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DT1602021
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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 15, 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
CLARKSBURG REGIONAL OFFICE
HARRISON

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 DT1602022 ON APPLICATION

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DT1602023
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CUSTOMER SERVICE REPRESENTATIVE, LEAD
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
MARTINSBURG REGIONAL OFFICE
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION IN A LEAD CAPACITY, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING AND ISSUANCE OF DRIVER'S LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. ASSUMES SUPERVISORY DUTIES IN THE ABSENCE OF THE SUPERVISOR INCLUDING SUCH DUTIES AS ARRANGING WORK SCHEDULES, DELEGATING JOB ASSIGNMENTS, APPROVING LEAVE REQUESTS, AND TRAINING EMPLOYEES ON CURRENT OR NEW POLICIES AND PROCEDURES. MUST BE ABLE TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND WRITTEN. ASSISTS IN ASSIGNING, REVIEWING, AND APPROVING THE WORK OF OTHERS. ACTS AS THE PRIMARY TRAINER FOR NEW EMPLOYEES, AND CONDUCTS NEW HIRE ORIENTATION AS NECESSARY. ASSISTS IN THE DAILY RECONCILIATION OF FUNDS AND INVENTORY. EXPLAINS FORMS, FEES, TAXES, AND OTHER CHARGES. HANDLES UNUSUAL, HOSTILE, OR COMPLEX DRIVER, REGISTRATION, OR TITLE ISSUES. COMMUNICATES TO CUSTOMERS KNOWLEDGE AND THE INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORMS CASHIER TRANSACTIONS INCLUDING VOIDS AND ERROR CORRECTIONS FOR THE CUSTOMER SERVICE REPRESENTATIVES. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION EXAMINATIONS. TAKES PHOTOGRAPHS PROVIDING FIRST REVIEW IN SUSPICIOUS OR FRAUDULENT ACTIVITY. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. PROVIDE DAILY RELIEF TO OTHER STAFF MEMBERS FOR BREAKS AND LUNCHES. MAY SERVE AS A BACKUP TIMEKEEPER. 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

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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

DEADLINE: JUNE 15, 2016

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 DT1602023 ON APPLICATION

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DT1601206

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GEOGRAPHIC INFO SYSTEM PROGRAMMER ANALYST III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PLANNING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: GISPAN3 - UNDER GENERAL SUPERVISION OF A GIS MANAGER, AT THE ADVANCED LEVEL, PERFORMS TECHNICAL WORK IN GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYSIS, APPLICATION DESIGN AND PROGRAMMING, AND MAINTENANCE OF DATA RESOURCES WITHIN THE CONTEXT OF PROGRAM AND POLICY DIRECTIVES. WORK INVOLVES ADVANCED AND COMPLEX ANALYSIS, AS WELL AS RESPONSIBILITY TO TRAIN AND DEVELOP SKILLS OF LOWER LEVEL PROGRAMMER ANALYSIS AND/OR GIS STAFF. SPECIFICALLY IN THE GIS UNIT, WORK TO BE PERFORMED WILL INCLUDE: UTILIZE GEOSPATIAL RESOURCES SUCH AS ESRI ARCGIS PRODUCTS AND TRIMBLE GPS EQUIPMENT TO MANAGE WVDOT ENTERPRISE LINEAR REFERENCING SYSTEM (LRS) AND WVOASIS LRS; MANAGE GIS FUNCTIONALITY IN WVOASIS AGILEASSETS SYSTEM; ANSWER CUSTOMER REQUESTS FOR LRS NEEDS OR WVOASIS GIS RELATED NEEDS; PRODUCE CARTOGRAPHIC PRODUCTS; AND, CONDUCT SPATIAL ANALYSIS. THE GIS PROGRAMMER ANALYST 3 WILL ALSO BE REQUIRED TO ASSIST IN THE TRAINING AND DEVELOPMENT OF LOWER LEVEL PROGRAMMER ANALYSIS WITHN THE GIS UNIT. PERFORM OTHER RELATED GEOSPATIAL WORK AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE, INCLUDING SIX SEMESTER HOURS IN COMPUTER SCIENCE OR GIS FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO THOSE WITH DEGREES IN GEOGRAPHY, CARTOGRAPHY, GEOLOGY, FORESTRY, NATURAL OR EARTH SCIENCES, ENVIRONMENTAL SCIENCES, ENGINEERING, ENGINEERING TECHNOLOGY, MATHEMATICS, COMPUTER SCIENCE, PLANNING OR A RELATED FIELD.
SUBSTITUTION: A PROFESSIONAL DIPLOMA FROM NATIONAL GEOSPATIAL-INTELLIGENCE COLLEGE OF THE NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY MAY SUBSTITUTE FOR THE TRAINING.

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EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN GIS ACTIVITIES.
SUBSTITUTION: MASTER'S DEGREE OR A DOCTORATE FROM
AN ACCREDITED COLLEGE OR UNIVERSITY IN ANY OF THE
ABOVE FIELDS MAY BE SUBSTITUTED FOR TWO YEARS OF
THE REQUIRED EXPERIENCE. MASTER'S DEGREE PLUS A
DOCTORATE FROM AN ACCREDITED COLLEGE OR
UNIVERSITY IN ANY OF THE ABOVE PREFERRED FIELDS
MAY BE SUBSTITUTED FOR THREE YEARS OF THE
REQUIRED EXPERIENCE.

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

DEADLINE: JUNE 15, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RICHARD WARNER, P.E.
WVDOH - PLANNING DIVISION
CAPITOL COMPLEX
BLDG 5 ROOM A-450
CHARLESTON, WV 25305

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GEOGRAPHIC INFO SYSTEM PROGRAMMER ANALYST II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
PLANNING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: GISPAN2-AT THE GIS UNIT, UNDER GENERAL SUPERVISION AT THE FULL PERFORMANCE LEVEL, THE INCUMBENT PERFORMS TECHNICAL WORK IN MULTI-TIER LINEAR REFERENCING SYSTEM (LRS) AND GEOGRAPHIC INFORMATION SYSTEMS (GIS) OPERATIONS AND SERVICES INVOLVING LRS STANDARDS, LRS DATA COLLECTION, LRS DATA QA & QC, LRS ANALYSIS, PROGRAMMING, AND USER SUPPORT. THE INCUMBENT PERFORMS OTHER LRS OR GIS RELATED ACTIVITIES AS NEEDED. WORK IS PERFORMED WITH CONSIDERABLE INDEPENDENCE.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE, INCLUDING SIX SEMESTER HOURS IN COMPUTER SCIENCE OR GIS FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO THOSE WITH DEGREES IN GEOGRAPHY, CARTOGRAPHY, GEOLOGY, FORESTRY, NATURAL OR EARTH SCIENCES, ENVIRONMENTAL SCIENCES, ENGINEERING, ENGINEERING TECHNOLOGY, MATHEMATICS, COMPUTER SCIENCE, PLANNING OR A RELATED FIELD.
SUBSTITUTION: A PROFESSIONAL DIPLOMA FROM NATIONAL GEOSPATIAL-INTELLIGENCE COLLEGE OF THE NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY MAY SUBSTITUTE FOR THE TRAINING.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN GIS ACTIVITIES.
SUBSTITUTION: MASTER'S DEGREE OR A DOCTORATE FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN ANY OF THE ABOVE FIELDS MAY BE SUBSTITUTED FOR TWO YEARS OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 018 \$37,140.00 - \$68,712.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
RICHARD WARNER, P.E.
WVDOH - PLANNING DIVISION
CAPITOL COMPLEX
BLDG 5 ROOM A-450
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601213 ON APPLICATION

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COMPTROLLER
EXEMPT POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
DISTRICT COMPTROLLER OFFICE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER ADMINISTRATIVE DIRECTION, PERFORMS ADMINISTRATIVE AND PROFESSIONAL ACCOUNTING WORK IN DIRECTING THE FINANCIAL, ACCOUNTING, PERSONNEL, PURCHASING, AND MANAGEMENT INFORMATION ACTIVITIES OF DISTRICT ONE. PLANS, ORGANIZES AND MAINTAINS AN ACCOUNTING SYSTEM ON A COMPUTER SYSTEM ENCOMPASSING TRANSACTIONS. MANAGES A SYSTEM OR SERVICE FOR THE PURCHASE OF SUPPLIES AND EQUIPMENT. THE POSITION HAS WIDE LATITUDE FOR THE EXERCISE OF INDEPENDENT JUDGEMENT. SUPERVISION IS EXERCISED OVER A STAFF OF PROFESSIONAL ACCOUNTING AND CLERICAL EMPLOYEES. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A MAJOR IN BUSINESS OR PUBLIC ADMINISTRATION, FINANCE, ECONOMICS, ACCOUNTING OR MATHEMATICS INCLUDING AT LEAST SIX HOURS IN ACCOUNTING.
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 EXPERIENCE IN BOOKKEEPING, ACCOUNTING OR AUDITING, INCLUDING TWO YEARS IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.

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

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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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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
DISTRICT ONE EXPRESSWAY
PUTNAM

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

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

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

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SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

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

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

DEADLINE: JUNE 15, 2016

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

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

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

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

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SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

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

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

DEADLINE: JUNE 15, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600154 ON APPLICATION

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STOREKEEPER II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TWO
DISTRICT COMPTROLLER OFFICE
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PARTICIPATES IN THE ORDERING, RECEIVING, RECORDING, STORING, AND SHIPPING OF MATERIALS, AND/OR EQUIPMENT IN THE DISTRICT TWO HEADQUARTERS STOREROOM. ASSISTS IN THE PURCHASING, RECEIVING, STORING AND DISPERSING OF MATERIALS AND EQUIPMENT. RECONCILES PHYSICAL AND DOCUMENTED INVENTORIES. MONITORS VOLUME OF EQUIPMENT AND SUPPLIES TO ENSURE ADEQUATE STOCK IS ON HAND. OTHER RELATED JOB FUNCTIONS AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A STOCK CLERK, OR IN A CLERICAL CAPACITY IN CONNECTION WITH LARGE-SCALE WAREHOUSE OPERATIONS, OR IN HANDLING MATERIALS.

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

DEADLINE: JUNE 15, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600222 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
I-79, SECTION 3 HEADQUARTERS
HARRISON

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 AXEL 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 INCLEMMENT 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 15, 2016

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

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HIGHWAY ENGINEER ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS - UNDER GENERAL SUPERVISION, EMPLOYEE WILL WORK IN THE ROADWAY DESIGN SECTION. WILL DEVELOP PLANS, SPECIFICATIONS AND ESTIMATES FOR VARIOUS HIGHWAY IMPROVEMENT PROJECTS. PROJECTS MAY INCLUDE RESURFACING, ROADWAY WIDENING/REALIGNMENT, SLIDE REPAIRS AND INTERSECTION UPGRADES. PLAN DEVELOPMENT WILL INCLUDE COST ESTIMATES, USE OF MICROSTATION, CALCULATE QUANTITY TOTALS AND FINAL PROJECT SUBMITTAL. EMPLOYEES MAY PERFORM 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 15, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600458 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNOLOGIST
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRECNO - PERFORMS SUPERVISORY DUTIES AND PROFESSIONAL-LEVEL SURVEY WORK AS A LICENSED PROFESSIONAL SURVEYOR. ASSIGNS DAILY TASKS AND SUPERVISES THE WORK OF THE SURVEY CREW. UTILIZES THE TOTAL STATION AND GPS FOR COLLECTING DATA FOR CONSTRUCTION AND MAINTENANCE PROJECTS. DOWNLOADS AND ORGANIZES DATA COLLECTED FOR PROJECTS, READS CONSTRUCTION PLANS AND CALCULATES POINTS TO BE STAKED, CHECKS RIGHT-OF-WAY PINS TO ENSURE THEY ARE STAKED CORRECTLY, SETS GRADE STAKES FROM CONSTRUCTION PLANS. REVIEWS AND CHECKS LOCATION AND PROPERTY SURVEYS. READS TOPOGRAPHIC AND HYDROGRAPHIC MAPS AND CHARTS, PLOTS AND DRAFTS INFORMATION. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS 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

DEADLINE: JUNE 15, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600530 ON APPLICATION