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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: UNDER GENERAL SUPERVISION, REVIEW AND PROCESS
LEGAL DOCUMENTS, SUBPOENAS, LAW ENFORCEMENT
REQUESTS AND COURT ORDERS. RESPONSIBLE FOR
ASSISTING THESE SAME EXTERNAL CUSTOMERS WITH
CERTIFIED COPIES OF THE DIVISION'S RECORDS AND
CORRESPONDING CERTIFIED DRIVING RECORDS. OPERATE
AN OPTICAL SCANNER. COMPUTER SKILLS NEEDED TO
ACCESS AND REVIEW INTERNAL RECORDS OF VARIOUS
TYPES. TYPE SUSPENSION NOTICES, SOME MINOR ENTRY
OF DATA ON DRIVER RECORDS MAY BE REQUIRED.
PERFORM RELATED DUTIES AS NECESSARY. APPLICANTS
ARE SUBJECT TO A CRIMINAL 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: OCTOBER 05, 2016

DATE: SEPTEMBER 26, 2016
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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 DT1700024 ON APPLICATION

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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: OCTOBER 05, 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 DT1700025 ON APPLICATION

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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: OCTOBER 05, 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 DT1700026 ON APPLICATION

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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: OCTOBER 05, 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 DT1700027 ON APPLICATION

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DATA ENTRY OPERATOR II
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 DIRECT SUPERVISION, AND AT THE FULL PERFORMANCE LEVEL, THE RECEIVING AND PROCESSING UNIT DATA ENTRY OPERATORS ARE RESPONSIBLE FOR THE PROCESSING AND DATA ENTRY OF INFORMATION FOR INCOMING VEHICLE RENEWALS. WILL ENTER DATA FROM TITLE DOCUMENTS AND INTO DATABASE TRACKING SYSTEM. PREPARE TITLES AND ASSIGN TITLE NUMBERS. RECORD TITLE NUMBERS ON CHECKS. PERFORM RELATED DUTIES AS REQUIRED. APPLICANTS SUBJECT TO BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR EQUIVALENT.
EXPERIENCE: ONE YEAR OF FULL-TIME OR PART-TIME EQUIVALENT EXPERIENCE IN DATA ENTRY.
SUBSTITUTION: (1) COMPLETION OF TWELVE HOURS IN COMPUTER SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY.
OR
(2) COMPLETION OF FOUR COURSES IN DATA PROCESSING, DATA ENTRY, AND/OR WORD PROCESSING FROM AN ACCREDITED BUSINESS OR VOCATIONAL SCHOOL MAY SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

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

DEADLINE: OCTOBER 05, 2016

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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 DT1700028 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
CHARLES TOWN REGIONAL OFFICE
JEFFERSON

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: OCTOBER 05, 2016

DATE: SEPTEMBER 26, 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 DT1700029 ON APPLICATION

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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

DEADLINE: OCTOBER 05, 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 DT1700030 ON APPLICATION

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DT1700031

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CUSTOMER SERVICE REPRESENTATIVE, LEAD
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
BECKLEY REGIONAL OFFICE
RALEIGH

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: OCTOBER 05, 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 DT1700031 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 007

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: CSVREP - UNDER GENERAL SUPERVISION, PROCESS
LICENSE RENEWALS AND TITLEWORK. ASSIST
CUSTOMERS BY TELEPHONE AND IN PERSON BY
EXPLAINING FORMS AND FEES. ENTER DATA INTO
COMPUTER TO ACCESS PRIOR INFORMATION AND UPDATE
RECORDS. HANDLE INQUIRIES AND PROVIDE INFORMATION
ABOUT LAWS, REGULATIONS, POLICIES, AND PROCEDURES.
ASSIST IN PROCESSING SALVAGE AND GOVERNMENT
VEHICLES. ASSIGN TITLE AND PLATE NUMBERS. CHECK
FOR APPROPRIATE DOCUMENTATION AND FEES, LIENS,
SIGNATURES, CORRECT REASSIGNMENTS, ETC. ADVISE
CUSTOMERS OF REQUIREMENTS AND FEES AND RETURN
TITLEWORK WITH INSTRUCTIONS FOR FURTHER ACTION.
PERFORM RELATED DUTIES AS NECESSARY. 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

DEADLINE: OCTOBER 05, 2016

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:
MICHAEL MAGGARD
DIV OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700032 ON APPLICATION

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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: TW3MECH - UNDER LIMITED SUPERVISION, PERFORMS FULL RANGE OF MAINTENANCE, REPAIR, AND OVERHAUL OF GASOLINE AND DIESEL POWERED ENGINES AND COMPONENTS. TROUBLESHOOT AND DIAGNOSE REPAIRS OF VEHICLE AND HEAVY EQUIPMENT FOLLOWING PRIORITY AND SAFETY GUIDELINES. REFURBISH, REPAIR, REBUILD LIGHT AND HEAVY DUTY EQUIPMENT AND TRANSPORTATION VEHICLES; SUCH AS GRADERS, GRADALLS, RUBBER TIRED END LOADERS, SNOW TRACTORS, MOWERS, CRANES, TRACK EQUIPMENT AND BRIDGE INSPECTION UNITS. THESE REPAIRS INCLUDE COMPONENT REBUILDS SUCH AS ENGINES, TRANSMISSIONS, DRIVE TRAINS, REPAIR PIVOT PARTS, BRAKE JOBS AND CLUTCHES, ELECTRICAL AND HYDRAULIC SYSTEM, A/C REPAIRS AND INSTALLATION, STEERING COMPONENTS, PLANETARY SYSTEMS AND OTHER MECHANICAL COMPONENTS. WILL BE REQUIRED TO COMPLETE ANY NECESSARY PAPERWORK. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. A COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT. PREFERENCE MAY BE SHOWN TO CANDIDATES CURRENTLY POSSESSING CDL.

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-

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TIME PAID EXPERIENCE IN CORE DRILLING, OIL OR GAS DRILLING OR SURFACE MINING REQUIRING THE OPERATION OF DRILLING EQUIPMENT OR AUGER;

(OR) TWO YEARS AS A TRANSPORTATION WORKER II-BRIDGE MAINTANANCE WORKER.

CREW CHIEF ONLY: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.

SUBSTITUTION: SUCCESSFUL COMPLETION OF AN 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: OCTOBER 05, 2016

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 DT1701130 ON APPLICATION

DATE: SEPTEMBER 26, 2016
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STOREKEEPER II
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 0.00

DUTIES: STKPR3 - UNDER GENERAL SUPERVISION, AT THE FULL-
PERFORMANCE LEVEL, THIS EMPLOYEE WILL PARTICIPATE
IN ORDERING, RECEIVING RECORDING, STORING AND
SHIPPING OF MATERIALS AND SUPPLIES FOR A COUNTY
ORGANIZATION. WILL RECONCILE PHYSICAL AND
DOCUMENTED INVENTORY. WILL BE RESPONSIBLE FOR A
STATE PURCHASING CARD AND MONITOR VOLUME OF
EQUIPMENT AND SUPPLIES TO ENSURE ADEQUATE STOCK IS
ON HAND. THIS EMPLOYEE WILL LEAD THE PURCHASING
RECEIVING, STORING, AND DISPERSING OF EQUIPMENT
AND SUPPLIES WITHIN THE COUNTY ORGANIZATION.
PERFORMS RELATED WORK AS REQUIRED. THIS POSITION
REQUIRES A VALID DRIVER'S LICENSE.

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: OCTOBER 05, 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
PUTNAM COUNTY HEADQUARTERS
PUTNAM

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: OCTOBER 05, 2016

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

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HIGHWAY EQUIPMENT SUPERVISOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TWO
DISTRICT EQUIPMENT SHOP
CABELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HES2 - UNDER ADMINISTRATIVE DIRECTION OF THE DISTRICT MANAGER SUPERVISES EMPLOYEES AND OPERATIONS OF THE DISTRICT EQUIPMENT REPAIR SHOP. THIS INCLUDES THE REPAIR AND MAINTENANCE OF VEHICLES AND EQUIPMENT USED IN HIGHWAY CONSTRUCTION AND MAINTENANCE, IMPLEMENTATION OF SAFETY POLICIES THROUGHOUT THE DISTRICT, AND MANAGEMENT OF THE AUTOMOTIVE AND VEHICLE PARTS PROCUREMENT, INVENTORY AND DISTRIBUTION THROUGHOUT THE DISTRICT. MANAGES BUDGET FOR THE ORGANIZATION AND IS RESPONSIBLE FOR ALL ASPECTS OF STAFFING SUCH AS DETERMINING PERSONNEL REQUIREMENTS WITHIN QUOTA, CONDUCTING EMPLOYMENT INTERVIEWS, SELECTING AND EVALUATING EMPLOYEES, ACTIONS IF NEEDED. A VALID DRIVER'S LICENSE IS ENFORCING STANDARDS AND IMPLEMENTING DISCIPLINARY REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.
EXPERIENCE: EIGHT YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN VEHICLE AND HIGHWAY EQUIPMENT REPAIR IN A TRANSPORTATION OR HIGHWAY CONSTRUCTION SETTING OR EXPERIENCE IN HEAVY EQUIPMENT PARTS MANAGEMENT, OR EXPERIENCE IN PURCHASING, PROCUREMENT, OR INVENTORY CONTROL OF VEHICLE AND HIGHWAY EQUIPMENT OR AS AN AUTOMOTIVE SERVICE MANAGER INCLUDING THREE YEARS IN A GENERAL SUPERVISORY CAPACITY.
SUBSTITUTION: ONE YEAR OF EXPERIENCE AS A HIGHWAY EQUIPMENT SUPERVISOR I MAY BE SUBSTITUTED FOR THE REQUIRED SUPERVISORY EXPERIENCE.

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

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DEADLINE: OCTOBER 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600238 ON APPLICATION

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT TWO
MINGO COUNTY HEADQUARTERS
MINGO

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. OPERATES A VARIETY OF HEAVY MOTORIZED MAINTENANCE EQUIPMENT SUCH AS MOTOR GRADER, BACKHOE, TANDEM AND SINGLE AXLE TRUCKS, WHEELED TRACTOR, SKID-STEER LOADER AND WHEELED LOADER. MAY BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS EMPLOYEE TRAINING PERMITS. PERFORMS PREOPERATION AND POSTOPERATION CHECK OF EQUIPMENT. MAKES MAJOR REPAIRS TO ROADS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. CDL 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: OCTOBER 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700200 ON APPLICATION

REALTY MANAGER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
DISTRICT RIGHT OF WAY
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: REALMGR - UNDER GENERAL DIRECTIONS, ACTS AS
MANAGER FOR THE DISTRICT RIGHT OF WAY DEPARTMENT.
WILL SUPERVISE ALL RIGHT OF WAY PERSONNEL AND
ACTIVITIES WITHIN THE DISTRICT. KNOWLEDGE OF
REAL PROPERTY, APPRAISAL, REAL PROPERTY RIGHTS,
ACQUISITION, RELOCATION ASSISTANCE, PROPERTY
MANAGEMENT, AND RIGHT OF WAY ENGINEERING AND
SURVEYING THEORIES AND TECHNIQUES WILL BE
REQUIRED. PERFORM RELATED WORK AS REQUIRED.
THIS POSITION REQUIRES TRAVEL THEREFORE A VALID
DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE IN
EXCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR THE
COLLEGE EDUCATION ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: NINE YEARS OF APPRAISAL OR APPRAISAL
REVIEW, NEGOTIATION, REAL ESTATE MANAGEMENT,
RELOCATION, OR RIGHT-OF-WAY EXPERIENCE.
SPECIAL REQUIREMENT: APPLICANTS MUST HAVE
COMPLETED THE DIVISION OF HIGHWAYS COURSE
"APPRAISAL PRINCIPLES" OR ONE APPRAISAL COURSE
RECOGNIZED BY THE AMERICAN INSTITUTE OF REAL
ESTATE APPRAISERS OR THE SOCIETY OF REAL ESTATE
APPRAISERS.
PROMOTIONAL ONLY: TWO YEARS AS A TRANSPORTATION
REALTY AGENT IV WHICH MUST HAVE INCLUDED ONE YEAR
OF SUPERVISORY RESPONSIBILITY.
MINIMUM QUALIFICATIONS FOR THE REAL ESTATE
DIVISION:
TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY
ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE

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IN EXCESS OF THAT REQUIRED MAY BE SUBSTITUTED FOR THE COLLEGE EDUCATION ON A YEAR-FOR-YEAR BASIS.

EXPERIENCE: EIGHT YEARS OF APPRAISAL OR APPRAISAL REVIEW, NEGOTIATION, REAL ESTATE MANAGEMENT, CONSTRUCTION MANAGEMENT, RELOCATION, LEASE ADMINISTRATION, OR RIGHT-OF-WAY EXPERIENCE.

SPECIAL REQUIREMENT: 1) APPLICANTS MAY BE REQUIRED TO HAVE COMPLETED ONE APPRAISAL COURSE RECOGNIZED BY THE AMERICAN INSTITUTE OF REAL ESTATE APPRAISER OR THE SOCIETY OF REAL ESTATE APPRAISERS BY THE END OF THE FIRST YEAR OF EMPLOYMENT. 2) APPLICANT MAY BE REQUIRED TO ATTAIN CERTAIN CREDENTIALS WITHIN THE FIRST TWO YEARS OF EMPLOYMENT TO FURTHER ENHANCE HIS/HER ABILITY TO PERFORM WORK. THESE CREDENTIALS MAY INCLUDE THE MASTER OF CORPORATE REAL ESTATE (MCR) DESIGNATION FROM CORENET GLOBAL AND/OR THE PROJECT MANAGEMENT PROFESSIONAL (PMP).

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

DEADLINE: OCTOBER 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700318 ON APPLICATION

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TRANSPORTATION ENGINEERING TECHNICIAN
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: TRET - UNDER THE DIRECTION OF THE DISTRICT DESIGN ENGINEER, APPLICANT WILL SERVE IN A FULL PERFORMANCE CAPACITY PERFORMING ENGINEERING TECHNOLOGY WORK. THE EMPLOYEE WILL PERFORM FIELD WORK FOR RESURFACING AND SLIP REPAIR PROJECTS AS WELL AS SMALL DRAINAGE STRUCTURE INSPECTIONS. THE EMPLOYEE WILL ASSIST AND PROVIDE TECHNICAL SUPPORT FOR THE MAINTENANCE ORGANIZATIONS TO ENSURE COMPLIANCE WITH DOH POLICIES AND PROCEDURES. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: CERTIFICATION AS A TRANSPORTATION ENGINEERING TECHNICIAN BY THE WEST VIRGINIA TRANSPORTATION CERTIFICATION BOARD AT BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE.
SPECIAL REQUIREMENT: POSSESSION OF A VALID DRIVER'S LICENSE.
SUBSTITUTION (NEW HIRES ONLY): THIRTY-SIX HOURS IN ENGINEERING TECHNOLOGY FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY, PLUS FIVE YEARS OF PAID EXPERIENCE IN A TECHNICAL CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT MAY BE SUBSTITUTED FOR THE CERTIFICATION.
OR
AN ASSOCIATE OR DEGREE IN CIVIL ENGINEERING TECHNOLOGY, PLUS FOUR YEARS OF PAID EXPERIENCE IN A TECHNICAL CAPACITY IN A CIVIL ENGINEERING ENVIRONMENT.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1700319 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 004

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
HARRISON COUNTY 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 FLAIRMOWER, 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 INCLEMENT WEATHER. CDL REQUIRED.

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

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

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

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

DEADLINE: OCTOBER 05, 2016

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

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 008

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: TW2EQOP -UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, 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. 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: OCTOBER 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700407 ON APPLICATION

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TRANSPORTATION WORKER 3
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: TW3CRCH - UNDER LIMITED SUPERVISION EMPLOYEE LEADS & PARTICIPATES WITH A CREW PERFORMING MAINTENANCE AND REPAIR ON HIGHWAYS AND UPKEEP OF BUILDINGS. REVIEWS WORK SCHEDULE, DETERMINES EQUIPMENT AND MATERIAL NEEDED, ASSIGNS CREW MEMBERS TO VARIOUS TASKS, AND LEADS THE CREW IN COMPLETION OF THE PROJECT. KEEPS TIME AND ATTENDANCE RECORDS OF THE CREW AND COMPLETES A DAILY REPORT OF THE PROJECT AND SUBMITS TO SUPERVISOR. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS & INCLEMENT WEATHER. THIS POSITION FUNCTIONS AS A WORKING SUPERVISOR. PREFERENCE MAY BE GIVEN TO THOSE WITH A VALID CDL. CDL WILL BE REQUIRED WITHIN 5 MONTHS 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 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

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

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

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

DEADLINE: OCTOBER 05, 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 DT1700710 ON APPLICATION

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HIGHWAY ADMINISTRATOR III
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM3 - UNDER GENERAL SUPERVISION, TO SERVE AS DISTRICT ENVIRONMENTAL COMPLIANCE COORDINATOR. WILL MONITOR DISTRICT DESIGN, BRIDGE, CONSTRUCTION AND MAINTENANCE ACTIVITIES FOR ENVIRONMENTAL AND CULTURE RESOURCE COMPLIANCE; ENSURE THE DIVISION OF HIGHWAYS ACQUIRES ALL APPROPRIATE ENVIRONMENTAL PERMITS AND CERTIFICATIONS, AS WELL AS CULTURAL RESOURCE CLEARANCES PRIOR TO STARTING WORK; COORDINATE WITH DISTRICT ENGINEER, COUNTY ADMINISTRATORS, AND CENTRAL OFFICE STAFF TO OBTAIN REQUIRED PERMITS AND CLEARANCES; ATTEND FIELD REVIEWS WITH REGULATORY AGENCIES SUCH AS WV DEP, WV DNR, UNITED STATES EPA, UNITED STATES CORPS OF ENGINEERS, UNITED STATES FISH AND WILDLIFE SERVICES FEDERAL EMERGENCY MANAGEMENT AGENCY, AND COUNTY COMMISSIONS; PROVIDE ENVIRONMENTAL AND CULTURAL RESOURCE TRAINING. WILL SUPERVISE THE WORK OF THE ENVIRONMENTAL RESOURCE SPECIALIST, INCLUDING ASSIGNING, REVIEWING, AND APPROVING THEIR WORK. STATEWIDE TRAVEL SOMETIMES REQUIRES OVERNIGHT STAY. A VALID DRIVER'S LICENSE IS REQUIRED.

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

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SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE
IS REQUIRED.

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

DEADLINE: OCTOBER 05, 2016

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

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HIGHWAY ADMINISTRATOR II
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM2 - UNDER GENERAL DIRECTIONS
POCAHONTAS COUNTY HEADQUARTERS
DIRECTS AND IMPLEMENTS A SCHEDULED HIGHWAY
MAINTENANCE PROGRAM WITHIN OPERATING ANNUAL
BUDGET, INCLUDING THE SECURITY OF MATERIALS AND
EQUIPMENT. DEVELOPS, IMPLEMENTS AND FOLLOWS CORE
MAINTENANCE PLANS TO ACHIEVE THE GOALS OF THE
ORGANIZATION. ENSURES MAXIMUM UTILIZATION OF
EQUIPMENT, PERSONNEL AND MATERIALS. SCHEDULES OR
APPROVES WEEKLY MAINTENANCE ACTIVITIES, WORK CREW
ASSIGNMENTS, EQUIPMENT AND MATERIALS. RESPONDS
AND RESOLVES CITIZEN OR EMPLOYEE COMPLAINTS.
PLANS AND IMPLEMENTS SRIC PROGRAM FOR AREA.
KNOWLEDGE OF THE MAINTENANCE STANDARDS AND
PROCEDURES OF THE DIVISION OF HIGHWAYS. KNOWLEDGE
OF HIGHWAY EQUIPMENT AND ITS CAPABILITIES; THE
MATERIAL AND PARTS USED IN ROADWAY MAINTENANCE.
ABILITY TO SCHEDULE AND ORGANIZE MAINTENANCE
CREWS, SUPERVISE PERSONNEL. ABILITY TO ESTIMATE
MANPOWER, MATERIALS AND EQUIPMENT TO COMPLETE A
SCHEDULED MAINTENANCE ACTIVITY. PERFORM RELATED
WORK AS REQUIRED. TRAVEL MAY BE REQUIRED,
THEREFORE A VALID DRIVER'S LICENSES IS REQUIRED.

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

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ADMINISTRATION, TRANSPORTATION, CONSTRUCTION,
MANUFACTURING, MINING OR THE ARMED SERVICES.
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE
IS REQUIRED.

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

DEADLINE: OCTOBER 05, 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 DT1700804 ON APPLICATION

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HIGHWAY ENGINEER ASSOCIATE
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS - UNDER GENERAL SUPERVISION,
ENGINEER ASSOCIATE-EMPLOYEE WILL WORK IN THE
ROADWAY DESIGN SECTION. WILL ASSIST IN THE
DEVELOPMENT OF PLANS 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
PREPARATION OF PLANS AND OTHER CONTRACT DOCUMENTS
FOR FINAL PROJECT SUBMITTAL. EMPLOYEE MAY ASSIST
IN THE DESIGN OR INSPECTION OF LESS THAN 20'
STRUCTURES. KNOWLEDGE AND EXPERIENCE USING
MICROSTATION PREFERRED. EMPLOYEE WILL PERFORM
OTHER RELATED DUTIES AS REQUIRED. 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: OCTOBER 05, 2016

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

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 003

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, 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 MECHANICAL REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. 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

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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: OCTOBER 05, 2016

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

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

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

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 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 MECHANICAL REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. 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

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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: OCTOBER 05, 2016

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

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. EMPLOYEE WILL OPERATE A VARIETY OF HEAVY MOTORIZED MAINTENANCE EQUIPMENT SUCH AS MOTOR GRADER, BACKHOE, FRONT-END LOADER, MOWERS, ROLLERS, TANDEM AND SINGLE AXLE TRUCKS, AND SNOWPLOWS. WILL BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS EMPLOYEE TRAINING PERMITS. PERFORMS PREOPERATIONAL AND POST OPERATION CHECK OF EQUIPMENT. WILL MAKE MINOR MECHANICAL REPAIRS AND PERFORM OTHER RELATED WORK AS REQUIRED. MAY LEAD AND TRAIN LOWER LEVEL WORKERS IN PERFORMING SKILLED AND SEMI SKILLED WORK. CERTIFICATION ON THE ASSIGNED EQUIPMENT WILL BE REQUIRED AFTER APPOINTMENT AS TRAINING PERMITS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. CDL LICENSE 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-

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BRIDGE MAINTANANCE WORKER.
CREW CHIEF ONLY: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

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

DEADLINE: OCTOBER 05, 2016

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

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

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

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 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 MECHANICAL REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. 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

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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: OCTOBER 05, 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 DT1700812 ON APPLICATION

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION, PERFORMS SKILLED WORK IN THE CONSTRUCTION, MAINTENANCE AND REPAIR OF HIGHWAYS. EMPLOYEE WILL OPERATE A VARIETY OF HEAVY EQUIPMENT SUCH AS GRADER, BACKHOE, RUBBER-TIRE EXCAVATOR, TRACK EXCAVATOR, DOZER, ASPHALT PAVER AND CRANE. WILL BE REQUIRED TO OPERATE MEDIUM SIZED EQUIPMENT SUCH AS SINGLE OR TANDEM AXLE DUMP TRUCK, AND OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS NEEDED. CHECKS EQUIPMENT AND MAKES MINOR MECHANICAL REPAIRS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. WILL BE EXPOSED TO HIGH SPEED TRAFFIC, HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL 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 EQUIVAELNT 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.

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CREW CHIEF ONLY: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.

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

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

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

DEADLINE: OCTOBER 05, 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 DT1700813 ON APPLICATION

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ENVIRONMENTAL RESOURCES SPECIALIST 1
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ENVRSP1 - PERFORMS BEGINNING LEVEL PROFESSIONAL WORK IN A SPECIALTY AREA IN THE ACQUISITION, PRESERVATION, MANAGEMENT AND ENHANCEMENT OF THE STATE'S ENVIRONMENTAL/NATURAL RESOURCES. UNDER THE DIRECTION OF THE DISTRICT ENVIRONMENTAL COORDINATOR, THIS EMPLOYEE WILL PERFORM WORK RELATED TO NPDES PERMITS FOR DISCHARGES FROM DOH FACILITIES. EMPLOYEE WILL MONITOR DISTRICT FACILITIES TO ENSURE COMPLIANCE WITH ENVIRONMENTAL LAWS, REGULATIONS, AND POLICIES. EMPLOYEE WILL COLLECT DISCHARGE SAMPLES USING PROPER SAMPLING PROTOCOLS, FILL OUT PROPER PAPERWORK INCLUDING BUT NOT LIMITED TO CHAIN OF CUSTODY, DISCHARGE MONITORING REPORTS, SEWAGE SLUDGE MANAGEMENT, ECT. EMPLOYEE WILL ASSIST AND TRAIN DISTRICT MAINTENANCE EMPLOYEES ON PROPER ENVIRONMENTAL POLLUTION PREVENTION PLANS, GROUNDWATER PROTECTION PLANS, NPDES PERMIT COMPLIANCE AND CORRECTIVE ACTIONS. EMPLOYEE WILL PROVIDE FULL ASSISTANCE AND SUPPORT TO THE DISTRICT ENVIRONMENTAL COORDINATOR. EMPLOYEE WILL BE REQUIRED TO ATTEND MEETINGS WITH RELATED AGENCIES. DUE TO THE NATURE OF THE WORK, THE EMPLOYEE MUST BE ABLE TO WORK INDEPENDENTLY AND WORK HOURS MAY BE VARIED. TRAVEL OVER DIFFICULT TERRAIN AND IN INCLEMENT WEATHER WILL BE REQUIRED. EMPLOYEE WILL PERFORM RELATED DUTIES AS REQUIRED OR NEEDED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR IN CHEMISTRY, PHYSICS, GEOGRAPHY, GEOLOGY, BIOLOGY, ECONOMICS, ENGINEERING, ENVIRONMENTAL STUDIES, NATURAL SCIENCE, OR ARCHEOLOGY.

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SUBSTITUTION: FULL-TIME OR EQUIVALENT PART-TIME
PAID TECHNICAL OR PARAPROFESSIONAL EXPERIENCE IN
THE ACQUISITION, PRESERVATION, PROTECTION AND
ENHANCEMENT OF ENVIRONMENTAL/NATURAL RESOURCES
MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 014 \$29,400.00 - \$54,396.00

DEADLINE: OCTOBER 05, 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 DT1700815 ON APPLICATION

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. EMPLOYEE WILL OPERATE A VARIETY OF HEAVY MOTORIZED MAINTENANCE EQUIPMENT SUCH AS MOTOR GRADER, BACKHOE, FRONT-END LOADER, MOWERS, ROLLERS, TANDEM AND SINGLE AXLE TRUCKS, AND SNOWPLOWS. WILL BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS EMPLOYEE TRAINING PERMITS. PERFORMS PREOPERATIONAL AND POST OPERATION CHECK OF EQUIPMENT. WILL MAKE MINOR MECHANICAL REPAIRS AND PERFORM OTHER RELATED WORK AS REQUIRED. MAY LEAD AND TRAIN LOWER LEVEL WORKERS IN PERFORMING SKILLED AND SEMI SKILLED WORK. CERTIFICATION ON THE ASSIGNED EQUIPMENT WILL BE REQUIRED AFTER APPOINTMENT AS TRAINING PERMITS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. CDL LICENSE 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-

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BRIDGE MAINTANANCE WORKER.
CREW CHIEF ONLY: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY CONSTRUCTION OR HIGHWAY MAINTENANCE, OR BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.
SPECIAL REQUIREMENTS: (1) A VALID MOTOR VEHICLE OPERATOR'S LICENSE; (2) A VALID CLASS A OR B COMMERCIAL DRIVER'S LICENSE IS REQUIRED IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION, AND MAY BE REQUIRED IN BRIDGE MAINTENANCE, EQUIPMENT REPAIR, HIGHWAY MAINTENANCE, AND CORE DRILLING AT THE DISCRETION OF THE APPOINTING AUTHORITY; (3) SOME POSITIONS IN THE CLASS MAY REQUIRE CERTIFICATION IN THE ASSIGNED AREA AFTER APPOINTMENT; (4) SPECIFIC POSITIONS MAY REQUIRE CERTIFICATION FROM A FEDERAL EPA APPROVED TESTING ORGANIZATION AS A CERTIFIED TECHNICIAN REQUIRED BY THE CLEAN AIR ACT ON REFRIGERANT RECYCLING.

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

DEADLINE: OCTOBER 05, 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 DT1700817 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 8
CORRIDOR H, SECTION 1 HEADQUARTERS
RANDOLPH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2MECH - UNDER GENERAL SUPERVISION, PERFORMS MAINTENANCE, REPAIR AND MINOR 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. ABILITY TO MAINTAIN SIMPLE RECORDS (TIME CARDS, WORK ORDERS). MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL 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: OCTOBER 05, 2016

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

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TRANSPORTATION WORKER 3
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: 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: OCTOBER 05, 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 DT1600944 ON APPLICATION

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TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

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

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: OCTOBER 05, 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 DT1600946 ON APPLICATION

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TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

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: 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: OCTOBER 05, 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 DT1700904 ON APPLICATION

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OFFICE ASSISTANT III
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 10
MCDOWELL COUNTY HEADQUARTERS
MCDOWELL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: OFASST3 - UNDER GENERAL SUPERVISION, PERFORMS
ADVANCED LEVEL, RESPONSIBLE AND COMPLEX CLERICAL
TASKS. INTERPRETS OFFICE PROCEDURES, RULES AND
REGULATIONS. MUST BE ABLE TO COMMUNICATE WITH A
WIDE VARIETY OF PEOPLE. MUST AUDIT INVOICES, BILLS
AND ORDERS FOR ERRORS AND MAKE CORRECTIONS,
MAINTAIN FILES, PREPARE PERSONNEL & PAYROLL FORMS,
ANSWER PHONES, SCREEN CALLS, TAKE MESSAGES AND
COMPLAINTS AND ASSIST CALLERS. MUST BE ABLE TO
OPERATE OFFICE EQUIPMENT, ENTER PAYROLL, EQUIPMENT
AND MATERIAL USAGE. PERFORMS RELATED WORK AS
REQUIRED.

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

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

DEADLINE: OCTOBER 05, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1701009 ON APPLICATION