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DT1700006  
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CUSTOMER SERVICE REPRESENTATIVE  
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, 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

DEADLINE: AUGUST 24, 2016

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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 DT1700006 ON APPLICATION

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DT1700007  
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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
MOOREFIELD REGIONAL OFFICE  
HARDY

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

DEADLINE: AUGUST 24, 2016

DATE: AUGUST 15, 2016  
DT1700007  
PAGE: 2

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 DT1700007 ON APPLICATION

DATE: AUGUST 15, 2016  
DT1700008  
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CUSTOMER SERVICE REPRESENTATIVE  
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: HELP DESK - ASSISTS WITH PROCESSING DRIVER'S  
LICENSES -LEARNER'S, GRADUATED, OPERATORS,  
COMMERCIAL DRIVER'S LICENSES, MOTORCYCLE SAFETY  
PROGRAM AND NON-DRIVER IDENTIFICATION CARDS.  
EXPLAIN FORMS AND FEES. REVIEW STATE CODE,  
MANUALS, AND POLICY DIRECTIVES APPLICABLE TO  
SITUATIONS. ENTER DATA INTO COMPUTER TO RECORD  
AND ACCESS INFORMATION. HANDLES ALL INQUIRIES  
FROM THE DIVISION OF MOTOR VEHICLES REGIONAL  
OFFICES AND OTHER OFFICES AS TO STATUS OF  
APPLICANT. OPERATION OF DIGITIZED LICENSE  
SYSTEM, PDPS, NDR AND CDLIS. INITIATES AND  
RESPONDS TO ALL INQUIRIES TO ASSIST IN THE  
RESOLUTION OF PROBLEMS ENCOUNTERED WITH SYSTEMS.  
PERFORM RELATED OFFICE DUTIES AS  
REQUIRED. APPLICANTS ARE SUBJECT TO BACKGROUND  
INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID EXPERIENCE IN BOOKKEEPING,  
CASHIERING OR RELATED PUBLIC CONTACT WORK.  
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN  
ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT  
BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE  
SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR  
THE REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR  
BONDING.

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

DEADLINE: AUGUST 24, 2016

DATE: AUGUST 15, 2016  
DT1700008  
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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
LARRY CAVENDER  
WV DIVISION OF MOTOR VEHICLES  
DRIVERS SERVICES  
5707 MACCORKLE AVE, SE.  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700008 ON APPLICATION

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DT1700009  
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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
HUNTINGTON REGIONAL OFFICE  
CABELL

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

DEADLINE: AUGUST 24, 2016

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DT1700009  
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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 DT1700009 ON APPLICATION

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DT1700010  
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CUSTOMER SERVICE REPRESENTATIVE  
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, 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

DEADLINE: AUGUST 24, 2016

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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 DT1700010 ON APPLICATION

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DT1700011  
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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: AUGUST 24, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
JERRY CONRAD  
WV DIVISION OF MOTOR VEHICLES  
5707 MACCORKLE AVE., SE  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700011 ON APPLICATION

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PURCHASING ASSISTANT  
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: PURCHAS - UNDER GENERAL SUPERVISION,  
RESPONSIBLE FOR ASSISTING THE PURCHASING MANAGER  
WITH PREPARATION AND EVALUATION OF REQUESTS FOR  
QUOTATION (RFQ) AND REQUESTS FOR PROPOSAL (RFP)  
FOR THE DIVISION OF MOTOR VEHICLES, TO INCLUDE  
REVIEWING DOCUMENTS PROVIDED BY ALL SECTIONS  
WITHIN THE AGENCY FOR ACCURACY, COMPLETENESS,  
CLARITY AND COMPLIANCE WITH PURCHASING RULES AND  
REGULATIONS, AS WELL AS CORRECTING MINOR ERRORS  
AND AMBIGUITIES. VERIFIES VENDOR REGISTRATIONS  
INCLUDING: SECRETARY OF STATE, WORKER'S COMPENSATI  
AND INSURANCE COMMISSION PRIOR TO ISSUING PURCHASE  
ORDERS. THE EMPLOYEE IN THIS POSITION WILL ALSO  
BE RESPONSIBLE FOR TRACKING THESE DOCUMENTS TO  
PROVIDE STATUS REPORTS TO MANAGEMENT, AS WELL AS  
ATTEND MEETINGS, ON BEHALF OF THE MANAGER RELATIVE  
TO "IN PROGRESS" RFQ'S OR RFP'S. WILL PURCHASE  
ITEMS FROM VARIOUS STATEWIDE CONTRACTS AND  
INTERNAL SOURCES, SUCH AS CORRECTIONAL INDUSTRIES,  
ANSWER PURCHASING RELATED INQUIRIES AND ADVISE  
DEPARTMENTAL PERSONNEL OF DIVISION POLICY AS WELL  
AS PURCHASING GUIDELINES. CONTACT VENDORS TO  
GAIN COMMODITY INFORMATION AND PRICING QUOTES.  
PREPARE WRITTEN COMMUNICATION SUCH AS LETTERS TO  
LANDLORDS (REGARDING DMV LEASES), INTERNAL  
MEMORANDUMS, EMAILS TO VENDORS, ETC. EMPLOYEE IN  
THIS POSITION WILL UTILIZE THE WVOASIS AND REMIS  
SYSTEMS TO COMPLETE PURCHASING DOCUMENTS SUCH AS  
RFQ'S, RFP'S, AGENCY MASTER AGREEMENTS, CENTRAL  
MASTER AGREEMENTS, AGENCY DELIVERY ORDERS,  
RECEIVING DOCUMENTS, STATEWIDE CONTRACT ORDERS,  
P-CARD RECONCILIATIONS, AND AGENCY PURCHASING  
ORDERS. OTHER DUTIES AS REQUIRED. APPLICANTS  
ARE SUBJECT TO A BACKGROUND INVESTIGATION. A  
VALID WV DRIVER'S LICENSE IS REQUIRED FOR THIS

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POSITION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: TWO YEARS FULL-TIME OR EQUIVALENT PART-TIME PAID CLERICAL EXPERIENCE WHICH INCLUDED FAMILIARITY WITH PURCHASING.  
SUBSTITUTION: SUCCESSFULLY COMPLETED STUDY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

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

DEADLINE: AUGUST 24, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
STEVE MONROE  
DMV WAREHOUSE  
1317 HANSFORD STREET  
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER DT1700012 ON APPLICATION

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DT1701117  
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ADMINISTRATIVE SECRETARY  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
PUBLIC TRANSIT  
PUBLIC TRANSIT  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ADSEC - UNDER GENERAL DIRECTION, THE DUTIES OF THIS POSITION CONSISTS OF BEING THE DIVISIONAL SECRETARY/RECEPTIONIST, MAKING THE INDIVIDUAL IN THIS POSITION RESPONSIBLE FOR THE GENERATION/ FORMATTING AND ROUTING/MAILING OF DIVISIONAL CORRESPONDENCE. THIS ALSO INCLUDES ALL MAIL HANDLING DUTIES, THE RECEPTION OF VISITORS TO THE DIVISION'S OFFICE, ANSWERING AND ROUTING TELEPHONE INQUIRES, FILLING OF DOCUMENTATION GENERATED BY THE DIVISION, MAINTENANCE OF OFFICE SUPPLY INVENTORIES, HANDLING ALL TRAVEL ARRANGEMENTS FOR DIVISION PERSONNEL, MAKING MEETING ARRANGEMENTS AND DESIGNEE FOR DOCUMENTATION RETENTION RESPONSIBILITY. THIS POSITION ALSO FUNCTIONS AS THE PRIMARY P-CARD HOLDER FOR THE DIVISION. COORDINATES PASS DRIVER TRAINING PROGRAM. THIS POSITION ALSO COORDINATES TRAINING ACTIVITIES SPONSORED BY THE DIVISION FOR LOCAL TRANSIT AGENCIES. OTHER DUTIES AS ASSIGNED.

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: AUGUST 24, 2016

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
WILLIAM C. ROBINSON  
DIVISION OF PUBLIC TRANSIT  
CAPITOL COMPLEX  
BLDG 5, ROOM 650  
CHARLESTON, WV 23505

PLEASE INCLUDE POSTING NUMBER DT1701117 ON APPLICATION

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DT1701118  
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OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
ENGINEERING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST3 - UNDER GENERAL SUPERVISION, INCUMBENT WILL FILL A POSITION IN THE ADMINISTRATION SECTION OF THE ENGINEERING DIVISION. SECTION FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO, TIMEKEEPING; MAINTAINING OVERTIME RECORDS; EMPLOYEE EXPENSE ACCOUNTS; ACTING AS A LIAISON BETWEEN DIVISIONS AND OTHER DEPARTMENTS OR PERSONS; VARIOUS FUNCTIONS RELATED TO THE HIRING PROCESS, BENEFIT COORDINATION, AND PERSONNEL MATTERS; INVOICE MANAGEMENT; REQUESTING, TRACKING, AND MONITORING PROJECT FUNDING; VARIOUS PURCHASING, INCLUDING P-CARD PURCHASING AND THE PREPARATION AND SUBMISSION OF SERVICE AGREEMENTS, BLANKET RELEASE ORDERS, AND OTHER FINANCIAL FORMS; INVENTORY MANAGEMENT; RECORD MANAGEMENT AND ARCHIVING; MAKING TRAVEL ARRANGEMENTS AND PAYING FOR TRAVEL FOR DIVISION PERSONNEL; AND NUMEROUS ADDITIONAL RELATED FUNCTIONS. THE SUCCESSFUL APPLICANT WILL BE A P-CARD HOLDER AND THE TRAVEL CONTACT FOR ENGINEERING DIVISION EMPLOYEES, INCLUDING PROCESSING TRAVEL EXPENSE ACCOUNTS. COLLECT AND INFORMATION FOR A WEEKLY OVERTIME REPORT FOR MANAGEMENT REVIEW AND APPROVAL. DAILY TIME ENTRY (KRONOS AND REMIS) SUPPORT IN PROCESSING HR AND PAYROLL TRANSACTION AS NEEDED. (POSTING, HIRING REQUESTS, NEW EMPLOYEE PROCESSING, SEPARATIONS, TIME CORRECTIONS, ETC.) BENEFITS COORDINATOR (HEALTH INSURANCE, MOUNTAINEER FLEXIBLE BENEFITS, ETC.) PROVIDE SUPPORT WITH INVOICE PROCESSING INCLUDING DATA ENTRY AND SCANNING FOR PAYMENT, OTHER DUTIES TO SUPPORT SECTION FUNCTIONS AS ASSIGNED. APPLICANT MUST HAVE STRONG COMPUTER SKILLS, INCLUDING THE ABILITY TO USE MICROSOFT WORD, ACCESS, AND EXCEL EXPERIENCE WITH KRONOS, REMIS, WVOASIS, AND APPLICATION DOCUMENT MANAGER

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PREFERRED. APPLICANT MUST HAVE THE ABILITY TO COMMUNICATE EFFECTIVELY, BOTH VERBALLY AND WRITING APPLICANT SHOULD HAVE STRONG READING COMPREHENSION AND BE ABLE TO FOLLOW INSTRUCTIONS, AGREEMENTS, CONTRACTS, DIVISION JARGON, AND POLICIES. APPLICANT WILL CONTACT DIVISION EMPLOYEES, ASSOCIATES, ADMINISTRATORS, ETC. IN ORDER TO OBTAIN INFORMATION, DISCUSS CHANGES IN DOCUMENTS OR RESOLVE PROBLEMS. APPLICANT WILL ACT AS A LIAISON WITH OTHER DEPARTMENTS OR PERSONS AS NEEDED, SUCH AS HUMAN RESOURCES OR THE FINANCE DIVISION, PROVIDING OR OBTAINING INFORMATION AS NECESSARY. APPLICANT SHOULD BE ABLE TO RECONCILE TIMEKEEPING RECORDS AND P-CARD CHARGES AND COMPLETE DOCUMENTS AS NEEDED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FOUR (4) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING ROUTINE OFFICE WORK.  
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

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

DEADLINE: AUGUST 24, 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 DT1701118 ON APPLICATION

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DT1701112  
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PARALEGAL  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
LEGAL DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THE SUCCESSFUL CANDIDATE WILL SERVE AS A PARALEGAL FOR THE LEGAL DIVISION CLAIMS SECTION, WHO PERFORMS SUPPORT WORK FOR THE DIVISION OF HIGHWAYS STATEWIDE. DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: PROVIDE SUPPORT TO THE CLAIMS SECTION INVESTIGATORS; WORK DIRECTLY WITH INSURANCE COMPANIES AND CITIZENS IN THE COLLECTION OF MONIES OWED TO THE WVDOH; PREPARE PROPERTY DAMAGE CLAIM PACKAGES, REVIEW THE CLAIMS PACKAGE FOR ACCURACY; CONDUCT SETTLEMENT NEGOTIATIONS; DEVELOPING AND MAINTAINING DATABASES AND SPREADSHEETS USING ENFORCE, EXCEL AND ACCESS; MAINTAIN FILES, WORK CLOSELY WITH FINANCE DIVISION ACCOUNTS PAYABLE SECTION TO TRACK CLAIMS PAYMENTS AND MAKING SURE THE PROPER ACCOUNT IS CREDITED; MAKE RECOMMENDATIONS TO THE COLLECTIONS ATTORNEY REGARDING THE DISPOSITION OF UNPAID CLAIMS AND PREPARE UNPAID CLAIMS FOR SUIT WHEN DEEMED APPROPRIATE; PERFORM RESEARCH TO LOCATE PARTIES OWING THE WVDOH; AND RELATED DUTIES AS REQUIRED. THE SUCCESSFUL CANDIDATE MUST HAVE KNOWLEDGE OF LEGAL TERMINOLOGY, LEGAL WRITING, AND LEGAL DOCUMENT STYLES AND FORMATS. MUST HAVE THE ABILITY TO COMMUNICATE EFFECTIVELY; TO UNDERSTAND AND FOLLOW ORAL AND WRITTEN DIRECTIONS; TO MAINTAIN A WIDE VARIETY OF LEGAL FILES, RECORDS, AND REPORTS; AND TO INTERACT WITH INDIVIDUALS AT ALL LEVELS OF THE AGENCY, AS WELL AS WITH INDIVIDUALS OUTSIDE THE AGENCY. THE SUCCESSFUL APPLICANT MUST BE DISCREET AND TACTFUL IN SAFEGUARDING SENSITIVES INFORMATION. THE SUCCESSFUL APPLICANT MUST HAVE A VALID DRIVER-S LICENSE.

REQUIREMENTS: TRAINING: SUCCESSFUL COMPLETION OF A PARALEGAL (LEGAL ASSISTANT) TRAINING PROGRAM.

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SUBSTITUTION: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A LEGAL SETTING WHICH REQUIRED PERFORMING LEGAL RESEARCH, READING AND INTERPRETING LAWS AND OTHER LEGAL AUTHORITIES, AND PREPARING LEGAL DOCUMENTS, UNDER THE SUPERVISION OF AN ATTORNEY, MAY SUBSTITUTE FOR THE REQUIRED TRAINING -OR- A COMBINATION OF TRAINING AND EXPERIENCE AS DESCRIBED ABOVE MAY SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED TRAINING.

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

DEADLINE: AUGUST 24, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
MICHAEL FOLIO  
WVDOH - LEGAL DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-519  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701112 ON APPLICATION

COMPTROLLER  
CLASSIFIED 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

DEADLINE: AUGUST 24, 2016

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DT1600142  
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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600142 ON APPLICATION

DATE: AUGUST 15, 2016  
DT1600150  
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TRANSPORTATION WORKER 3  
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: TW3CRCH - EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER LIMITED SUPERVISION EMPLOYEE WILL LEAD A CREW AND PARTICIPATE IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. WILL COORDINATE EQUIPMENT AND MATERIALS NEEDED, ASSIGN DUTIES TO CREW MEMBERS, COMPLETE DAILY TIME REPORTS, MATERIALS AND AND EQUIPMENT USED, CHECK COMPLAINTS, QUALITY OF WORK BEING PERFORMED AND TRAIN CREW MEMBERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. A CDL WILL BE REQUIRED WITHIN 6 MONTHS OF 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.

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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: AUGUST 24, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600150 ON APPLICATION

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HIGHWAY ENGINEER ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS - UNDER GENERAL SUPERVISION OF THE ASSISTANT DISTRICT MANAGER - MAINTENANCE, PERFORMS PROFESSIONAL ENGINEERING WORK IN THE DESIGN OF HIGHWAYS AND THEIR ATTENDANT FACILITIES AND STRUCTURES CONDUCTS FIELD EVALUATIONS OF PROJECTS SUCH AS SLIP OR SLIDE REPAIR AND STABILIZATION PAVEMENT, WIDENING, SIGHT IMPROVEMENT, LANE ADDITIONS, ETC. ALSO CONDUCTS FIELD SURVEYS TO ASSESS AND DOCUMENT DAMAGES RESULTING FROM NATURAL DISASTERS AND PREPARES PRESCRIBED DOCUMENTS AND REPORTS TO COMPLY WITH GOVERNMENTAL REQUIREMENTS FOR EMERGENCY FUNDING REQUESTS. PERFORMS WORK WITHIN A DEFINED FRAMEWORK OF POLICY WHILE INDEPENDENTLY MAKING ENGINEERING DECISIONS THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

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

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

DEADLINE: AUGUST 24, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700201 ON APPLICATION

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OFFICE ASSISTANT II  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST2 - UNDER GENERAL SUPERVISION,  
PERFORMS FULL PERFORMANCE LEVEL WORK IN  
MULTIPLE-STEP CLERICAL TASKS CALLING FOR  
THE INTERPRETATION AND REGULATIONS.  
RESPONSIBLE FOR CONTACTING MISS  
UTILITY, PREPARING DATA FOR VARIOUS SPREADSHEETS,  
I.E. WEEKLY WORK SCHEDULE, CORE PLAN ACTIVITIES,  
TRACKING LEAVE TIME AND INVENTORY ITEMS.  
ALSO RESPONSIBLE FOR SPEAKING WITH  
THE PUBLIC IN PERSON AND ON THE PHONE TO ANSWER  
QUESTIONS, TAKE COMPLAINTS, ASSIST WITH ADOPT-A-  
HIGHWAY, ENTRANCE PERMITS AND GENERAL CONCERNS.  
WORKS AS UNIFORM AND BOOT COORDINATOR FOR THE  
COUNTY. WILL BACK UP OFFICE ASSISTANT 3 AND  
STOREKEEPER WHEN THEY ARE ABSENT. PERFORMS  
RELATED 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

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1700402 ON APPLICATION

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2MECH - UNDER GENERAL SUPERVISION, PERFORMS MAINTENANCE, REPAIR, AND OVERHAUL OF GASOLINE POWERED EQUIPMENT. MAY WORK WITH COMPONENTS ON DIESEL POWERED EQUIPMENT. DUTIES INCLUDE REPAIRING HYDRAULIC BRAKE SYSTEMS, CHANGING AND REPAIRING TIRES, SERVICING DRIVE LINE AND CHASSIS ASSEMBLY COMPONENTS, REMOVING AND REPLACING ALTERNATORS, STARTERS, GENERATORS, AND BATTERIES. WILL INSPECT VEHICLES FOR COMPLIANCE WITH STATE REGULATIONS. WILL PERFORM MINOR ENGINE TUNE-UPS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED DUTIES AS REQUIRED. ATTAINMENT OF COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
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: AUGUST 24, 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 DT1700900 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 003

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION, LEADS A HIGHWAY CREW AND PARTICIPATES IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. COORDINATES EQUIPMENT AND DETERMINES MATERIALS NEEDED ON PROJECTS. ASSIGNS CREW MEMBERS TO VARIOUS TASKS, LEADS CREW IN COMPLETION OF PROJECTS. KEEPS RECORDS OF MATERIAL AND EQUIPMENT USED, TIME AND ATTENDANCE. CHECKS COMPLAINTS ABOUT ROAD CONDITIONS AND DETERMINES REPAIR WORK REQUIRED. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. CDL WILL BE REQUIRED WITHIN 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.

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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: AUGUST 24, 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 DT1600942 ON APPLICATION