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SUPERVISOR I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
FAIRMONT REGIONAL OFFICE
MARION

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: RESPONSIBLE FOR SUPERVISION AND WORK ACTIVITIES OF EMPLOYEES TO INCLUDE NEW EMPLOYEE ORIENTATION, TRAINING, ASSIGNMENT OF WORK DUTIES, EVALUATE JOB PERFORMANCE, APPROVE LEAVE, ETC. THIS POSITION PREPARES DAILY LABOR REPORTS AND ENTERS PAYROLL FOR EMPLOYEES AND PROCESSES SPECIFIC PAYROLL TRANSACTIONS AS REQUIRED. RECONCILE DAILY FINANCIAL TRANSACTIONS AND PREPARE REPORTS. PERFORM RELATED DUTIES AS REQUIRED. MUST POSSESS A VALID DRIVER'S LICENSE. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE AREA OF ASSIGNMENT, ONE YEAR OF WHICH MUST HAVE BEEN IN A LEAD WORKER OR ADMINISTRATIVE SUPPORT CAPACITY.
SUBSTITUTION: COURSE WORK FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE UP TO FOUR YEARS FOR NON-TRADE POSITIONS.
SUBSTITUTION FOR BUSINESS/TRADE POSITIONS ONLY: COMPLETION OF A COURSE ACCREDITED BY THE DEPARTMENT OF EDUCATION MAY BE SUBSTITUTED FOR EXPERIENCE AT THE RATE OF 1,080 HOURS PER YEAR.
(OR) COMPLETION OF A RELATED TRADE UNION-SPONSORED APPRENTICESHIP PROGRAM MAY BE SUBSTITUTED FOR EQUIVALENT AMOUNT OF FULL-TIME EXPERIENCE.

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

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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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CUSTOMER SERVICE REPRESENTATIVE, LEAD
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
KANAWHA CITY REGIONAL OFFICE
KANAWHA

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: JULY 14, 2016

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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CUSTOMER SERVICE REPRESENTATIVE, LEAD
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: IN A LEAD CAPACITY, ASSIST IN PLANNING, ASSIGNING AND REVIEWING WORK OF EMPLOYEES. TRAINS EMPLOYEES, PREPARE DAILY LABOR REPORTS, AND ASSUMES THE SUPERVISORY DUTIES IN THE ABSENCE OF SUPERVISOR. VALIDATE CASH, CHECKS AND MONEY ORDERS THROUGH CASH REMITTANCE SYSTEM. EXTENSIVE RESEARCH OF MICROFILM, MICROFICHE, IMS, MAINFRAME (IRMA) AND MOTOR VEHICLE OPTICAL IMAGING SYSTEM (MOVIS). ASSIST LAW ENFORCEMENT ON THE WEAPONS SYSTEM (TELETYPE). ATTEND COURT HEARINGS AND GIVE DEPOSITIONS ON DMV RECORDS, POLICIES, PROCEDURES AND REGULATIONS. OPTICAL IMAGING OF RECORDS FOR PERMANENT STORAGE AND RETRIEVAL. WORK ON SPECIAL PROJECTS, CORRESPONDENCE, AND COMPILE STATISTICAL REPORTS FOR MANAGEMENT. PERFORM RELATED DUTIES AS NECESSARY. A VALID DRIVER'S LICENSE IS REQUIRED. APPLICANTS SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION. MUST PASS WEAPONS TESTING THROUGH THE WEST VIRGINIA AUTOMATED POLICE NETWORK WITH THE WV STATE POLICE.

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

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REQUIRED EXPERIENCE.
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR
BONDING.

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

DEADLINE: JULY 14, 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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CUSTOMER SERVICE REPRESENTATIVE, LEAD
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

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

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

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

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DEADLINE: JULY 14, 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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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CALL CENTER SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS BY TELEPHONE BY ANSWERING
QUESTIONS AND PROVIDING INFORMATION CONCERNING
SERVICES PROVIDED BY THE WV DIVISION OF MOTOR
VEHICLES. EXPLAIN FORMS, FEES, TAXES AND ANY
OTHER CHARGES. MAIL FORMS, BOOKS, AND PAMPHLETS
TO CUSTOMERS UPON REQUEST. PROVIDE INFORMATION
ABOUT RELATED LAWS, POLICIES AND PROCEDURES.
ENTER DATA INTO COMPUTER TO ACCESS PRIOR
INFORMATION AND UPDATE RECORDS. COMPOSE AND SEND
EMAILS TO REGIONAL OFFICES AND OTHER DEPARTMENTS
IN ORDER TO FACILITATE CUSTOMER INTERACTION.
MAINTAIN LOGS. PERFORM RELATED DUTIES AS NEEDED.
APPLICANTS ARE SUBJECT TO A 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:
AMANDA FORINASH
CALL CENTER SERVICES, MANAGER
WV DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVE., SE SUITE 200
CHARLESTON, WV 25317

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ACCOUNTING TECHNICIAN II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
STATE RAIL AUTHORITY
HARDY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCTEC2-UNDER GENERAL SUPERVISION, PERFORMS ENTRY LEVEL ACCOUNTING SUPPORT DUTIES. THE INCUMBENT IS RESPONSIBLE FOR PERFORMING ROUTINE POSTING AND ADJUSTING TO THE GENERAL LEDGER, PROCESSING CLAIMS AND INVOICES, AND REVIEWING TRANSACTIONS FOR COMPLETENESS, ACCURACY AND COMPLIANCE WITH STATE AND FEDERAL LAWS AND REGULATIONS. PERFORMS RELATED WORK AS REQUIRED.

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

SALARY: PAY GRADE 006 \$19,488.00 - \$36,060.00

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
LUCINDA BUTLER
STATE RAIL AUTHORITY
120 WATER PLANT DRIVE
MOOREFIELD, WV 26836

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SECRETARY II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EEO DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SEC2 - UNDER GENERAL SUPERVISION, THE INCUMBENT WILL PROVIDE CLERICAL AND ADMINISTRATIVE AND PERSONNEL SUPPORT TO THE EEO DIVISION AND FOR THE DISADVANTAGED BUSINESS ENTERPRISE COMMITTEE (DBE) EXERCISING DISCRETION AND INDEPENDENT JUDGEMENT. SOME OF THE ADMINISTRATIVE RESPONSIBILITIES WILL INCLUDED, BUT NOT LIMITED TO: 1) COORDINATING DBE COMMITTEE MEETINGS, 2) MAINTAINING RECORDS FROM DBE COMMITTEE MEETINGS, 3) MAINTAIN DBE CONTRACTOR AND CONSULTANT FILES, MAINTAIN DBE WEBSITE AND OTHER DUTIES AS ASSIGNED. THE INCUMBENT WILL ALSO BE RESPONSIBLE FOR ASSISTING THE AMERICAN WITH DISABILITIES ACT COORDINATOR WITH VARIOUS CLERICAL TASKS. THE INCUMBENT WILL ALSO SERVE AS THE OFFICE'S HR CONTACT AND WILL BE RESPONSIBLE FOR: MAINTAINING PERSONNEL FILES, NEW HIRE PROCESSING, SUMMER AND TEMPORARY WORKER PROCESSING, RETIREMENT PAPERWORK AND OTHER PERSONNEL DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT III LEVEL, ENCOMPASSING A WIDE RANGE OF OFFICE PRACTICES, WHICH MUST HAVE INCLUDED TYPING, SCREENING AND ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND COMPOSING ROUTINE CORRESPONDENCE.
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS OF THE REQUIRED EXPERIENCE.

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

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DEADLINE: JULY 14, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
DREMA SMITH
WVDOH - EEO DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-948
CHARLESTON, WV 25305

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HIGHWAY ENGINEER TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MAINTENANCE DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR - IN A BEGINNING TRAINING LEVEL WILL PARTICIPATE IN AN ON-THE-JOB TRAINING PROGRAM UNDER THE SUPERVISION OF HIGHWAY ENGINEERS. WILL WORK IN THE BRIDGE EVALUATION SECTION AS A STAFF ENGINEER/BRIDGE LOAD RATING ENGINEER. RESPONSIBLE FOR LOAD RATING ANALYSIS OF BRIDGES, REVIEWING THE STATEWIDE BRIDGE LOAD RATING PROGRAM, PROVIDING LOAD RATING ASSISTANCE TO DISTRICT BRIDGE DEPARTMENTS, REVIEWING BRIDGE INSPECTION REPORTS FOR COMPLIANCE WITH ESTABLISHED POLICIES, MONITORS RESEARCH PROJECTS AND INVOLVEMENT WITH A WIDE RANGE OF BRIDGE ENGINEERING ASSIGNMENTS, INCLUDING DESIGN OF REPAIR AND MAINTENANCE PLANS OR DESIGN AND CONSTRUCTION SUPPORT OF REPAIR AND MAINTENANCE PLANS. PERFORMS RELATED WORK AS REQUIRED. FREQUENT FIELD WORK AND OVERNIGHT TRAVEL IS REQUIRED AND THEREFORE A VALID DRIVERS 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

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VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL
ENGINEERS, OR AN EQUIVALENT EXAMINATION
ADMINISTERED BY ANOTHER STATE'S ENGINEER
REGISTRATION ORGANIZATION.

AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE
CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT
PENDING OFFICIAL VERIFICATION OF THE QUALIFYING
DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED
BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.

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

DEADLINE: JULY 14, 2016

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

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TRANSPORTATION WORKER 3

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
EQUIPMENT DIVISION
UPSHUR

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP-UNDER LIMITED SUPERVISION, AT THE JOURNEY LEVEL, OPERATES A VARIETY OF HEAVY MOTORIZED MAINTENANCE EQUIPMENT, SUCH AS POWER GRADERS, BULLDOZERS, BACKHOES, END LOADERS AND ROLLERS. TRANSPORTS EQUIPMENT TO AND FROM MAINTENANCE SITES USING TRACTOR/TRAILER. MAY BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS NEEDED. PERFORMS OPERATIONAL CHECKS OF EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. OUT OF STATE TRAVEL AND OVERNIGHT STAYS REQUIRED. WORK IN EQUIPMENT YARD AS NEEDED. PERFORMS OTHER RELATED DUTIES AS REQUIRED. COMMERCIAL DRIVERS LICENSE (CDL) CLASS A 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: JULY 14, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
TRAVIS L. RAY
WVDOH - EQUIPMENT DIVISION ACTING DIRECTOR
PO BOX 610
83 BRUSHY FORK ROAD CROSSING
BUCKHANNON, WV 26201

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TRANSPORTATION ENGINEERING TECHNICIAN-SENIOR
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
CONTRACT ADMINISTRATION DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRET SR-UNDER LIMITED SUPERVISION, THE
TRANSPORTATION ENGINEERING TECHNICIAN SENIOR WILL
SERVE IN A FULL CAPACITY FUNCTION, PERFORMING
ADVANCED LEVEL TECHNICAL DUTIES ASSOCIATED WITH
HIGHWAY AND BRIDGE DEVELOPMENT AND CONSTRUCTION.
EMPLOYEE WILL BE ASSIGNED TO CONTRACT
ADMINISTRATION STATEWIDE INSPECTION AND
ENGINEERING SUPPORT STAFF GROUP. JOB DUTIES WILL
VARY DEPENDING UPON SPECIFIC AREA OF ASSIGNMENT.
PRIMARY DUTIES SHALL BE AS ENGINEERING SUPPORT FOR
CONTRACT ADMINISTRATION CENTRAL OFFICE FUNCTIONS.
THESE FUNCTIONS INCLUDE, BUT NOT LIMITED TO, THE
FOLLOWING: CONTRACTOR PREQUALIFICATION, CONTRACT
DEVELOPMENT, CONTRACT PROCUREMENT, PROJECT
CONTROL, CONSULTANT SERVICES, SPECIFICATIONS AND
OTHER PUBLICATIONS. AS ASSIGNED, EMPLOYEE WILL BE
UTILIZED ACROSS THESE VARIOUS FUNCTIONS TO LEAD
SPECIFIC STATEWIDE GROUPS OR SUBGROUPS SO AS TO
BEST SERVE THE AGENCY'S NEEDS. EMPLOYEE WILL BE
REQUIRED TO BECOME FAMILIAR WITH ALL ASPECTS OF
CONSTRUCTION PROJECTS AS WELL AS OBTAINING
EXTENSIVE KNOWLEDGE OF CONTRACT ADMINISTRATION
DIVISION POLICIES AND PROCEDURES. EMPLOYEE WILL BE
REQUIRED TO BE TRAINED AND BECOME PROFICIENT IN
ALL AASHTOWARE SOFTWARE UTILIZED BY CONTRACT
ADMINISTRATION DIVISION. ADDITIONAL DUTIES MAY BE
ASSIGNED AS NEEDED.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING
TECHNICIAN - SENIOR BY THE WEST VIRGINIA
TRANSPORTATION ENGINEERING TECHNICIAN
CERTIFICATION BOARD AT BRIDGEVALLEY COMMUNITY
AND TECHNICAL COLLEGE.
SPECIAL REQUIREMENT: POSSESSION OF A VALID
DRIVER'S LICENSE IS ALSO REQUIRED.

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SUBSTITUTION (NEW HIRES ONLY): AN ASSOCIATE DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, PLUS TEN YEARS OF PAID EXPERIENCE IN A TECHNICAL CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY BE SUBSTITUTED FOR THE CERTIFICATION.

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

DEADLINE: JULY 14, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
JASON M BOYD, P.E.
CONTRACT ADMINISTRATION DIVISION
1900 KANAWHA BLVD, E.
BLDG. 5 ROOM 722
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601220 ON APPLICATION

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HIGHWAY ENGINEER ASSOCIATE
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: HWENGAS - UNDER GENERAL SUPERVISION AND UNDER THE DIRECTION OF THE DESIGN ENGINEER, WILL PERFORM PROFESSIONAL ENGINEERING WORK. WORK IS PERFORMED WITHIN A DEFINED FRAMEWORK OF POLICIES, BUT WILL INDEPENDENTLY MAKE ENGINEERING DECISIONS WITHIN THAT FRAMEWORK AND MAY MAKE OR ASSIST IN MAKING BROAD DECISIONS IN SETTING OBJECTIVES OR GOALS. EMPLOYEE WILL PROGRAM DESIGN PROJECTS, PREPARE RIGHT OF WAY AND CONSTRUCTION PLANS, PROCESS ENVIRONMENTAL PERMITS, AND PROVIDE TECHNICAL SUPPORT FOR MAINTENANCE ORGANIZATIONS. WILL GENERATE PROJECT PROPOSALS AND OTHER CONTRACT DECUMENTS TO BE LET TO CONTRACT. WILL PERFORM FIELD WORK FOR SMALL STRUCTURES, RESURFACING AND SLIP PROJECTS, AND OTHER IMPROVEMENT PROJECTS. PERFORMS RELATED WORK AND 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: JULY 14, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600367 ON APPLICATION

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
I-68, SECTION 1 HEADQUARTERS
PRESTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH
WILL LEAD ONE WORK CREW AS WELL AS PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. PREPARE RECORDS ON TIME, EQUIPMENT AND MATERIALS. COORDINATES EQUIPMENT AND DETERMINES MATERIAL NEEDED FOR THE ORGANIZATION. WILL OVERSEE AND CHECK PROGRESS AND QUALITY OF WORK. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT. REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVER'S LICENSE.

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: JULY 14, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600437 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 1 HEADQUARTERS
MONONGALIA

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: JULY 14, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600460 ON APPLICATION

DATE: JULY 05, 2016

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 7
BRAXTON COUNTY HEADQUARTERS
BRAXTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. OPERATES MOTORIZED HIGHWAY MAINTENANCE EQUIPMENT SUCH AS BOOM MOWER, FRONT-END LOADER, TANDEM-AXLE DUMP TRUCK, SNOW PLOW, AND SPREADER. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. A VALID COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.

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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: JULY 14, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600739 ON APPLICATION

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TRANSPORTATION WORKER 1
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW1EQOP - UNDER DIRECT SUPERVISION, PERFORMS UNSKILLED WORK IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. PERFORMS GENERAL LABOR TASKS INCLUDING: FLAGGING, CUTTING BRUSH, SHOVELING AND REMOVING DEBRIS AND ROAD KILL FROM ROADWAYS AND SHOULDERS. OPERATES LIGHT MAINTENANCE TRUCKS, USES A VARIETY OF MANUAL AND POWER HAND TOOLS IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE A ONE-TON TRUCK FOR SNOW REMOVAL. MAY PERFORM LIGHT MAINTENANCE DUTIES INCLUDING CLEANING UP OIL SPILLS, MOWING, AND WEED EATING. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED. CDL WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT.

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: JULY 14, 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 DT1600845 ON APPLICATION

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
DISTRICT 9 HEAVY MAINTENANCE
GREENBRIER MONROE SUMMERS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, OPERATES MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, TANDEM OR SINGLE AXLE DUMP TRUCKS, ROLLER, BOOM MOWER, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. MAKES MAJOR REPAIRS TO ROADS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, BRUSH CUTTING, LITTER PICKUP, AND CLEANING EQUIPMENT. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL

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

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

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

DEADLINE: JULY 14, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600955 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
GREENBRIER COUNTY HEADQUARTERS
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAIL MOWER, TANDEM OR SINGLE AXLE DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A VALID COMMERCIAL DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL

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

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

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

DEADLINE: JULY 14, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600956 ON APPLICATION