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OFFICE ASSISTANT II  
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: OFASST2 - UNDER GENERAL SUPERVISION, RESPONSIBLE FOR THE DAILY FUNCTIONS OF THE TRAINING ACADEMY OFFICE AND TWO FIELD OFFICES INCLUDING PAYROLL, INVENTORY, EQUIPMENT, SCHEDULING CLASSES, AND MAINTAINING ALL TRAINING RECORDS. MANAGE STATE-WIDE TRAINING DATABASE; PROVIDE REPORTS AND INFORMATION TO MANAGEMENT, DISTRICTS/DIVISIONS, EMPLOYEE RECORDS AND OUTSIDE AGENCIES AS REQUIRED. RELIEVE SUPERVISOR OF CLERICAL AND MINOR ADMINISTRATIVE DUTIES INCLUDING CONFERRING WITH INTER/INTRA-AGENCY PERSONNEL (I.E DEPT. OF LABOR, DEPT. OF MOTOR VEHICLES) TO GATHER, DISCUSS, AND PROVIDE INFORMATION WHERE KNOWLEDGE OF DOH TRAINING POLICY/PROCEDURE GUIDELINES, CDL LAW, AND DOL CRANE LAW ARE REQUIRED. PERFORMS OTHER DUTIES AS REQUIRED.

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

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

DEADLINE: SEPTEMBER 07, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1701108 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
BOONE COUNTY HEADQUARTERS  
BOONE

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. WILL SCHEDULE THE MAINTENANCE OR REPAIR PROJECTS FOR THE WEEK, ASSIGN CREW, COORDINATE EQUIPMENT, AND DETERMINE MATERIALS NEEDED, OVERSEE AND CHECK THE PROGRESS AND QUALITY OF WORK PERFORMED BY CREW, KEEP RECORDS OF MATERIAL AND EQUIPMENT USED AND KEEP TIME AND EQUIPMENT RECORDS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. CDL WILL BE REQUIRED WITHIN 6 MONTHS.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION;  
(OR) TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;  
(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTENANCE 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: SEPTEMBER 07, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600151 ON APPLICATION