L-540 Rev. 6/2016

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

STATEWIDE WEEKLY VACANCY REPORT

Start Date	Date Down
10/17/2016	10/26/2016

In compliance with West Virginia Code, Chapter 29, Article 6, Section 24, the attached job vacancy announcements are hereby posted.

MOTOR VEHICLES	✓
PUBLIC TRANSIT	
STATE RAIL AUTHORITY	
TRANSPORTATION	
OFFICE ADMIN HEARING	
PUBLIC PORT AUTHORITY	
AERONAUTICS	

HIGHWAY DISTRICTS

ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE	TEN
✓	✓	✓	✓			✓	✓	✓	

EXECUTIVE	
OFFICE SERVICES	
FINANCE	
EQUAL EMPLOYMENT	
ENGINEERING	
RIGHT OF WAY	
INFORMATION SERVICES	
MAINTENANCE	
EQUIPMENT	
CONTRACT ADMINISTRATION	✓
LEGAL	
HUMAN RESOURCES	
TRAFFIC ENGINEERING	
COMMUNICATIONS	
PROGRAMMING	
PLANNING	
AUDITING	
MATERIALS CONTROL, SOILS AND TESTING	

STOREKEEPER I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
MANAGEMENT SERVICES
LOGAN

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR1-UNDER MODERATE SUPERVISION PERFORM ROUTINE STANDARDIZED DUTIES IN ORDERING, RECEIVING, RECORDING, STORING AND SHIPPING OF SUPPLIES, MATERIALS, AND/OR EQUIPMENT FOR THE DIVISION OF MOTOR VEHICLES. UNLOAD SHIPMENT AND STORE ITEMS IN AN ORGANIZED MANNER AND RECORD DISTRIBUTION. ASSIST WITH INVENTORY OF MATERIALS OR EQUIPMENT, BILL REQUISITIONS, AND DELIVER OR SHIP ITEMS AS NECESSARY. APPLICANT SELECTED MUST HAVE A VALID WV DRIVER LICENSE. PERFORM RELATED DUTIES AS REQUIRED. ALL APPLICANTS ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO 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 003 $16,812.00 - $31,104.00

DEADLINE: OCTOBER 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700037 ON APPLICATION

TRANSPORTATION SYSTEMS DIRECTOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
INVESTIGATIONS, SECURITY, SUPPORT SERVICES
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRSYDR2 - UNDER DIRECTION OF THE COMMISSIONER, RESPONSIBLE FOR THE ADMINISTRATIVE OVERSIGHT OF THE INVESTIGATIONS, SECURITY AND SUPPORT SERVICES SECTION IN THE DIVISION OF MOTOR VEHICLES. THIS POSITION IS RESPONSIBLE FOR ESTABLISHING POLICIES AND PROCEDURES PERTAINING TO THE TRAINING AND CERTIFICATION OF REGIONAL OFFICE EMPLOYEES FOR DRIVERS, MOTORCYCLE, AND CDL LICENSING ISSUANCE AND EXAMINATIONS; AS WELL AS THE TRAINING AND CERTIFICATION OF COMMERCIAL THIRD-PARTY CDL EXAMINERS, AND TRAINING AND CERTIFICATION OF EXAMINERS/INVESTIGATORS IN MONITORING FMCSA COMPLIANCE OF THIRD-PARTY CDL EXAMINERS.
ADDITIONALLY, THIS POSITION IS RESPONSIBLE FOR THE OVERSIGHT OF THE WVECDL (ELECTRONIC COMMERCIAL DRIVERS LICENSING) PROGRAM, AS WELL AS THE SCHEDULING AND OVERSIGHT OF ALL LOW VISION TESTING (BI-OPTIC)
OVERSIGHT OF INTERNAL & EXTERNAL INVESTIGATIONS INVOLVING FRAUD, IMPROPER OR ILLEGAL CONDUCT, TITLE AND DRIVER LICENSE, AS WELL AS PERSONNEL ISSUES AS IT PERTAINS TO THE DIVISION OF MOTOR VEHICLES. IN THE AREA OF INVESTIGATIONS THIS POSITION WILL INTERACT WITH THE FEDERAL BUREAU OF INVESTIGATIONS (FBI), DEPARTMENT OF HOMELAND SECURITY (DHS), AND LAW ENFORCEMENT AGENCIES NATIONWIDE. RESPONSIBLE FOR THE AGENCY FLEET, SECURITY PLANS, AND COORDINATION OF PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS TO ENSURE FEDERAL COMPLIANCE WITH THE FEDERAL GOVERNMENT AS IT RELATES TO THE REAL ID ACT.
REPRESENT THE WV DIVISION OF MOTOR VEHICLES WITH VARIOUS LOCAL, STATE, AND NATIONAL ENTITIES SUCH AS THE AMERICAN ASSOCIATION OF MOTOR VEHICLE ADMINISTRATORS (AAMVA), FEDERAL MOTOR CARRIER

SAFETY ADMINISTRATION (FMSCA), MOTORCYCLE SAFETY FOUNDATION (MSF), RAHALL TRANSPORTATION INSTITUTE (RTI), ETC.
OTHER DUTIES AS REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED, AS TRAVEL IS REQUIRED IN THIS POSITION. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY WITH A MAJOR IN THE AREA OF ASSIGNMENT.
SUBSTITUTION: EXPERIENCE IN THE AREA OF ASSIGNMENT MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED TRAINING.
EXPERIENCE: SIX YEARS OF FULL-TIME OR PART-TIME EQUIVALENT ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT.
SUBSTITUTION: MASTER'S DEGREE FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY IN THE AREA OF ASSIGNMENT MAY SUBSTITUTE FOR ONE YEAR OF THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 020 $41,736.00 - $77,220.00

DEADLINE: OCTOBER 26, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PAT REED, DMV COMMISSIONER
WV DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700038 ON APPLICATION

ADMINISTRATIVE SECRETARY
CLASSIFIED POSITION VACANCIES 100

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PERFORM A VARIETY OF HIGH LEVEL ADMINISTRATIVE DUTIES PERFORMED IN STRICT CONFIDENCE FOR THE COMMISSIONER. RESPONSIBLE FOR PERFORMING THE ADMINISTRATIVE FUNCTIONS FOR OVERSIGHT OF THE DOT/DMV WEBSITE E-MAIL CORRESPONDENCE FOR THE DIVISION OF MOTOR VEHICLES TO INCLUDE INDEPENDENT PREPARATION AND RESPONSE TO ROUTINE INQUIRIES, ROUTING AND TRACKING TO APPROPRIATE PERSONNEL IN THE AGENCY FOR INTERPRETATION OF POLICY/PROCEDURES AND FOLLOW-UP WITH CONSTITUENTS REGARDING COMPLAINTS AND/OR REQUESTS. THIS POSITION SERVES AS THE LIAISON WITH THE GOVERNOR'S OFFICE FOR OVERSIGHT OF ISSUANCE/RENEWALS OF GOVERNOR ASSIGNED LICENSE PLATES, AS WELL AS THE SERVE AS THE COORDINATOR FOR ISSUANCE/RENEWALS OF THE LEGISLATIVE BRANCH PLATES FOR NEW AND EXISTING MEMBERS OF THE LEGISLATURE.
ASSIST THE EXECUTIVE ASSISTANT TO THE AGENCY HEAD WITH ADMINISTRATIVE DUTIES OF OFFICE MANAGEMENT TO INCLUDE PREPARATION OF DAILY LABOR REPORTS FOR PAYROLL ENTRY, SCHEDULING APPOINTMENTS, AND DISTRIBUTION OF PAYROLL CHECKS. PERFORM OTHER ADMINISTRATIVE DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR COMPLEX CLERICAL DUTIES.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE

REQUIRED EXPERIENCE.

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

DEADLINE: OCTOBER 26, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
PAT REED, DMV COMMISSIONER
WV DIVISION OF MOTOR VEHICLES
5707 MACCORKLE AVENUE, SE
SUITE 200
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1700039 ON APPLICATION

TRANSPORTATION SERVICES MANAGER I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
SPENCER REGIONAL OFFICE
ROANE

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: MANAGE AND PLAN ACTIVITIES OF THE SPENCER REGIONAL OFFICE. DEVELOP, PROPOSE, COORDINATE AND IMPLEMENT OPERATIONAL POLICIES, PROCEDURES, LEGISLATION, AND ORGANIZATIONAL GOALS. OVERSEE STAFF ACTIVITIES SUCH AS HIRING, TRAINING, APPROVE LEAVE APPLICATIONS, AND EVALUATE JOB PERFORMANCE. PREPARE AND PRESENT ORAL AND WRITTEN REPORTS. AUDIT FINANCIAL TRANSACTIONS. TRAVEL MAY BE REQUIRED.A VALID WV DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED ADMINISTRATIVE DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO BACKGROUND CRIMINAL INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY EXPERIENCE IN THE AREA OF ASSIGNMENT.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA DRIVER'S LICENSE MAY BE REQUIRED.

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

DEADLINE: OCTOBER 26, 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 DT1700040 ON APPLICATION

TRANSPORTATION ENGINEERING TECHNICIAN
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRET - SERVES IN A FULL PERFORMANCE CAPACITY, THE APPLICANT PERFORMS WORK IN PROVIDING SUPPORT SERVICES FOR THE PROJECT CONTROL SUPERVISOR TO COORDINATE FUNCTIONS WITHIN THIS SECTION. THIS POSITION, UNDER LIMITED INSTRUCTION, WILL PERFORM TASKS AT AN ADVANCED LEVEL INVOLVING KNOWLEDGE OF THE WVDOH STANDARD SPECIFICATION PROCEDURES, CONSTRUCTION MANUAL, ETC., TO ASSURE THE WORK CONFORMS TO THE DIVISION POLICY. REVIEW AND PROCESS OF BF98'S AND DETAILED ESTIMATES, CHANGE ORDERS AND CONTRACT REPORTS. EMPLOYEE WILL ALSO ASSIST AS A LIAISON BETWEEN THE DISTRICTS, CONTRACTORS AND OTHER VARIOUS ORGANIZATIONS FOR THIS SECTION. THIS POSITION WILL REQUIRE THE EMPLOYEE TO BE TRAINED IN SITE MANAGER AT AN ADVANCED LEVEL. THIS POSITION WILL PREPARE ALL CONTRACTS THAT WILL BE ENTERED INTO SITE MANAGER AND PROJECT WISE. KNOWLEDGE OF PROJECT WISE, REMIS, WORD AND EXCEL SPREADSHEETS ARE NEEDED IN THE EFFORTS TO ASSIST THE SUPERVISOR. ADDITIONAL DUTIES MAY BE ASSIGN AS NEEDED.

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

DEADLINE: OCTOBER 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1701135 ON APPLICATION

CONSTRUCTION SUPERINTENDENT
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT ONE
DISTRICT 1 HEAVY MAINTENANCE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: CONSTP - UNDER GENERAL SUPERVISION WILL ASSIST THE MAINTENANCE ASSISTANT IN SUPERVISING THREE CREWS AND COORDINATING CONSTRUCTION PROJECTS WITHIN THE DISTRICT DISFORCE SECTION. THIS EMPLOYEE WILL BE RESPONSIBLE FOR SCHEDULING PROJECTS, ASSIGNING EMPLOYEES AND EQUIPMENT, ESTIMATING COST, COMPLETE EMPLOYEE TIME REPORTS WITH LABOR, MATERIALS AND EQUIPMENT USED, CONDUCT FIELD REVIEWS TO ASSURE COMPLIANCE TO HIGHWAY MAINTENANCE AND CONSTRUCTION POLICIES, PROCEDURES, AND STANDARDS. THIS EMPLOYEE MUST HAVE KNOWLEDGE OF METHODS, MATERIALS, AND EQUIPMENT USED IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAY. MUST BE ABLE TO READ AND INTERPRET BLUEPRINTS AND DRAWINGS, ORGANIZE PROJECTS, MAINTAIN RECORDS AND TRAIN NEW CREW MEMBERS. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORKING CONDITIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
SUBSTITUTION: EXPERIENCE IN HIGHWAY OR BRIDGE CONSTRUCTION OR INSPECTION MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR THE REQUIRED EDUCATION.
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN HIGHWAY OR BRIDGE CONSTRUCTION, ONE YEAR OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY.
SUBSTITUTION: SUCCESSFUL COMPLETION OF COURSEWORK IN ENGINEERING OR SURVEYING FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE GENERAL EXPERIENCE AT THE RATE OF 12 SEMESTER HOURS FOR ONE YEAR OF EXPERIENCE.
SPECIAL REQUIREMENT: A VALID WEST VIRGINIA

DRIVER'S LICENSE IS REQUIRED.

SALARY: PAY GRADE 013 $27,732.00 - $51,312.00

DEADLINE: OCTOBER 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700130 ON APPLICATION

HIGHWAY ENGINEER TRAINEE
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

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

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ABET ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. PREFERENCE IN MAKING APPOINTMENTS MAY BE SHOWN FOR INDIVIDUALS WITH TRAINING DIRECTLY RELATED TO THE TYPE OF POSITION TO BE FILLED. TRAINING AREAS INCLUDE CONSTRUCTION, MAINTENANCE, PLANNING, DESIGN, SOILS, STRUCTURES, AND TRAFFIC.
SUBSTITUTION: A BACHELOR'S DEGREE IN CIVIL ENGINEERING TECHNOLOGY FROM A REGIONALLY ABET ACCREDITED FOUR YEAR COLLEGE OR UNIVERSITY OR A BACHELOR'S DEGREE IN CIVIL ENGINEERING FROM A NON-ABET ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING IF THE APPLICANT HAS ALSO PASSED THE FUNDAMENTALS OF ENGINEERING EXAMINATION ADMINISTERED BY THE WEST VIRGINIA BOARD OF REGISTRATION FOR PROFESSIONAL

ENGINEERS, OR AN EQUIVALENT EXAMINATION ADMINISTERED BY ANOTHER STATE'S ENGINEER REGISTRATION ORGANIZATION.
AT THE APPOINTING AGENCY'S DISCRETION, COMPETITIVE CANDIDATES MAY RECEIVE PROBATIONARY APPOINTMENT PENDING OFFICIAL VERIFICATION OF THE QUALIFYING DEGREE. THE QUALIFYING DEGREE MUST BE VERIFIED BEFORE THE EMPLOYEE MAY BE CERTIFIED AS PERMANENT.

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

DEADLINE: OCTOBER 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700205 ON APPLICATION

TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
I-77, SECTION 1 HEADQUARTERS
WOOD

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. 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

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 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700320 ON APPLICATION

TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS SINGLE OR TANDEM AXLE DUMP TRUCKS, ASPHALT DISTRIBUTOR, RUBBER TIRE ENDLOADER, ROLLER, TRENCH MACHINE, MOWERS, CULVERT CLEANER, SNOW PLOW AND SPREADERS. 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

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 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700321 ON APPLICATION

TRANSPORTATION WORKER 3
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

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

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN HEATING, VENTILATION AND COOLING; (OR) TWO YEARS OF FULL-TIME OR 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.
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 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600437 ON APPLICATION

TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 004

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP -UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, GUARDRAIL OR FLAILMOWER, TANDEM OR SINGLE AXEL DUMP TRUCKS, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, AND JANITORIAL WORK. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. CDL REQUIRED. FOUR VACANCIES TO BE FILLED. ALTERNATE POSTING IS DT1700413.

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

SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. 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 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700412 ON APPLICATION

TRANSPORTATION WORKER 1
CLASSIFIED POSITION VACANCIES 004

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW1CW - PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, BRIDGES, RELATED BUILDINGS AND STRUCTURES. CLEANS CULVERTS AND REPAIRS SHOULDERS. FLAGS TRAFFIC. USES LIGHT MOTORIZED HIGHWAY MAINTENANCE EQUIPMENT OPERATES A VARIETY OF EQUIPMENT: SUCH AS AIR COMPRESSOR, JACKHAMMER, POWER SAWS, ETC. USES A VARIETY OF MANUAL AND POWER HAND TOOLS. OPERATES MAINTENANCE EQUIPMENT SUCH AS: CONCRETE MIXERS, LIGHT MAINTENANCE TRUCKS, ETC. ROUGH CARPENTRY, BUILDS FORMS AND MASONRY. ASSISTS OTHER CO-WORKERS FOLLOW ORAL & WRITTEN INSTRUCTIONS. WORK COOPERATIVELY WITH OTHERS. MAINTAIN ROUTINE RECORDS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. CDL REQUIRED 6 MONTHS AFTER EMPLOYMENT. PERFORMS RELATED WORK AS REQUIRED. FOUR VACANCIES TO FILL. ALTERNATE POSTING IS DT1700412.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.
SPECIAL REQUIREMENT: A VALID MOTOR VEHICLE LICENSE IS REQUIRED. A COMMERCIAL DRIVER'S LICENSE MAY BE REQUIRED AFTER EMPLOYMENT.

SALARY: PAY GRADE 10H $9.73 - $17.35

DEADLINE: OCTOBER 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700413 ON APPLICATION

ADMINISTRATIVE SECRETARY
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT FOUR
DISTRICT 4 HEADQUARTERS
HARRISON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ADSEC - THIS POSITION SERVES AS THE SECRETARY TO THE DISTRICT ENGINEER/MANAGER. UNDER GENERAL SUPERVISION, PERFORMS ADVANCE LEVEL WORK IN A PROFESSIONAL AND CONFIDENTIAL MANNER TO ENSURE THE NEEDS OF THE DISTRICT ENGINEER/MANAGER'S OFFICE ARE MET. DUTIES INCLUDE, BUT NOT LIMITED TO: RECEIVING CALLS, COMMUNICATE WITH THE PUBLIC, PROCESSES CORRESPONDENCE, HANDLES COMPLAINTS, PROCESSES COMPLAINTS RESPONSES, ENTERS TIME, SENDS NEWS RELEASES AND WEEKLY UPDATES,COMPILES OVERTIME APPROVALS, PREPARES QUARTERLY REPORTS, AND COORDINATE AND ATTEND MEETINGS AS NECESSARY TAKING MINUTES. KNOWS AND APPLIES POLICIES AND OFFERS SUPPORT TO OTHER DISTRICT ORGANIZATIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN SECRETARIAL WORK, TWO YEARS MUST HAVE INCLUDED ADMINISTRATIVE SUPPORT OR COMPLEX CLERICAL DUTIES.
SUBSTITUTION: SUCCESSFUL FULL-TIME STUDY IN AN ACCREDITED COLLEGE OR UNIVERSITY, OR RESIDENT BUSINESS OR VOCATIONAL SCHOOL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

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

DEADLINE: OCTOBER 26, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700414 ON APPLICATION

HIGHWAY ADMINISTRATOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 7
DISTRICT 7 MAINTENANCE
BRAXTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM2 - UNDER GENERAL DIRECTION, ADMINISTERS HIGHWAY MAINTENANCE OPERATIONS IN A COUNTY IN COMPLIANCE WITH ESTABLISHED PROCEDURES AND POLICIES OF THE DIVISION OF HIGHWAYS AND FEDERAL REGULATIONS. DIRECTS AND IMPLEMENTS A SCHEDULED HIGHWAY MAINTENANCE PROGRAM WITHIN OPERATING ANNUAL BUDGET, INCLUDING THE SECURITY OF MATERIALS AND EQUIPMENT. ENSURES MAXIMUM UTILIZATION OF EQUIPMENT, PERSONNEL, AND MATERIALS. RESPONDS AND RESOLVES CITIZEN OR EMPLOYEE REQUESTS. PERFORMS OTHER RELATED DUTIES AS REQUIRED. THIS POSITION IS CURRENTLY ASSIGNED TO BRAXTON COUNTY. TRAVEL MAY BE REQUIRED,THEREFORE A VALID DRIVERS 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: FOUR 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.
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.

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

DEADLINE: OCTOBER 26, 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 DT1700715 ON APPLICATION

REALTY TRAINEE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 8
DISTRICT RIGHT OF WAY
RANDOLPH

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRRLTRN- UNDER DIRECT SUPERVISION, WORKS AT A TRAINING LEVEL IN THE DIVISION OF HIGHWAYS FOLLOWING A FORMAL SCHEDULE OF IN-SERVICE CLASSROOM AND FIELD TRAINING DESIGNED TO PREPARE THE CANDIDATE FOR REAL PROPERTY APPRAISAL, REAL PROPERTY RIGHTS ACQUISITION, RELOCATION ASSISTANCE, PROPERTY MANAGEMENT, AND RIGHT OF WAY ENGINEERING AND SURVEYING. IN THE REAL ESTATE DIVISION, WORKS UNDER DIRECT SUPERVISION AT A TRAINING LEVEL FOLLOWING A SCHEDULE OF FORMAL TRAINING AND FIELD TRAINING DESIGNED TO PREPARE THE EMPLOYEE FOR REAL PROPERTY APPRAISAL, REAL PROPERTY RIGHTS ACQUISITION, RELOCATION ASSISTANCE PROPERTY MANAGEMENT, CONSTRUCTION, AND FACILITY OPERATIONS. THE FINAL TRAINING MONTHS MAY INVOLVE SIMPLE NEGOTIATIONS, APPRAISALS ON NON-COMPLEX, LOW VALUE PROPERTY, OR RELATED LEVEL PROPERTY MANAGEMENT OR RELOCATION WORK. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY. SUBSTITUTION FOR THE DIVISION OF HIGHWAYS ONLY: FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN REAL ESTATE SALES, OR APPRAISAL, REAL ESTATE MANAGEMENT, HIGHWAY CONSTRUCTION, HIGHWAY DESIGN, OR RELATED EXPERIENCE MAY SUBSTITUTE ON A YEAR-FOR-YEAR BASIS FOR THE BACHELOR'S DEGREE. SUBSTITUTION FOR THE REAL ESTATE DIVISION ONLY: FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN REAL ESTATE, LEASE, FACILITY OR CONTRACT MANAGEMENT, APPRAISAL, OR OTHER RELATED EXPERIENCE MAY SUBSTITUTE ON A YEAR-FOR-YEAR BASIS FOR THE BACHELOR'S DEGREE.

SALARY: PAY GRADE 012 $26,160.00 - $48,396.00

DEADLINE: OCTOBER 26, 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 DT1700819 ON APPLICATION

TRANSPORTATION WORKER 2
CLASSIFIED POSITION VACANCIES 001

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: TW2MECH- UNDER GENERAL SUPERVISION, PERFORMS MAINTENANCE, REPAIR, AND OVERHAUL OR GASOLINE POWERED. 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 REQUIRED.

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

SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS EXPERIENCE. OR A VALID CLASS A OR CLASS B COMMERCIAL DRIVER'S LICENSE IN THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE. 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 26, 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 DT1700820 ON APPLICATION

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

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 26, 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 DT1700907 ON APPLICATION