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DT1701120

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COMMUNITY DEVELOPMENT SPECIALIST I
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: CPDSPEC1 - DEVELOP AND IMPLEMENT TRANSIT ASSET MANAGEMENT PLAN COVERING ELEVEN RURAL TRANSIT AGENCIES TO FEDERAL TRANSIT ADMINISTRATION (FTA) GUIDELINES INCLUDING AN ASSETS INVENTORY, A METHOD OF DETERMINING AN ASSETS STATE OF GOOD REPAIR, A FORMULA FOR DETERMINING WHEN AN ASSET HAS ENDED ITS USEFUL LIFE, A PRIORITIZATION METHODOLOGY FOR DETERMINING THE EXPENDITURE OF EQUIPMENT FUNDING AND PROJECTIONS OF WHICH FUNDING SOURCES WILL BE AVAILABLE FOR EQUIPMENT REPLACEMENT; PROVIDE TECHNICAL ASSISTANCE AND OVERSIGHT (TO FTA STANDARDS) TO THE NEWEST GENERATION OF TRANSIT SAFETY PLANS UTILIZING THE SAFETY MANAGEMENT SYSTEM (SMS) SAFETY METHODOLOGY; PERFORM AS PROGRAM MANAGER FOR THE SECTION 5339 BUS AND BUS FACILITIES PROGRAM, ONE OF THE PRIMARY FTA PROGRAMS PROVIDING FEDERAL FUNDING FOR EQUIPMENT (BUSES, OTHER VEHICLES, FACILITIES, ETC.) REPLACEMENT; PERFORM ROUTINE REVISIONS/UPDATES OF TWELVE REGIONAL TRANSPORTATION COORDINATION PLANS; ACT AS ADA COORDINATOR FOR THE DIVISION OF PUBLIC TRANSIT. OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.

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

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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

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STOREKEEPER II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
ROANE COUNTY HEADQUARTERS
ROANE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR2 - UNDER GENERAL SUPERVISION, EMPLOYEE ORDERS, RECEIVES STOCK, DISPENSES, AND SHIPS MATERIALS, PARTS, AND SUPPLIES. RECONCILES PHYSICAL AND DOCUMENTED INVENTORIES. MONITORS VOLUME OF EQUIPMENT AND SUPPLIES TO ENSURE ADEQUATE STOCK ON HAND. WILL POSSESS A STATE PURCHASING CARD TO MAKE AUTHORIZED PURCHASES ACCORDING TO PROCEDURES AND RECONCILE MONTHLY STATEMENT. FILE, UPDATE, AND RETRIEVE RECEIPTS, INVOICES, TRANSFERS AND OTHER INFORMATION. ABILITY TO USE COMPUTER FOR ENTRIES. WILL BE RESPONSIBLE FOR DUTIES RELATED TO THE FUEL TANK SUCH AS DELIVERIES, PUMP READINGS, USAGES AND TRANSFERS OF FUEL AND OIL. HEAVY LIFTING MAY BE REQUIRED. EMPLOYEE IS THE ONLY STOREKEEPER ASSIGNED TO THE ORGANIZATION. PERFORM RELATED DUTIES AS REQUIRED SUCH AS THE DUTIES OF THE OFFICE ASSISTANT IN THEIR ABSENCE AND JANITORIAL SERVICES TO THE FACILITY AS ASSIGNED.

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

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TO APPLY:

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

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ACCOUNTING TECHNICIAN IV
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
DISTRICT COMPTROLLER OFFICE
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES:

UNDER GENERAL SUPERVISION THIS POSITION WILL PERFORM ADVANCED LEVEL ACCOUNTING SUPPORT DUTIES MONITORS AND REVIEWS DISTRICT WIDE PURCHASING PRACTICES TO ASSURE COMPLIANCE WITH STATE PURCHASING POLICIES AND PROCEDURES, VERIFIES MONTHLY P-CARD RECONCILIATIONS, AND ADMINISTERS PAYMENT PROCESSING. REVIEWS PAYROLL REPORTS AND TIME ENTRY IN THE OASIS ACCOUNTING SYSTEM TO ENSURE PROPER LEAVE TIME USAGE AND UPGRADE STATUS REPORTING. COMPILES AND DISTRIBUTES BI-WEEKLY MAINTENANCE BUDGET REPORTS, AND ASSISTS IN PERIODIC AUDITING OF THE MATERIAL AND FIXED ASSETS INVENTORIES IN THE DISTRICT'S MAINTENANCE ORGANIZATIONS. REVIEWS JOURNAL VOUCHERS, PAYROLL CORRECTIONS, SECURITY REQUESTS, AND EMPLOYEES REIMBURSEMENTS FOR ACCURACY AND COMPLETENESS BEFORE PROCESSING. PERFORMS RELATED WORK AS REQUIRED.

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

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

DEADLINE: OCTOBER 12, 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 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2BMW - RANDOLPH COUNTY
AN EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER GENERAL SUPERVISION PERFORMING SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF BRIDGES AND STRUCTURES, PATCHING BRIDGE DECKS, INSTALLING STEEL PILING, STEEL REINFORCING BARS, PLACING AND FINISHING CONCRETE, SET STEEL AND CONCRETE BEAMS, DRIVING DUMP TRUCKS AND VEHICLES TO TRANSPORT PERSONNEL, MATERIALS, OR EQUIPMENT TO AND FROM WORK SITES. MUST HAVE THE ABILITY TO CLIMB HIGH STEEL STRUCTURES AND OPERATE SMALL HAND POWER TOOLS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORM RELATED DUTIES 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 12, 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 DT1700816 ON APPLICATION

STOREKEEPER II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 10
DISTRICT COMPTROLLER OFFICE
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR2 - UNDER GENERAL SUPERVISION, EMPLOYEE WILL PERFORM FULL TIME STOREKEEPING DUTIES AND MAY ACT AS A CLERICAL SUBSTITUTE WHEN NECESSARY. EMPLOYEE PERFORMS DUTIES IN ORDERING, RECEIVING, STORING, AND SHIPPING OF MATERIALS & SUPPLIES. MUST BE ABLE TO RECONCILE PHYSICAL AND DOCUMENTED INVENTORIES; MUST QUALIFY FOR AND USE THE STATE PURCHASING CARD AND SUCCESSFULLY COMPLETE MANDATORY ON LINE P-CARD TRAINING TO MAKE DAILY AUTHORIZED PURCHASES ACCORDING TO PROCEDURES. MUST BE ABLE TO RECONCILE MONTHLY P-CARD STATEMENTS. EMPLOYEE MUST HAVE THE ABILITY TO USE A COMPUTER. MUST MAINTAIN FILES RELATING TO THE OPERATION OF THE STOREROOM AND INVENTORIES; PERFORM MODERATELY HEAVY MANUAL LABOR IN LIFTING AND STORING SUPPLIES. PERFORMS RELATED WORK AS REQUIRED.

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

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

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TO APPLY:

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

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