



DATE: MAY 23, 2016

DT1602011

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INFORMATION SYSTEMS ASSISTANT  
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: UNDER GENERAL SUPERVISION, PERFORMS FULL PERFORMANCE TECHNICAL SUPPORT, ASSISTING IN THE ADMINISTRATION, MAINTENANCE, AND UPGRADE OF ALL DMV SYSTEMS AS NEEDED. INDIVIDUAL IS REQUIRED TO UTILIZE VARIOUS IT PLATFORMS INCLUDING, BUT NOT LIMITED TO MAINFRAME, SQL, ETC. ASSISTS IN THE ADMINISTRATION, MAINTENANCE, AND SYSTEM SECURITY OF AUTOMATED TESTING, CISCO PHONE SYSTEM, CREDENTIAL ISSUANCE SYSTEM, DOCUMENT MANAGEMENT SYSTEMS, AND ANY OTHER DMV SYSTEM AS ASSIGNED. TROUBLESHOOTS BASIC SOFTWARE AND HARDWARE PROBLEMS VIA PHONE AND IN PERSON AND MAKES NECESSARY ACTIONS FOR RESOLUTION WHILE DOCUMENTING ALL ACTIVITY IN A CALL TRACKING SYSTEM. INDIVIDUAL WILL ASSIST IN USER TRAINING FOR NEW OR UPGRADED EQUIPMENT AS NEEDED. MAY ASSIST WITH NEW SYSTEM IMPLEMENTATION AND/OR EQUIPMENT INSTALLATIONS AS NEEDED. MAY BE REQUIRED TO PARTICIPATE IN A 24 HOUR CALL SCHEDULE. PERFORM RELATED DUTIES AS REQUIRED. POSITION REQUIRES SOME TRAVEL; A VALID DRIVER'S LICENSE IS REQUIRED. APPLICANT SUBJECT TO CRIMINAL BACKGROUND CHECK.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN DATA PROCESSING, WORD PROCESSING, COMPUTER OPERATIONS, DATA JOB COORDINATION OR ADVANCED LEVEL OFFICE WORK WHICH INVOLVED OPERATING A PERSONAL COMPUTER.  
SUBSTITUTION (1) COMPLETION OF A COURSE IN DATA PROCESSING OR WORD PROCESSING FROM A BUSINESS OR VOCATIONAL SCHOOL MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE, OR (2) COMPLETION OF A DATA PROCESSING

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PROGRAM FROM A BUSINESS OR VOCATIONAL SCHOOL MAY  
SUBSTITUTE FOR THE REQUIRED EXPERIENCE, OR (3)  
SUCCESSFUL COMPLETION OF SIX SEMESTER HOURS  
OF COMPUTER SCIENCE FROM AN ACCREDITED COLLEGE  
OR UNIVERSITY MAY SUBSTITUTE FOR THE REQUIRED  
EXPERIENCE, OR (4) ENROLLMENT IN A VOCATIONAL  
SCHOOL'S COMPUTER SYSTEMS AND OPERATIONAL SUPPORT  
INTERN PROGRAM MAY SUBSTITUTE FOR THE REQUIRED  
TRAINING AND EXPERIENCE.

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

DEADLINE: JUNE 01, 2016

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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DT1602012

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ADMINISTRATIVE SECRETARY  
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: UNDER GENERAL SUPERVISION, PERFORM ADMINISTRATIVE DUTIES AS ASSIGNED BY THE DIRECTOR OF INFORMATION SERVICES SUCH AS RECEIVE, SCREEN, AND RETURN PHONE CALLS, SORT AND DISTRIBUTE ALL INCOMING MAIL, SCHEDULE MEETING, MAKE THE TRAVEL ARRANGEMENTS, ETC. THIS POSITION WILL ALSO PROVIDE ADMINISTRATIVE SUPPORT TO THE MANAGEMENT STAFF OF INFORMATION SERVICES AS REQUIRED. RESPONSIBLE FOR COMPOSITION OF REPORTS, COMPOSE AND TYPE THE CONSTITUENT CORRESPONDENCE AS IT RELATES TO THE INFORMATION SERVICES SECTION, PROVIDING INFORMATION AS ALLOWED, AND MODIFYING PROGRAM AREA POLICIES AND PROCEDURES AS DIRECTED. MAINTAIN ADMINISTRATIVE FILES FOR THE DIRECTOR. ATTEND MEETING ON BEHALF OF THE DIRECTOR WHEN NECESSARY. PROVIDE ADMINISTRATIVE SUPPORT RELATING TO SYSTEMS IN ORGANIZING EFFORTS TO OVERSEE AND REVIEW UNITS WITHIN INFORMATION SERVICES IN CORRECTION, PREPARATION AND COMPLETION OF THE ONLINE VEHICLE TITLING AND REGISTRATION INFORMATION OF THE VEHICLE REGISTRATION SYSTEMS (VRS). THIS POSITION WILL BE RESPONSIBLE FOR ADDING, MODIFYING AND DELETING INFORMATION WITHIN THE DMV VEHICLE AND DRIVER DATABASES, MARQUIS ID SYSTEM, AND THE NATIONAL MOTOR VEHICLE TITLING AND INFORMATION SYSTEM. APPLICANT MUST HAVE SOME KNOWLEDGE OF MICROSOFT WORD, EXCEL AND OTHER CORRESPONDENCE FORMATS, AND HAVE THE ABILITY TO COMPREHEND AND COMMUNICATE POLICY AND PROCEDURES AS IT PERTAINS TO THE INFORMATION SERVICES SECTION. ADDITIONAL DUTIES AS REQUIRED. APPLICANTS SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR

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HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO  
YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR  
COMPLEX CLERICAL DUTIES.  
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.

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

DEADLINE: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1602012 ON APPLICATION

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DT1602015  
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OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, IS RESPONSIBLE FOR PROCESSING INCOMING VEHICLE RENEWALS, INVOLVING INTERPRETATION OF DMV POLICIES AND PROCEDURES. RESPONSIBLE FOR REVIEWING DOCUMENTS SUBMITTED FOR ACCURACY/PROCESSING THE NECESSARY TRANSACTION FOR ISSUANCE OF REGISTRATIONS/DECALS AND RETURN TO CUSTOMERS. THIS POSITION WILL SERVE AS A LEAD CLERICAL WORKER IN THE RECEIVING AND PROCESSING UNIT. WILL TRAIN EMPLOYEES ON WORK PROCESSES AND POLICIES AND PROCEDURES AS REQUIRED. AUDIT VEHICLE RENEWALS FROM THE 55 SHERIFF'S OFFICES STATEWIDE. PREPARES CHECKS FOR DEPOSITS WITH THE STATE TREASURER'S OFFICE (VIA THE ACCOUNTING SECTION). PROCESS TITLES/TITLE DOCUMENTS. POSITION MAY BE RESPONSIBLE FOR RECEIVING, SORTING, DISTRIBUTING INCOMING MAIL FOR THE CENTRAL OFFICE OF DMV. WILL AT TIMES PICK UP MAIL FROM THE US POST OFFICE AND OPERATE A POSTAGE MACHINE. MUST BE ABLE TO LIFT 25 POUNDS. ASSIST SUPERVISOR WITH COMPILATION OF REPORTS AND SPREADSHEETS FOR RECORDKEEPING PURPOSES. OTHER DUTIES AS REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED. APPLICANTS ARE SUBJECT TO BACKGROUND INVESTIGATION. THE WORK HOURS FOR THIS POSITION WILL BE FROM 7:00 A.M. TO 3:00 P.M. DAILY (MONDAY THROUGH FRIDAY).

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

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EXPERIENCE.

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

DEADLINE: JUNE 01, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JERRY CONRAD  
WV DIVISION OF MOTOR VEHICLES  
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  
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

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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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ADMINISTRATIVE SECRETARY  
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: INDEPENDENTLY PERFORM ADMINISTRATIVE WORK FOR THE DIRECTOR AND ASSISTANT DIRECTOR OF DRIVER SERVICES SECTION OF THE DIVISION OF MOTOR VEHICLES. COMPOSE AND COMPILE CORRESPONDENCE FOR THE DIRECTORS, MANAGERS, AND SUPERVISORS IN THE SECTION, TO INCLUDE ANSWERING INQUIRIES ON BEHALF OF THE DIRECTORS FROM LAW ENFORCEMENT AGENCIES, ATTORNEYS, GOVERNOR'S OFFICE, AND OTHER CUSTOMERS ON MATTERS RELATING TO DRIVER SERVICES. PREPARATION AND MAINTENANCE OF TIME AND LEAVE RECORDS FOR THE EMPLOYEES. DEVELOP AND ANALYZE WEEKLY, MONTHLY, AND ANNUAL ACTIVITY RELATING TO EMPLOYEE LEAVE. COMPOSE CONSTITUENT RESPONSE LETTERS RELATING TO DRIVER LICENSING ISSUES FOR THE COMMISSIONER'S OFFICE. WILL MAINTAIN THE ADMINISTRATIVE FILES FOR ALL EMPLOYEES IN THE SECTION, AS WELL AS MAINTAIN OTHER CONFIDENTIAL RECORDS FOR THE DIRECTOR. MAINTAIN LEGAL DOCUMENTS LEGISLATION AND OTHER CONFIDENTIAL DOCUMENTS FOR SECTION. DEVELOP AND ANALYZE COMMERCIAL DRIVER LICENSE DATA ON A WEEKLY, MONTHLY, AND ANNUAL BASIS TO INCLUDE CHARTS, GRAPHS, AND SUMMARIES. THIS POSITION HAS ACCESS AND AUTHORITY TO RELEASE AND CERTIFY RECORDS PROTECTED BY THE DRIVER PRIVACY PROTECTION ACT. ASSIST IN FORMULATING AND IMPLEMENTATION OF POLICIES AND PROCEDURES IN THE SECTION, TO INCLUDE PREPARATION AND MAINTENANCE OF THE DRIVER SERVICES POLICIES. RESPONSIBLE FOR TRAVEL ARRANGEMENTS FOR THE MANAGEMENT STAFF TO INCLUDE PREPARATION OF TRAVEL REIMBURSEMENTS, SCREEN AND CONTROL STAFF APPOINTMENTS, TELEPHONE CALLS AND SCHEDULE MEETINGS. COORDINATE JUDICIAL HEARING SCHEDULES AND COURT APPEARANCES FOR THE DIRECTOR. COORDINATION OF THE HIRING PROCESS FOR THE

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POSITIONS IN DRIVER SERVICES TO INCLUDE THE COMPILATION AND REVIEW OF APPLICATIONS, SCHEDULING INTERVIEWS, PREPARATION OF THE INTERVIEW PACKETS, AND PREPARATION OF DOCUMENTS FOR SUBMITTAL TO HUMAN RESOURCES FOR HIRING PROCESS. PERFORM OTHER ADMINISTRATIVE DUTIES AS REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED, AS LIMITED TRAVEL MAY BE NECESSARY. APPLICANTS SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR COMPLEX CLERICAL DUTIES.  
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.

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

DEADLINE: JUNE 01, 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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HIGHWAY ENGINEER CHIEF  
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: HWENGCF - WILL SERVE IN THE CAPACITY OF DEPUTY STATE HIGHWAY ENGINEER/OPERATIONS. PERFORMS ADVANCED LEVEL PROFESSIONAL ENGINEERING AND COMPLEX ADMINISTRATIVE WORK RESPONSIBLE FOR A GROUP OF ENGINEERING AND NON-ENGINEERING DIVISIONS WITHIN IN THE DIVISION OF HIGHWAYS. COORDINATES THE INTER-AGENCY AND INTRA-AGENCY OPERATIONS OF THE DIVISIONS AND DISTRICTS ENGAGED IN ENGINEERING AND FIELD OPERATIONS. WILL PERFORM THESE DUTIES AND RESPONSIBILITIES UNDER THE ADMINISTRATIVE DIRECTION OF THE STATE HIGHWAY ENGINEER.

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

SALARY: PAY GRADE 026 \$62,100.00 -\$114,888.00

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1601208 ON APPLICATION

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FINANCIAL REPORTING SPECIALIST 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: FRSPEC1-THIS POSITION IS RESPONSIBLE FOR SUPPORT OF VARIOUS FINANCIAL FUNCTIONS OF THE FINANCE & ADMINISTRATION DIVISION BY DOING FINANCIAL ANALYSIS AND REVIEW AND PREPARING FINANCIAL REPORTS, DOCUMENTS, SPREADSHEETS, JOURNAL VOUCHERS, RECONCILIATIONS AND CORRECTIONS. WORK WITH FINANCIAL REPORTING SECTION ON THE YEARLY EXTERNAL FINANCIAL AUDIT AND FINANCIAL STATEMENT AND CAFR PREPARATION.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH AT LEAST 24 HOURS IN ACCOUNTING. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH CPA CERTIFICATION, A MASTER OF PROFESSIONAL ACCOUNTANCY OR A MASTER OF BUSINESS ADMINISTRATION.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN PREPARING OR AUDITING GAAP BASED AUDITED FINANCIAL STATEMENTS OR MAINTAINING ACCOUNTING SYSTEMS WHICH SUPPORT THE PREPARATION OF GAAP BASED AUDITED FINANCIAL STATEMENTS WHICH INCLUDED SUBSTANTIAL EXPERIENCE WITH APPLICABLE PC SOFTWARE.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF GRADUATE STUDY IN THE ABOVE AREAS MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE ON A YEAR-FOR-YEAR BASIS.

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

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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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ADMINISTRATIVE SERVICES MANAGER IV  
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: FINANCE DIRECTOR FOR THE DEPARTMENT OF TRANSPORTATION - AS THE DIRECTOR OF THE FINANCE DIVISION, THIS INDIVIDUAL WILL BE RESPONSIBLE FOR OVERSIGHT OF THE FOLLOWING ADMINISTRATIVE FUNCTIONS: FEDERAL AID AND ACCOUNTING, PURCHASING AND PURCHASING CARDS, FINANCIAL REPORTING, ACCOUNTS PAYABLES, ACCOUNTS RECEIVABLES, & PAYROLL. THE FINANCE DIRECTOR WILL PLAN, ORGANIZE AND MANAGE THE WORK OF THE DIVISION'S 35 PROFESSIONAL AND CLERICAL EMPLOYEES TO ENSURE THE AGENCY'S FINANCIAL OPERATIONS ARE PERFORMED IN ACCORDANCE WITH FEDERAL AND STATE LAWS AND APPLICABLE ACCOUNT STANDARDS, AND ENSURE THAT FINANCIAL RECORDS ARE REPORTED AND MAINTAINED IN ACCORDANCE WITH ALL STANDARDS.

THE FINANCE DIRECTOR WILL INTERACT REGULARLY WITH UPPER LEVEL MANAGEMENT, FEDERAL HIGHWAYS OFFICIALS, LEGISLATORS AND LEGISLATIVE STAFF, OTHER STATE ENTITIES AND OTHER ENTITIES NECESSARY IN THE INTEREST OF ADMINISTERING, REPORTING, AND ENSURING THE INTEGRITY OF THE FINANCIAL OPERATIONS OF THE DEPARTMENT OF TRANSPORTATION.

THE IDEAL CANDIDATE WILL POSSESS VAST KNOWLEDGE OF THE STATE AND FEDERAL LAWS AND RULES AS THEY RELATE TO STATE GOVERNMENT FINANCIAL OPERATIONS.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.

SUBSTITUTIONS: (1) EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE TRAINING REQUIREMENT ON A YEAR-FOR-YEAR BASIS.

(2) FOR POSITIONS IN THE ACCOUNTING, AUDITING AREA OF ASSIGNMENT, CERTIFICATION OR REGISTRATION AS A PUBLIC ACCOUNTANT IN WEST VIRGINIA MAY BE

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SUBSTITUTED FOR THE TRAINING AND TWO YEARS  
OF THE REQUIRED EXPERIENCE.  
EXPERIENCE: SEVEN YEARS OF FULL-TIME OR  
EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR  
SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT.  
SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA  
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: JUNE 01, 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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HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 003

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
ENGINEERING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR - SERVES AS AN ENTRY ENGINEER IN THE IN-HOUSE DESIGN SECTION. WORK INCLUDES ROADWAY DESIGN/PROJECT MANAGEMENT, STRUCTURAL DESIGN, OR HYDROLOGICAL AND HYDRAULIC ANALYSIS FOR HIGHWAY AND BRIDGE PROJECTS. THE SUCCESSFUL APPLICANT WILL BE PLACED IN THE AREA OF NEED AND WILL PARTICIPATE IN AN ON THE JOB PROGRAM TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS AND ABILITIES IN HIGHWAY CIVIL ENGINEERING. THE ASSIGNMENTS FOR THIS POSITION WILL BE DESIGNED TO DEVELOP THE EMPLOYEE'S ABILITY TO APPLY KNOWLEDGE AND SKILLS FOR THE PRACTICAL SOLUTION OF PROBLEMS. EMPLOYEE WILL PERFORM ADDITIONAL DUTIES AS ASSIGNED. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE 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: JUNE 01, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RAYMOND J. SCITES  
WVDOH - ENGINEERING DIVISION  
1334 SMITH STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DT1601212 ON APPLICATION

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ADMINISTRATIVE SERVICES ASSISTANT III  
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: ADSVAS3 - UNDER GENERAL SUPERVISION OF THE HUMAN RESOURCES DIVISION DIRECTOR, THE INDIVIDUAL IN THIS POSITION MANAGES AND COORDINATES THE STATEWIDE TRANSPORTATION WORKER APPRENTICESHIP PROGRAM (TW PROGRAM) FOR THE WV DIVISION OF HIGHWAYS. THIS INCLUDES BUT IS NOT LIMITED TO; DEVELOPING AND MAINTAINING DATABASES FOR THE PURPOSE OF MONITORING THE PROGRAM, EVALUATING AND RECOMMENDING EMPLOYEES FOR TIER PLACEMENT OR ADVANCEMENT, PREPARE DOCUMENTS FOR DIRECTOR'S FINAL REVIEW, ENTER ALL EMPLOYMENT TRANSACTIONS ASSOCIATED WITH THE PROGRAM IN WVOASIS, REMIS, AND THE U.S. DEPARTMENT OF LABOR DATABASE, WRITE ALL CORRESPONDENCE RELATED TO THE PROGRAM, MAY TESTIFY IN GRIEVANCE HEARINGS. THIS POSITION WILL ACT AS BACK-UP FOR THE ADMINISTRATOR OF THE DOH TRANSPORTATION ENGINEERING TECHNICIAN AND BRIDGE SAFETY INSPECTION CERTIFICATION PROGRAM. AS WELL AS ASSISTING THE WVDOT DRUG AND ALCOHOL TESTING COORDINATOR WHEN NEEDED. LIMITED TRAVEL IS REQUIRED THEREFORE A VALID WEST VIRGINIA DRIVER'S LICENSE IS REQUIRED. COORDINATES SPECIAL PROJECTS AND OTHER DUTIES AS DIRECTED BY THE DIVISION DIRECTOR.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.  
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A PROFESSIONAL, ADMINISTRATIVE, TECHNICAL, OR SUPERVISORY POSITION RELATED TO THE AREA OF

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ASSIGNMENT.  
SUBSTITUTION: GRADUATE STUDY IN THE AREA OF  
ASSIGNMENT MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR  
BASIS FOR UP TO TWO (2) YEARS OF THE REQUIRED  
EXPERIENCE.

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

DEADLINE: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601211 ON APPLICATION

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HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
TRAFFIC ENGINEERING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR-UNDER THE SUPERVISION OF HIGHWAY ENGINEERS, WILL PARTICIPATE IN AN ON-THE-JOB TRAINING PROGRAM TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS, AND ABILITIES IN HIGHWAY/ CIVIL ENGINEERING. ASSIGNMENTS ARE VARIED AND DESIGNED TO DEVELOP THE EMPLOYEE'S SKILLS IN THE CIVIL ENGINEERING FIELD FOR THE SOLUTION OF PRACTICAL PROBLEMS AND TO DEVELOP SOLUTIONS WHICH CONFORM TO DEPARTMENT POLICIES, RULES AND REGULATIONS, AS WELL AS PROFESSIONAL STANDARDS. WILL PERFORM RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO SCHOLARSHIP RECIPIENTS. SOME TRAVEL MAY BE REQUIRED, THEREFORE INCUMBENT 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 REGISTRATION ORGANIZATION.

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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: JUNE 01, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
CINDY CRAMER  
WVDOH - TRAFFIC ENGINEERING DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-550  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601207 ON APPLICATION

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TRANSPORTATION WORKER 2  
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: 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. PREFERENCE MAY BE GIVEN TO THOSE WITH A CLASS A CDL.

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: JUNE 01, 2016

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

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OFFICE ASSISTANT III  
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: OFASST 3 - AN EMPLOYEE IN THIS POSITION WILL WORK UNDER GENERAL SUPERVISION PERFORMING ADVANCED LEVEL OFFICE WORK COMPLEX IN NATURE. MUST BE ABLE TO INTERPRET AND APPLY POLICIES AND PROCEDURES OF THE ORGANIZATION. WILL BE REQUIRED TO BE RESPONSIBLE FOR A STATE PURCHASING CARD, AUDIT INVOICES AND BILLS, MAINTAIN FILES, TYPE A VARIETY OF PERSONNEL, PAYROLL, FINANCE AND MAINTENANCE FORMS. WILL ENTER TIME, EQUIPMENT AND MATERIALS INTO THE COMPUTER AND CHECK FOR ACCURACY. WILL ANSWER TELEPHONES, TAKE MESSAGES, SCREEN CALLS, AND GIVE INFORMATION TO CALLER. PERFORMS RELATED DUTIES AS REQUIRED. A VALID DRIVER'S LICENSE IS 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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TO APPLY:

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

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HIGHWAY ENGINEER  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGNR-UNDER LIMITED SUPERVISION, TO SERVE AS DISTRICT DESIGN ENGINEER UNDER DIRECTION OF THE MAINTENANCE ENGINEER. RESPONSIBLE FOR DESIGN OF MAINTENANCE, CONSTRUCTION, AND RECONSTRUCTION PROJECTS FOR THE DISTRICT, AS WELL AS THE SURVEY FUNCTION AND ENVIRONMENTAL PERMIT ACQUISITION. ALSO RESPONSIBLE FOR SUPERVISOR TASKS RELATIVE TO MANAGEMENT OF DESIGN AND SURVEY STAFF. PROVIDES RECOMMENDATIONS REPORT TO THE DISTRICT MAINTENANCE ENGINEER. MAY REVIEW AND MAKE RECOMMENDATIONS FOR PLANS AND OTHER DOCUMENTS FOR ENCROACHMENT, OIL AND GAS PERMITTING. PERFORM RELATED DUTIES AS REQUIRED. TRAVEL MAY BE REQUIRED, THEREFORE INCUMBENT MUST HAVE A VALID DRIVER'S LICENSE.

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

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

DEADLINE: JUNE 01, 2016

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

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HIGHWAY ADMINISTRATOR II  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM2 - UNDER GENERAL DIRECTION PERFORMS FULL PERFORMANCE LEVEL WORK ADMINISTERING HIGHWAY MAINTENANCE OPERATIONS IN A COUNTY UNDER THE SUPERVISION OF THE ASSISTANT DISTRICT ENGINEER, MAINTENANCE OR HIS DESIGNEE IN ACCORDANCE WITH ESTABLISHED PROCEDURES AND POLICIES OF THE DIVISION, NATIONAL HIGHWAY STANDARDS, AND LEGAL REQUIREMENTS SET FORTH BY REGULATORY AGENCIES. DIRECTS AND IMPLEMENTS A SCHEDULED HIGHWAY MAINTENANCE PROGRAM WITHIN AN OPERATING ANNUAL BUDGET, INCLUDING THE SECURITY OF MATERIALS AND EQUIPMENT. ENSURES MAXIMUM UTILIZATION OF EQUIPMENT PERSONNEL AND MATERIALS. RESPONDS AND RESOLVES CITIZEN OR EMPLOYEE COMPLAINTS. PERFORMS RELATED WORK AS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED. POSITION IS CURRENTLY ASSIGNED TO THE WOOD COUNTY MAINTENANCE HEADQUARTERS.

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

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

DEADLINE: JUNE 01, 2016

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

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HIGHWAY ADMINISTRATOR II  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM2 - UNDER GENERAL DIRECTION PERFORMS FULL PERFORMANCE LEVEL WORK ADMINISTERING HIGHWAY MAINTENANCE OPERATIONS IN A COUNTY UNDER SUPERVISION OF THE ASSISTANT DISTRICT ENGINEER, MAINTENANCE OR HIS DESIGNEE IN ACCORDANCE WITH ESTABLISHED PROCEDURES & POLICIES OF THE DIVISION NATIONAL HIGHWAY STANDARDS, AND LEGAL REQUIREMENTS SET FORTH BY REGULATORY AGENCIES. DIRECTS AND IMPLEMENTS A SCHEDULED HIGHWAY MAINTENANCE PROGRAM WITHIN AN OPERATING ANNUAL BUDGET, INCLUDING THE SECURITY OF MATERIALS AND EQUIPMENT. ENSURES MAXIMUM UTILIZATION OF EQUIPMENT PERSONNEL AND MATERIALS. RESPONDS AND RESOLVES CITIZEN OR EMPLOYEE COMPLAINTS. PERFORMS RELATED WORK AS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED. POSITION IS CURRENTLY ASSIGNED TO THE CALHOUN COUNTY MAINTENANCE HEADQUARTERS.

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

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

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DEADLINE: JUNE 01, 2016

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

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 SIGN SHOP  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2CW - UNDER GENERAL SUPERVISION, AT A FULL PERFORMANCE LEVEL, EMPLOYEE WILL PERFORM SKILLED WORK IN THE SIGNING OF HIGHWAYS. WILL INSTALL AND REMOVE SIGNPOSTS AND ERECT TRAFFIC CONTROL SIGNS AND BARRICADES ON CONSTRUCTION AND MAINTENANCE PROJECTS. WILL APPLY HIGHWAY PAVEMENT MARKINGS AND PERFORM OTHER RELATED DUTIES AS REQUIRED. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORK CONDITIONS. ATTAINMENT OF CDL LICENSE WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT. ONE POSITION TO BE FILLED. ALTERNATE POSTING IS DT1600358.

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

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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: JUNE 01, 2016

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

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TRANSPORTATION WORKER 1  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
DISTRICT 3 SIGN SHOP  
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TWICW - UNDER DIRECT SUPERVISION AT THE APPRENTICE LEVEL, PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE SIGNING OF HIGHWAYS. WILL INSTALL AND REMOVE SIGNPOSTS AND ERECT TRAFFIC CONTROL SIGNS AND BARRICADES ON CONSTRUCTION AND MAINTENANCE PROJECTS. WILL APPLY HIGHWAY PAVEMENT MARKINGS AND PERFORM OTHER RELATED DUTIES AS REQUIRED. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORK CONDITIONS. ATTAINMENT OF CDL WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT. ONE POSITION TO BE FILLED. ALTERNATE POSTING IS DT1600357.

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

DEADLINE: JUNE 01, 2016

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

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
CORRIDOR D, SECTION 1 HEADQUARTERS  
RITCHIE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION EMPLOYEE WILL LEAD A CREW AND PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. THIS POSITION FUNCTIONS AS A WORKING SUPERVISOR. WILL COORDINATE EQUIPMENT AND DETERMINE MATERIALS NEEDED, COMPLETE RECORD OF TIME, EQUIPMENT AND MATERIAL USED, COMPLETE DAILY REPORTS AND TRAIN CREW MEMBERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORM RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. CDL WILL BE REQUIRED 6 MONTHS AFTER 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.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN

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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: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600359 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION EMPLOYEE WILL LEAD A CREW AND PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. THIS POSITION FUNCTIONS AS A WORKING SUPERVISOR. WILL COORDINATE EQUIPMENT AND DETERMINE MATERIALS NEEDED, COMPLETE RECORD OF TIME, EQUIPMENT AND MATERIAL USED, COMPLETE DAILY REPORTS AND TRAIN CREW MEMBERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORM RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. CDL WILL BE REQUIRED 6 MONTHS AFTER 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.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN

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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: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600360 ON APPLICATION

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
WIRT COUNTY HEADQUARTERS  
WIRT

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS A SINGLE OR TANDEM AXLE DUMP TRUCKS, ASPHALT DISTRIBUTOR, RUBBER TIRE ENLOADER, ROLLER, TRENCH MACHINE, MOWERS, CULVERT CLEANER, SNOW PLOW AND SPREADERS. 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.

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 CENTER AT WEST VIRGINIA UNIVERSITY SHALL BE ACCEPTED FOR THE REQUIRED EXPERIENCE.

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

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

DEADLINE: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600365 ON APPLICATION

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT THREE  
JACKSON COUNTY HEADQUARTERS  
JACKSON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS SINGLE OR TANDEM AXLE DUMP TRUCKS, ASPHALT DISTRIBUTOR, RUBBER TIRE ENLOADER, ROLLER, TRENCH MACHINE, MOWERS, CULVERT CLEANER, SNOW PLOW AND SPREADERS. 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 JANITORAL 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: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600366 ON APPLICATION

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TRANSPORTATION CREW SUPERVISOR II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
I-79, SECTION 1 HEADQUARTERS  
MONONGALIA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRCRSV2 - UNDER LIMITED SUPERVISION, SCHEDULE MAINTENANCE OR REPAIR PROJECTS FOR THE WEEK, ASSIGNS CREWS, COORDINATES EQUIPMENT AND DETERMINES MATERIALS NEEDED ON THE PROJECTS, OVERSEES THE PROGRESS AND CHECKS THE QUALITY OF WORK PERFORMED BY CREWS, COMPLETES EMPLOYEES PERFORMANCE EVALUATIONS, AND APPROVES EMPLOYEE LEAVE REQUESTS. KNOWLEDGE OF HIGHWAY OR BRIDGE MAINTENANCE TECHNIQUES, KNOWLEDGE OF PROPER USAGE OF MATERIALS AND EQUIPMENT USED IN THE REPAIR OF HIGHWAYS AND THE REPAIR/RENOVATION OF BRIDGES AND KNOWLEDGE OF THE MAINTENANCE STANDARDS OF THE DIVISION OF HIGHWAYS. SCHEDULE AND COORDINATE WORK CREWS AND EQUIPMENT TO MEET PROJECT DEADLINES AND MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL'S ARE REQUIRED WITHIN SIX 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

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DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

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

DEADLINE: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600454 ON APPLICATION

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DT1600831  
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HIGHWAY ENGINEER ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 8  
DISTRICT 8 MAINTENANCE  
RANDOLPH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS - WILL SERVE AS ASSISTANT MAINTENANCE ENGINEER. UNDER GENERAL SUPERVISION WILL PERFORM PROFESSIONAL ENGINEERING WORK AND PROVIDE MANAGERIAL LEADERSHIP IN THE MAINTENANCE FIELD THAT INCLUDES BUT IS NOT LIMITED TO: PROVIDE IN-LINE SUPERVISION AND ENGINEERING GUIDANCE FOR EXPRESSWAY AND OTHER MAINTENANCE UNITS. PROVIDE TRAINING FOR DOH PERSONNEL. REVIEW REQUESTS FOR ASSISTANCE, RECOMMEND SOLUTIONS, PROVIDE COST ESTIMATES, PREPARE CORRESPONDENCE AND WRITTEN REPORTS. ASSIST IN THE PREPARATION OF DISTRICT-WIDE PROGRAMS SUCH AS PAVING, SURFACE TREATMENT, GUARDRAIL, PILING, SMALL BRIDGE, LOW WATER CROSSING, ETC. ATTEND MEETINGS WITH PUBLIC, GOVERNMENT OFFICIALS, CONTRACTORS, CONSULTANTS, ETC. REVIEW AND RECOMMEND WORK SCHEDULES, ANNUAL PLANS, CORE MAINTENANCE PLANS, AND SRIC PLANS. PERFORM EVALUATIONS FOR SUBORDINATES. PARTICIPATE IN EMPLOYMENT INTERVIEWS, COURT PROCEEDINGS, AND GRIEVANCE PROCEEDINGS. REVIEW REQUESTS FOR RENTAL EQUIPMENT AND CONTROL THE UTILIZATION OF DOH EQUIPMENT. SERVE AS DISTRICT DUTY OFFICER. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED. PERFORMS OTHER RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

DEADLINE: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600831 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

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

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 WITHIN SIX MONTHS VACANCY WILL BE AT HARMAN SUB-STATION.

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

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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 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: JUNE 01, 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 DT1600842 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION, EMPLOYEE WILL LEAD A BRIDGE MAINTENANCE CREW AND PARTICIPATE IN THE REPAIR, RENOVATION, MAINTENANCE OR CONSTRUCTION OF BRIDGES. THIS POSITION FUNCTIONS AS A WORKING SUPERVISOR. WILL COORDINATE EQUIPMENT AND DETERMINE MATERIAL NEEDED. WILL DOCUMENT WORK ACTIVITIES AND COMPLETE DAILY REPORTS SUCH AS RECORD OF TIME, EQUIPMENT, AND MATERIALS USED. MUST HAVE THE ABILITY TO WORK AT HEIGHTS AND FOLLOW NECESSARY ENVIRONMENTAL AND SAFETY PROCEDURES. MUST POSSESS THE ABILITY TO READ PLANS, FOLLOW ORAL AND WRITTEN INSTRUCTIONS, AND PERFORM THE WORK ACCORDING TO BRIDGE MAINTENANCE STANDARDS AND REQUIREMENTS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORM RELATED DUTIES AS REQUIRED. CDL 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-

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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 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: JUNE 01, 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 DT1600843 ON APPLICATION

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DT1601036  
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OFFICE ASSISTANT II  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST2 - UNDER GENERAL SUPERVISION, PERFORMS ADMINISTRATIVE SUPPORT SERVICES ON A DISTRICT LEVEL IN THE AREA OF PERSONNEL STAFFING AND OTHER PERSONNEL TRANSACTIONS TO MAINTAIN ADEQUATE EMPLOYEE LEVELS AS ESTABLISHED. ASSIST IN DETERMINING THE STAFFING NEEDS AND PROCESS POSTING REQUESTS, REQUEST & MAINTAIN REGISTERS, COORDINATE AND ASSIST IN INTERVIEWS, AND COMPILE AND SUBMIT TRANSACTIONS IN ACCORDANCE WITH POLICY AND REGULATIONS. WORK IS TYPICALLY VARIED AND INCLUDES CONTACT WITH THE PUBLIC AS WELL AS EMPLOYEES REQUESTING ADDITIONAL INFORMATION. POSITION SHOULD HAVE A GENERAL UNDERSTANDING OF HUMAN RESOURCE FUNCTIONS. PERFORMS OTHER JOB DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN ROUTINE OFFICE WORK.  
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

DEADLINE: JUNE 01, 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 DT1601036 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNOLOGIST  
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: TRECNO-ASSIST THE DISTRICT CONSTRUCTION ENGINEER IN SUPERVISION AND MANAGEMENT OF A SPECIFIC UNIT WITHIN THE CONSTRUCTION DEPARTMENT. MAY BE ASSIGNED AS A RESURFACING SUPERVISOR/COORDINATOR TO SUPERVISE A GROUP OF PROJECT SUPERVISORS/INSPECTORS AND OVERSEE ALL ASPECTS OF MULTIPLE PROJECTS INCLUDING: MANAGING PERSONNEL, COMPILING WORK SCHEDULES, COORDINATING AND REVIEWING PAVING AND RESURFACING PROJECTS, PERFORMING PROGRESS MONITORING, REVIEWING PROJECT INFORMATION AND PROVIDING RECOMMENDATIONS, ASSISTING WITH COMPLETION OF PROJECT DOCUMENTATION PRIOR TO THE PROJECT CLOSEOUT. MUST HAVE DETAILED KNOWLEDGE OF DOH CONSTRUCTION AND MATERIALS SPECIFICATIONS AND REQUIREMENTS. POSITION REQUIRES EXCELLENT VERBAL & WRITTEN COMMUNICATION SKILLS AS WELL AS COMPUTER AND ORGANIZATIONAL SKILLS. MUST BE ABLE TO WORK HARMONIOUSLY AND EFFICIENTLY WITH PERSONNEL, CONTRACTORS, AND THE PUBLIC. MAY BE ASSIGNED TO WORK IN OTHER AREAS OF THE CONSTRUCTION DEPARTMENT PERFORMING RELATED WORK AS REQUIRED.

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

DATE: MAY 23, 2016  
DT1601039  
PAGE: 2

DEADLINE: JUNE 01, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601039 ON APPLICATION