMS AND FEES. ENTERS DATA INTO COMPUTER TO ACCESS PRIOR INFORMATION AND UPDATE RECORDS. HANDLES INQUIRIES AND PROVIDES INFORMATION ABOUT LAWS, REGULATIONS, POLICIES AND PROCEDURES IN THE IRP/IFTA (MOTOR CARRIER) SECTIONS OF VEHICLE SERVICES. PERFORMS CASHIER FUNCTIONS AND RELATED DUTIES AS NEEDED. APPLICANTS ARE SUBJECT TO CRIMINAL 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: MAY 11, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1602008 ON APPLICATION

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DT1601175  
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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: UNDER GENERAL SUPERVISION - EMPLOYEE RESPONSIBLE FOR PROCESSING UTILITY PERMITS AND ENCROACHMENT PERMITS, REVIEWING REIMBURSABLE AUTHORIZATION REQUESTS AND ASSIGNING APPROPRIATE ACCOUNT NUMBERS. EMPLOYEE IS RESPONSIBLE FOR PROCESSING BUILDING AND GROUNDS FUNDING REQUESTS. EMPLOYEE RECEIVES, MAINTAINS AND RELEASES ALL BOND AND SURETY INFORMATION REQUIRED FOR ENCROACHMENT OR UTILITY PERMITS. OTHER ADMINISTRATIVE OR CLERICAL 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

DEADLINE: MAY 11, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601175 ON APPLICATION

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HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL SOIL & TESTING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR-THIS IS A BEGINNING LEVEL TRAINING WORK TO DEVELOP QUALITY ASSURANCE OF CEMENT AND CONCRETE MATERIALS. THIS INVOLVES BECOMING FAMILIAR WITH CONCRETE MATERIALS, READY-MIX OPERATIONS, CONCRETE CONSTRUCTION OPERATIONS AND WVDOH SPECIFICATIONS. THE TRAINEE WILL PERFORM LAB EQUIPMENT CALIBRATIONS, MAINTAIN RECORDS OF LAB EQUIPMENT CALIBRATIONS; TEST CEMENT AND CONCRETE RELATED SAMPLES (CCRL), AND MAINTAIN A CCRL ACCREDITED LAB REQUIRED TO PERFORM PHYSICAL TESTING OF CEMENTS, AS WELL AS PREP THESE SAMPLES, UPON ARRIVAL. TESTING INVOLVES BEING ABLE TO OPERATE VARIOUS TESTING EQUIPMENT IN THE CEMENT LAB, TABLE SAW, COMPRESSION MACHINE, ETC. THE TRAINING REQUIREMENT INVOLVES BECOMING CERTIFIED AS AN ACI CONCRETE STRENGTH TESTING TECHNICIAN. A WVDOH PCC INSPECTOR, AND A WVDOH PCC TECHNICIAN WITHIN 12 MONTHS AFTER BEING HIRED. THIS POSTING HAS EXPANDED TO ESTABLISHING AND REVIEWING SPECIFICATIONS FOR ALL CEMENT AND CONCRETE TESTING IN COORDINATION WITH OTHER HIGHWAY ENGINEERS IN THE DIVISION. SOME TRAVEL IS REQUIRED, THEREFORE A VALID DRIVER'S LICENSE IS NEEDED.

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

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BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A NON-ABET ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING IF THE APPLICANT HAS ALSO PASSED THE FUNDAMENTALS OF ENGINEERING EXAMINATION ADMINISTERED BY THE WEST VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS, OR AN EQUIVALENT EXAMINATION ADMINISTERED BY ANOTHER STATE'S ENGINEER REGISTRATION ORGANIZATION.

AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE 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 11, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RONALD L. STANEVICH  
WVDOH-MATERIALS CONTROL, SOILS & TESTING DIVISION  
190 DRY BRANCH RD  
CHARLESTON, WV 25306

PLEASE INCLUDE POSTING NUMBER DT1601203 ON APPLICATION

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DT1600439  
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TRANSPORTATION WORKER 1  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TWICW - PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, BRIDGES, RELATED BUILDINGS AND STRUCTURES. CLEANS CULVERTS AND REPAIRS SHOULDERS. FLAGS TRAFFIC. USES LIGHT MOTORIZED HIGHWAY MAINTENANCE EQUIPMENT OPERATES A VARIETY OF EQUIPMENT: SUCH AS AIR COMPRESSOR, JACKHAMMER, POWER SAWS, ETC. USES A VARIETY OF MANUAL AND POWER HAND TOOLS. OPERATES MAINTENANCE EQUIPMENT SUCH AS: CONCRETE MIXERS, LIGHT MAINTENANCE TRUCKS, ETC. ROUGH CARPENTRY, BUILDS FORMS AND MASONRY. ASSISTS OTHER CO-WORKERS FOLLOW ORAL & WRITTEN INSTRUCTIONS. WORK COOPERATIVELY WITH OTHERS. MAINTAIN ROUTINE RECORDS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. CDL REQUIRED 6 MONTHS AFTER EMPLOYMENT. PERFORMS RELATED WORK AS REQUIRED.

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

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

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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 DT1600439 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 D4 MATERIALS LAB  
IN FAIRMONT. SERVE IN TRAINING CAPACITY LEARNING  
BASIC CONCEPTS OF HIGHWAYS & BRIDGE CONSTRUCTION  
WITH A FOCUS ON MATERIALS SAMPLING & TESTING.  
FIELD INSPECTION OF PROJECTS, RECORD KEEPING  
INCLUDING SOFTWARE SUCH AS SITE MANAGER &  
PROJECT WISE, COMPLETING INSPECTION REPORTS,  
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 WORK. PERFORMS RELATED  
DUTIES AS REQUIRED. PREFERANCE TO CANDIDATES  
EXPERIENCE IN SITE MANAGER LIMS AND/OR  
MATERIALS TESTING CERTIFICATIONS FROM WVDOH  
TECHNICIAN & INSPECTOR CERTIFICATION PROGRAM.  
ALTERNATE DT1600441

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: MAY 11, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600440 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: WILL BE ASSIGNED TO THE DISTRICT 4  
MATERIALS LAB IN FAIRMONT. PERFORMING DUTIES  
ASSOCIATED WITH HIGHWAY & BRIDGE CONSTRUCTION  
WITH A FOCUS ON MATERIALS SAMPLING & TESTING.  
UTILIZED AS FIELD MATERIALS INSPECTOR, LABORATORY  
TESTING ASSISTANT AND/OR MATERIALS PLANT INSPECTOR  
PARTICIPATES IN A TRAINING PROGRAM 180  
TECHNICAL DEVELOPMENT HOURS. FIELD INSPECTION OF  
CONSTRUCTION PROJECTS, PROJECT RECORD KEEPING  
INCLUDING THE USE OF SOFTWARE SUCH AS SITE  
MANAGER AND PROJECT WISE, COMPLETING INSPECTION  
REPORTS, MATERIALS TESTING & PERFORMANCE OF  
CALCULATIONS FOR PAYMENT TO CONTRACTORS &  
RELATED WORK AS REQUIRED. WORK COULD BE OUTDOORS  
IN ADVERSE WEATHER CONDITIONS, ROUGH TERRAIN  
AROUND MOVING MACHINERY, AT HEIGHTS & AT VARYING  
SHIFTS INCLUDING NIGHT SHIFT. PREFERENCE WILL BE  
GIVEN TO EXPERIENCE IN SITE MANAGER LIMS AND/OR  
POSSESSION OF MATERIALS TESTING CERTIFICATIONS  
FROM WVDOH TECHNICIAN & INSPECTOR CERTIFICATION  
PROGRAM. PERFORMS RELATED DUTIES AS EQUIRED.  
ALTERNATIVE DT1600440

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

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

OR

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

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

DEADLINE: MAY 11, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600441 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

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: TW3CRCH - UNDER LIMITED SUPERVISION WILL LEAD A CREW AND PARTICIPATE IN MAINTENANCE AND REPAIR OF HIGHWAYS. CHECKS COMPLAINTS ON ROADS AND INSPECTS HIGHWAYS TO DETERMINE NEEDED REPAIR WORK. ASSISTS IN THE SCHEDULING OF MAINTENANCE AND REPAIR PROJECTS, COORDINATES EQUIPMENT AND DETERMINES MATERIAL NEEDED FOR THE ORGANIZATION. ASSIGNS DUTIES TO CREW MEMBERS, AND LEADS CREWS IN COMPLETION OF PROJECTS. OVERSEES WORK PERFORMED BY THE CREW. PREPARE RECORDS OF MATERIALS AND EQUIPMENT, COMPLETE DAILY TIME AND ATTENDANCE REPORTS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. CDL 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

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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.

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: MAY 11, 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 DT1600838 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNOLOGIST  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETNO - WILL SERVE AS THE DISTRICT OFFICE SUPERVISOR IN ORDER TO ASSIST THE CONSTRUCTION ENGINEER WITH DISTRICT AND PROJECT OFFICE OPERATIONS. DUTIES WILL INCLUDE ENSURING THAT CONTRACT DOCUMENTS, INCLUDING ESTIMATES AND CHANGE ORDERS, ETC., ARE COMPLETED IN ACCORDANCE WITH ALL WVDOH SPECIFICATIONS AND PROCEDURES; OVERSEEING DISTRICT FINALS SECTION AND THE CONTRACT FINALIZATION PROCESS; AND PRESENTING INFORMATION AND PROVIDING ASSISTANCE TO THE AREA ENGINEER, PROJECT ENGINEERS/SUPERVISORS, AND PROJECT OFFICE MANAGERS CONCERNING SPECIFICATIONS, DOCUMENTATION, AND PROCEDURES. THE SELECTED APPLICANT MUST BE CERTIFIED BY THE WEST VIRGINIA TRANSPORTATION ENGINEERING TECHNICIAN CERTIFICATION BOARD AS A TRETNO.

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

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600940 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRETSR - SERVES IN A SENIOR LEVEL CAPACITY  
PERFORMING ADVANCED AND/OR EXPERT DUTIES,  
INCLUDING SUPERVISORY DUTIES ASSOCIATED WITH  
HIGHWAY AND BRIDGE CONSTRUCTION. PARTICIPATES IN  
A TRAINING PROGRAM REQUIRING 180 TECHNICIAN  
DEVELOPMENT HOURS. MAY SUPERVISE OR COORDINATE  
FUNCTIONS OR SUB-UNITS IN THE CONSTRUCTION AND/OR  
MATERIALS DEPARTMENT UNDER DIRECTION OF AN  
ENGINEERING TECHNOLOGIST OR PROFESSIONAL ENGINEER.  
PERFORMS RELATED DUTIES AS REQUIRED. POSITION MAY  
REQUIRE TRAVEL AS WELL AS VARYING WORK SHIFTS,  
INCLUDING WORKING WEEKENDS AS WELL AS NIGHT SHIFT.  
A VALID DRIVER'S LICENSE IS 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:  
TOM CAMDEN  
WVDOH - DISTRICT TEN  
270 HARDWOOD LANE  
PRINCETON, WV 24740

PLEASE INCLUDE POSTING NUMBER DT1601037 ON APPLICATION