



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**STATEWIDE WEEKLY VACANCY REPORT**

Start Date  
 10/31/2016

Date Down  
 11/09/2016

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

✓
✓
✓

DATE: OCTOBER 31, 2016

DT1700045

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

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 TITLWORK. ASSIST  
CUSTOMERS BY TELEPHONE AND IN PERSON BY  
EXPLAINING FORMS AND FEES. ENTER DATA INTO  
COMPUTER TO ACCESS PRIOR INFORMATION.  
HANDLE INQUIRIES AND PROVIDE INFORMATION  
ABOUT LAWS, REGULATIONS, POLICIES, AND PROCEDURES.  
CHECK FOR APPROPRIATE DOCUMENTATION & FEES, LIENS,  
SIGNATURES, CORRECT REASSIGNMENTS, ETC. ADVISE  
CUSTOMERS OF REQUIREMENTS AND FEES AND RETURN,  
TITLE WORK 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: NOVEMBER 09, 2016

DATE: OCTOBER 31, 2016  
DT1700045  
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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 DT1700045 ON APPLICATION

DATE: OCTOBER 31, 2016

DT1700046

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING, AND ISSUANCE OF DRIVERS' LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. EXPLAIN FORMS, FEES, TAXES, AND OTHER CHARGES. COMMUNICATE TO CUSTOMERS KNOWLEDGE AND INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORM CASHIER TRANSACTIONS. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION TESTS. TAKE PHOTOGRAPHS. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. REFERS COMPLEX, UNUSUAL, OR HOSTILE SITUATIONS TO MANAGEMENT STAFF. PERFORM RELATED DUTIES AS NEEDED. A VALID DRIVER'S LICENSE IS REQUIRED. APPLICANTS SUBJECT TO FINGERPRINTING AND BACKGROUND INVESTIGATION.

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

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

DEADLINE: NOVEMBER 09, 2016

DATE: OCTOBER 31, 2016  
DT1700046  
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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 DT1700046 ON APPLICATION

DATE: OCTOBER 31, 2016  
DT1700047  
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ACCOUNTING TECHNICIAN III  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCTEC3- UNDER GENERAL SUPERVISION, PROCESS REFUND APPLICATIONS, RETURNED CHECKS, VERIFICATION OF DOCUMENTS/TRANSACTION DETAILS. EXAMINE ACCOUNTING RECORDS TO ENSURE COMPLETENESS, ACCURACY AND ADHERENCE TO ACCOUNTING LAWS AND REGULATIONS OF THE AGENCY. PERFORM MODERATELY COMPLEX POSTING, ENCUMBERING OF FUNDS, AND BALANCING RECEIPTS OF OTHERS BY REVIEWING DAILY ACCOUNTING REPORTS RECEIVED FROM THE STATEWIDE SYSTEM OF REGIONAL OFFICES; THEN ENTERING DATA INTO THE STATE'S BOOK OF ORIGINAL ENTRY. MAINTAIN ACCOUNTING RECORDS IN PHYSICAL AND ELECTRONIC FORM FOR THE PURPOSE OF PREPARING FINANCIAL STATEMENTS. ASSIST ACCOUNTING SUPERVISOR WITH BUDGET PREPARATION AND OTHER ACCOUNTING RELATED DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: THREE 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.

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

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DEADLINE: NOVEMBER 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700047 ON APPLICATION

DATE: OCTOBER 31, 2016  
DT1700048  
PAGE: 1

CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

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.  
HANDLE INQUIRIES AND PROVIDE INFORMATION  
ABOUT LAWS, REGULATIONS, POLICIES, AND PROCEDURES.  
CHECK FOR APPROPRIATE DOCUMENTATION & FEES, LIENS,  
SIGNATURES, CORRECT REASSIGNMENTS, ETC. ADVISE  
CUSTOMERS OF REQUIREMENTS AND FEES AND RETURN,  
TITLE WORK 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: NOVEMBER 09, 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 DT1700048 ON APPLICATION

SUPERVISOR I  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SUPV1 - UNDER GENERAL SUPERVISION, THE INCUMBENT IS RESPONSIBLE FOR WORK ASSIGNMENTS AND SCHEDULING FOR THE EMPLOYEES IN THE DEALER SERVICE SECTION OF VEHICLE SERVICES, PREPARATION OF DAILY REPORTS, CONDUCT PERFORMANCE EVALUATIONS, APPROVE LEAVE, ETC. PREPARE YEARLY RENEWALS FOR LEASE AND RENTAL APPLICATIONS. ADVISES AND TRAINS THE SUBORDINATES IN SECTION OF CHANGES IN POLICIES AND PROCEDURES AND ADJUSTS WORK PROCEDURES TO ALIGN ACCORDINGLY. MAINTAINS AND ORDERS THE NECESSARY SUPPLIES FOR THE SECTION. PERFORM RELATED WORK AS REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR EQUIVALENT.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE AREA OF ASSIGNMENT, ONE YEAR OF WHICH MUST HAVE BEEN IN A LEAD WORKER OR ADMINISTRATIVE SUPPORT CAPACITY.  
SUBSTITUTION: COURSE WORK FROM AN ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR THE REQUIRED EXPERIENCE UP TO FOUR YEARS FOR NON-TRADE POSITIONS.  
SUBSTITUTION FOR BUSINESS/TRADE POSITIONS ONLY: COMPLETION OF A COURSE ACCREDITED BY THE DEPARTMENT OF EDUCATION MAY BE SUBSTITUTED FOR EXPERIENCE AT THE RATE OF 1,080 HOURS PER YEAR. (OR) COMPLETION OF A RELATED TRADE UNION-SPONSORED APPRENTICESHIP PROGRAM MAY BE SUBSTITUTED FOR EQUIVALENT AMOUNT OF FULL-TIME EXPERIENCE.

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

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DEADLINE: NOVEMBER 09, 2016

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 DT1700049 ON APPLICATION

OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, IS RESPONSIBLE FOR PROCESSING INCOMING VEHICLE RENEWALS, INVOLVING INTERPRETATION OF DMV POLICIES AND PROCEDURES. RESPONSIBLE FOR REVIEWING DOCUMENTS SUBMITTED FOR ACCURACY/PROCESSING THE NECESSARY TRANSACTION FOR ISSUANCE OF REGISTRATIONS/DECALS AND RETURN TO CUSTOMERS. THIS POSITION WILL SERVE AS A LEAD CLERICAL WORKER IN THE RECEIVING AND PROCESSING UNIT. WILL TRAIN EMPLOYEES ON WORK PROCESSES AND POLICIES AND PROCEDURES AS REQUIRED. AUDIT VEHICLE RENEWALS FROM THE 55 SHERIFF'S OFFICES STATEWIDE. PREPARES CHECKS FOR DEPOSITS WITH THE STATE TREASURER'S OFFICE (VIA THE ACCOUNTING SECTION). PROCESS TITLES/TITLE DOCUMENTS. POSITION MAY BE RESPONSIBLE FOR RECEIVING, SORTING, DISTRIBUTING INCOMING MAIL FOR THE CENTRAL OFFICE OF DMV. WILL AT TIMES PICK UP MAIL FROM THE US POST OFFICE AND OPERATE A POSTAGE MACHINE. MUST BE ABLE TO LIFT 25 POUNDS. ASSIST SUPERVISOR WITH COMPILATION OF REPORTS AND SPREADSHEETS FOR RECORDKEEPING PURPOSES. OTHER DUTIES AS REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED. APPLICANTS ARE SUBJECT TO BACKGROUND INVESTIGATION. THE WORK HOURS FOR THIS POSITION WILL BE FROM 7:00 A.M. TO 3:00 P.M. DAILY (MONDAY THROUGH FRIDAY).

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

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EXPERIENCE:

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

DEADLINE: NOVEMBER 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700050 ON APPLICATION

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DT1701142  
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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: CDSPEC1 - AT THE FULL - PERFORMANCE LEVEL,  
DEVELOP, IMPLEMENT AND ADMINISTER THE FEDERAL  
TRANSIT ADMINISTRATION (FTA) MANDATED STATE  
SAFETY OVERSIGHT (SSO) PROGRAM (SECTION 5329)  
CONCERNING SAFETY ON RAIL GUIDEWAY PUBLIC  
TRANSPORTATION SYSTEMS. THE SYSTEM TO BE  
MONITORED IS THE WEST VIRGINIA UNIVERSITY (WVU)  
PERSONAL RAPID TRANSIT (PRT) SYSTEM. EXPECTED  
DUTIES/WORK PRODUCTS ARE: DEVELOP REQUEST FOR  
QUOTATIONS/REQUEST FOR PROPOSALS AS NEEDED FOR  
THE PROGRAM SELECT AND COORDINATE WITH  
CONSULTANT'S TO PRODUCE NECESSARY WORK DOCUMENTS  
(SYSTEM SAFETY PROGRAM STANDARDS) OR ASSIST WVU  
WITH THE DEVELOPMENT OF THE WORK DOCUMENTS  
(SYSTEM EMERGENCY PREPAREDNESS PLAN AND SYSTEM  
SAFETY PROGRAM PLAN), PERFORM INVESTIGATIONS, IN  
CONCERT WITH RELEVANT FEDERAL STATE, AND LOCAL  
AGENCIES, ACCORDING TO THE SERIOUSNESS OF THE  
EVENT, RECOMMEND CORRECTIVE ACTIONS TO DIVISION  
AND SECRETARY OF TRANSPORTATION FOLLOWING  
EVENTS/NON-COMPLIANCE, ACT AS LIAISON BETWEEN  
THE DIVISION AND WVU, ATTEND FTA MANDATED  
CURRICULUM OF CLASSES WHICH ARE MULTI - DAY AND  
HELD OUT OF STATE; PERFORM REGULAR REPORTING TO  
STATE AND FEDERAL AGENCIES, DEVELOP YEARLY  
BUDGET FOR SSO PROGRAM. THIS POSITION MAY  
EXPOSE A CANDIDATE TO INCLEMENT WEATHER AND/OR  
HAZARDOUS CONDITIONS. PERFORM ALL STATE  
TRANSPORTATION IMPROVEMENT PROGRAM/TRANSPORTATION  
IMPROVEMENT PROGRAM (STIP/TIP) METROPOLITAN  
PLANNING ORGANIZATION (MPO) FUNCTIONS FOR THE  
DIVISION. PROVIDE TECHNICAL ASSISTANCE AND  
OVERSIGHT (TO FTA STANDARDS) TO THE NEWEST  
GENERATION OF TRANSIT SAFETY PLANS UTILIZING THE  
SAFETY MANAGEMENT SYSTEM (SMS) SAFETY METHODOLOGY.

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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

DEADLINE: NOVEMBER 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1701142 ON APPLICATION

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DT1701140

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ACCOUNTING TECHNICIAN III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
OFFICE SERVICES DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCTEC3 - UNDER GENERAL SUPERVISION, PERFORMS FULL PERFORMANCE ACCOUNTING SUPPORT DUTIES IN THE DOT/DOH STOREROOM. EMPLOYEE IS RESPONSIBLE FOR ASSISTING WITH ORDERING OFFICE SUPPLIES AND PROCESSING INVOICES FOR PAYMENT. RECONCILE AND LOG VISA PURCHASES AND PROCESS TO FINANCE DIVISION IN ACCORDANCE WITH DOT/DOH POLICIES AND PROCEDURES. MAINTAIN AN ACCURATE AND COMPLETE P-CARD LOG. REQUIRED TO COMPLETE P-CARD AND ETHICS TRAINING. EMPLOYEE IS REQUIRED TO LEARN NEW BAR CODE INVENTORY SYSTEM IMPLEMENTED IN DOT/DOH STOREROOM. ORDER DOT/DOH FORMS USED IN THE WVDOT SECTIONS AND DIVISIONS. OBTAIN QUOTES AND BIDS ON ALL FORMS USED IN DOT/DOH STOREROOM. SUBMIT AND PROCESS ALL ORDERS FOR NAME AND DESK PLATES, BUSINESS CARDS, AND ASSORTED RUBBER AND SELF-INKING STAMPS. EMPLOYEE IS REQUIRED TO CROSS TRAIN IN OTHER AREAS OF THE DOH OFFICE SERVICES DIVISION STOCK & SUPPLY SECTIONS. VALID DRIVERS LICENSE REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: THREE 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 007 \$20,472.00 - \$37,884.00

DEADLINE: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
AMECHE WATSON  
WVDOH - OFFICE SERVICES DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-016  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701140 ON APPLICATION

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ACCOUNTANT/AUDITOR II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FINANCE & ADMINISTRATION DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCAUD2 - UNDER GENERAL SUPERVISION, THIS POSITION IS RESPONSIBLE FOR WORKING WITH STATEWIDE DIVISION STAFF AND FEDERAL STAFF ON ALL FEDERAL PROJECTS TO ENSURE AGENCY COMPLIANCE WITH STATE AND FEDERAL RULES AND GUIDELINES TO OBTAIN MAXIMUM REIMBURSEMENT AVAILABLE. THIS POSITION IS RESPONSIBLE FOR THE REVIEW AND AUDIT OF THE DEPARTMENT OF TRANSPORTATION (DOT) FEDERAL PROJECTS; PREPARE AND ENTER CORRECTING JOURNAL VOUCHERS; PREPARATION OF MONTHLY RECONCILIATIONS ON ALL FEDERAL AID REVENUES AND EXPENDITURES. COMPILES DETAILED FINANCIAL REPORTS AS REQUESTED. AUDIT FINAL VOUCHERS TO CLOSE FEDERAL PROJECTS IN THE FEDERAL AND STATE SYSTEMS. PREPARE BILLINGS TO OTHER AGENCIES FOR REIMBURSEMENT. ASSIST WITH COMPILING INFORMATION AND PREPARING THE SCHEDULE OF FEDERAL AWARDS FOR FINANCIAL STATEMENTS AND THE CASH MANAGEMENT INFORMATION ACT WORKS WITH CPA FIRMS ON THE YEAR-END AUDITS.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH AT LEAST 24 SEMESTER HOURS IN ACCOUNTING.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN ACCOUNTING OR AUDITING WORK.  
EXPERIENCE FOR AREA OF STATUTORY ACCOUNTING: ONE YEAR OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL EXPERIENCE IN STATUTORY ACCOUNTING.  
SUBSTITUTIONS: (1) MASTER'S DEGREE IN ACCOUNTING MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE.  
(2) CERTIFICATION OR REGISTRATION AS A PUBLIC ACCOUNTANT IN WEST VIRGINIA MAY BE SUBSTITUTED FOR THE TRAINING AND REQUIRED EXPERIENCE.  
PROMOTIONAL ONLY: ONE YEAR OF FULL-TIME OR

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EQUIVALENT PART-TIME PAID EXPERIENCE AS AN  
ACCOUNTANT/AUDITOR I. PREFERENCE MAY BE SHOWN TO  
APPLICANTS WITH 24 OR MORE SEMESTER HOURS OF  
ACCOUNTING FROM AN ACCREDITED COLLEGE OR  
UNIVERSITY.

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

DEADLINE: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KEITH CHAPMAN  
FINANCE & ADMINISTRATION DIVISION, ACTING DIRECTOR  
1900 KANAWHA BLVD., EAST  
BLDG 5 ROOM A-237  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701141 ON APPLICATION

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DT1701146  
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ADMINISTRATIVE SERVICES MANAGER I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
FINANCE & ADMINISTRATION DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ADSVMG I - UNDER ADMINISTRATIVE DIRECTION, INCUMBENT IS RESPONSIBLE FOR THE MANAGEMENT OF THE DOT'S ACCOUNTS PAYABLE SECTION OF THE FINANCE AND ADMINISTRATION DIVISION. THIS POSITION MANAGES AND PLANS THE DAILY ACTIVITIES OF THE ACCOUNTS PAYABLE UNIT. THE MANAGER SUPERVISES A STAFF OF ACCOUNTING TECHNICIANS, IMPLEMENTS OPERATIONAL POLICIES AND CONTROLS AND REVIEWS/IMPROVES WORK PROCESSES, SYSTEM CONTROLS AND DEVELOPS WORKABLE DEADLINES FOR AN EFFECTIVE AND EFFICIENT PAYABLES OPERATION. THE ADSVMG I WILL DIRECT THE ACTIVITIES OF THE SECTION TO INCLUDE: THE PROCESSING AND APPROVAL OF ALL DOT PAYABLES TRANSACTIONS TO THE OFFICE OF THE STATE AUDITOR; REVIEW AND PROCESS THE AGENCY ANNUAL 1099 FORMS; AND PAYABLES RECONCILIATION TO THE GENERAL LEDGER AND WVOASIS. IT IS DESIRABLE THE ADSVMG1 HAVE KNOWLEDGE OF THE WVOASIS FINANCIALS AND PROCUREMENT. ADDITIONAL DUTIES NOT SPECIFICALLY DEFINED ABOVE MAY BE ASSIGNED AS DEEMED APPROPRIATE. A WORKING KNOWLEDGE OF OASIS IS PREFERRED. APPLICANTS MUST BE SKILLED WITH SPREADSHEET (EXCEL) APPLICATIONS. PREFERENCE WILL BE GIVEN FOR APPLICANTS WITH AN ACCOUNTING DEGREE AND/OR ACCOUNTING EXPERIENCE. A VALID WV DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE TRAINING REQUIREMENT ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY

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EXPERIENCE IN THE AREA OF ASSIGNMENT.  
SPECIAL REQUIREMENTS: A VALID WEST VIRGINIA  
DRIVER'S LICENSE MAY BE REQUIRED.

SALARY: PAY GRADE 016 \$33,036.00 - \$61,128.00

DEADLINE: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KEITH CHAPMAN  
FINANCE & ADMINISTRATION DIVISION, ACTING DIRECTOR  
1900 KANAWHA BLVD., EAST  
BLDG 5 ROOM A-237  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701146 ON APPLICATION

DATE: OCTOBER 31, 2016  
DT1701139  
PAGE: 1

GEOGRAPHIC INFO SYSTEM PROGRAMMER ANALYST I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
PLANNING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: GISPAN1 - UNDER GENERAL SUPERVISION, AT THE ENTRY LEVEL, THE INCUMBENT PERFORMS TECHNICAL WORK IN GEOGRAPHIC INFORMATION SYSTEM (GIS) FOR GIS DATABASE MANAGEMENT AND GEOSPATIAL ANALYSIS. WORK INVOLVES DESIGN AND MAINTENANCE OF GIS DATABASES, METADATA AND RELATED QA/QC STANDARDS, QA/QC GIS DATA, GIS DATA COLLECTION, AND OPERATION OF GIS SOFTWARE WITHIN THE CONTEXT OF PROGRAMS AND POLICY DIRECTIVES. WORK ALSO INCLUDES MAP PRODUCTION, TROUBLE SHOOTING, CUSTOMER SUPPORT, AND OTHER GIS RELATED ACTIVITIES. THE INCUMBENT PERFORMS RELATED WORK AS REQUIRED. THE INCUMBENT MAY RECEIVE TECHNICAL ADVICE FROM SENIOR STAFF.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE, INCLUDING SIX SEMESTER HOURS IN COMPUTER SCIENCE OR GIS FROM AN ACCREDITED COLLEGE OR UNIVERSITY. PREFERENCE MAY BE GIVEN TO THOSE WITH DEGREES IN GEOGRAPHY, CARTOGRAPHY, GEOLOGY, FORESTRY, NATURAL OR EARTH SCIENCES, ENVIRONMENTAL SCIENCES, ENGINEERING, ENGINEERING TECHNOLOGY, MATHEMATICS, COMPUTER SCIENCE, PLANNING OR A RELATED FIELD.  
SUBSTITUTION: A PROFESSIONAL DIPLOMA FROM NATIONAL GEOSPATIAL-INTELLIGENCE COLLEGE OF THE NATIONAL GEOSPATIAL-INTELLIGENCE AGENCY MAY SUBSTITUTE FOR THE TRAINING.

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

DEADLINE: NOVEMBER 09, 2016

DATE: OCTOBER 31, 2016  
DT1701139  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
RICHARD WARNER, P.E.  
WVDOH - PLANNING DIVISION  
CAPITOL COMPLEX  
BLDG 5 ROOM A-450  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701139 ON APPLICATION

DATE: OCTOBER 31, 2016  
DT1701144  
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TRANSPORTATION SYSTEMS ANALYST II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
PLANNING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TRSYAN2 - UNDER GENERAL SUPERVISION, THIS POSITION WILL SERVE AS A TRANSPORTATION SYSTEMS ANALYST 2 IN THE HIGHWAY/TRAFFIC DATA UNIT IN THE GTI SECTION OF THE PLANNING DIVISION. THE INCUMBENT WILL BE RESPONSIBLE FOR WORKING WITH DISTRICT OFFICES AND OTHER DIVISIONS TO COORDINATE AND FACILITATE VARIOUS ASPECTS OF HIGHWAY MATTERS, INCLUDING ADDITIONS, REDESIGNATION AND ABANDONMENTS OF ROADWAYS; RESEARCHING AND WRITING BACKGROUND HISTORIES ON INDIVIDUAL ROADWAYS TO PROVIDE INSIGHT ON WVDOH'S OWNERSHIP, JURISDICTION, AND RIGHT-OF-WAY (ROW); AND REVIEWING AND ANALYZING VARIOUS FORMS OF DATA DEALING WITH PROBLEM ROADWAYS, ROAD INVENTORY, AND OTHER HIGHWAY MATTERS.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE.  
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR PART-TIME EQUIVALENT PAID EXPERIENCE IN THE RESEARCH, ANALYSIS, PLANNING, BIDDING, OR ADMINISTRATION OF HIGHWAY CONSTRUCTION AND MAINTENANCE PROJECTS OR MANAGING TRANSIT GRANT PROGRAMS.  
SUBSTITUTION: SUCCESSFULLY COMPLETED GRADUATE TRAINING FROM AN ACCREDITED COLLEGE OR UNIVERSITY IN TRANSPORTATION, URBAN OR REGIONAL PLANNING, ENGINEERING, ECONOMICS, STATISTICS, MATHEMATICS, GEOGRAPHY, BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION, ENVIRONMENTAL STUDIES, HISTORY, ARCHEOLOGY, OR THE PHYSICAL OR NATURAL SCIENCES MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE ON A

DATE: OCTOBER 31, 2016  
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YEAR-FOR-YEAR BASIS.

SALARY: PAY GRADE 012 \$26,160.00 = \$48,396.00

DEADLINE: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RICHARD WARNER, P.E.  
WVDOH - PLANNING DIVISION  
CAPITOL COMPLEX  
BLDG 5 ROOM A-450  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1701144 ON APPLICATION

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DT1600238  
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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: NOVEMBER 09, 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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DT1700206  
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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT TWO  
I-64, SECTION 1 HEADQUARTERS  
CABELL

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.

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: NOVEMBER 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700206 ON APPLICATION

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DT1700323  
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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 005

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

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

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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: NOVEMBER 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700323 ON APPLICATION

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DT1700409  
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HIGHWAY ADMINISTRATOR II  
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
DISTRICT 4 MAINTENANCE  
MONONGALIA PRESTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM 2 - 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. 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. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL THEREFORE REQUIRES A VALID DRIVER'S LICENSE. THIS POSITION IS ASSIGNED TO MONONGALIA COUNTY.

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

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IS REQUIRED.

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

DEADLINE: NOVEMBER 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700409 ON APPLICATION

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DT1700416  
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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 005

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

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.

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: NOVEMBER 09, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1700416 ON APPLICATION

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DT1700513

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 5  
I-81, SECTION 1 HEADQUARTERS  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, OPERATES A VARIETY OF MEDIUM-SIZED MOTORIZED EQUIPMENT USED IN THE REPAIR AND MAINTENANCE OF HIGHWAYS, INCLUDING, BUT NOT LIMITED TO, FRONT END LOADER, TANDEM AXLE TRUCK, MOWER, SKID STEER, ASPHALT KETTLE/CRACK SEALING MACHINERY, AND SNOWPLOW. PERFORMS GENERAL LABOR TASKS INCLUDING CUTTING TREES AND BRUSH, TRAFFIC CONTROL, SHOVELING, AND REMOVING DEBRIS AND ROAD KILL FROM HIGHWAYS AND SHOULDERS. CLASS A CDL PREFERRED. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS 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

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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: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
J. LEE THORNE  
WVDOH - DISTRICT FIVE  
US 50 - PO BOX 99  
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1700513 ON APPLICATION

DATE: OCTOBER 31, 2016

DT1700514

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 5  
I-81, SECTION 1 HEADQUARTERS  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION, PERFORMS SKILLED WORK IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. PRIMARILY OPERATES THE BACKHOE FOR CLEANING DITCH LINES, RESETTNG DROP INLETS, AND REPAIRING SINK HOLES. OPERATES A VARIETY OF OTHER MOTORIZED EQUIPMENT INCLUDING, BUT NOT LIMITED TO, FRONT ENDLOADER, TANDEM AND SINGLE AXLE TRUCKS, ROLLER, SKID STEER, ASPHALT KETTLE/CRACK SEALING MACHINERY, AND OTHER HIGHWAY MAINTENANCE EQUIPMENT. PERFORMS GENERAL LABOR WORK INCLUDING SHOVELING, DEBRIS AND ROADKILL DISPOSAL, AND TRAFFIC CONTROL. CLASS A CDL PREFERRED. BACKHOE CERTIFICATION FROM THE INTERNATIONAL UNION OF OPERATING ENGINEERS PREFERRED. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS RELATED WORK AS REQUIRED. CDL IS 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.

DATE: OCTOBER 31, 2016  
DT1700514  
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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: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
J. LEE THORNE  
WVDOH - DISTRICT FIVE  
US 50 - PO BOX 99  
BURLINGTON, WV 26710

PLEASE INCLUDE POSTING NUMBER DT1700514 ON APPLICATION

OFFICE ASSISTANT III  
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: OFASST3 - UNDER GENERAL SUPERVISION, PERFORMS  
ADVANCED LEVEL, RESPONSIBLE AND COMPLEX  
CLERICAL TASKS. INTERPRETS OFFICE PROCEDURES,  
THEIR RULES AND REGULATIONS. MUST  
BE ABLE TO COMMUNICATE WITH A WIDE  
VARIETY OF PEOPLE. MUST AUDIT INVOICES, BILLS,  
AND ORDERS FOR ERRORS AND MAKES CORRECTIONS,  
MAINTAINS FILES, PREPARES PERSONNEL AND PAYROLL  
FORMS, ANSWERS PHONES, SCREENS CALLS, TAKES  
MESSAGES AND COMPLAINTS, AND ASSISTS CALLERS.  
MUST BE ABLE TO OPERATE OFFICE EQUIPMENT, ENTER  
PAYROLL, EQUIPMENT AND MATERIAL USAGE. MUST  
POSSESS STRONG COMPUTER SKILLS AND THE PROVEN  
ABILITY TO EXERCISE DISCRETION IN CONFIDENTIAL  
MATTERS. 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: NOVEMBER 09, 2016

DATE: OCTOBER 31, 2016  
DT1700716  
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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 DT1700716 ON APPLICATION

DATE: OCTOBER 31, 2016  
DT1700718  
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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 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

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DT1700718  
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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: NOVEMBER 09, 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 DT1700718 ON APPLICATION

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DT1700719  
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HIGHWAY ENGINEER  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGR - UNDER LIMITED SUPERVISION, PERFORMS PROFESSIONAL ENGINEERING WORK AT THE EXPERT LEVEL AS A STAFF ASSISTANT TO THE DISTRICT MANAGER. RESPONSIBLE FOR ORGANIZING, STAFFING, AND DAILY ADMINISTRATION OF THE DISTRICT MAINTENANCE DEPARTMENT IN ACCORDANCE WITH DOH POLICIES. ALSO RESPONSIBLE FOR SUPERVISION OF COUNTY MAINTENANCE FUNCTIONS, TRAFFIC ENGINEERING ACTIVITIES, ENGINEERING DESIGN WORK AND BUILDINGS AND GROUNDS. WILL PREPARE REPORTS AND MAKE RECOMMENDATIONS TO THE DISTRICT MANAGER. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVER'S LICENSE. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.  
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY ENGINEERING EXPERIENCE INVOLVING THE DESIGN, CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.  
NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED AFTER THE BACHELOR'S DEGREE BUT MAY HAVE OCCURRED BEFORE OR AFTER REGISTRATION AS A PROFESSIONAL ENGINEER.  
SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY PROFESSIONAL ENGINEERING EXPERIENCE MAY BE SUBSTITUTED FOR THE HIGHWAY ENGINEERING EXPERIENCE AT THE RATE OF TWO YEARS OF GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY RELATED EXPERIENCE.

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DT1700719  
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SALARY: PAY GRADE 023 \$50,676.00 - \$93,756.00

DEADLINE: NOVEMBER 09, 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 DT1700719 ON APPLICATION

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
I-79, SECTION 4 HEADQUARTERS  
BRAXTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. OPERATES MOTORIZED HIGHWAY MAINTENANCE EQUIPMENT SUCH AS BOOM MOWER, FRONT-END LOADER, SINGLE AND TANDEM AXLE DUMP TRUCK, SNOW PLOW, AND SPREADER. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS OTHER RELATED DUTIES AS REQUIRED. COMMERCIAL DRIVER LICENSE (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 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.

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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: NOVEMBER 09, 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 DT1700720 ON APPLICATION

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DT1700808

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TRANSPORTATION WORKER 3

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: TW3CRCH - UNDER LIMITED SUPERVISION PARTICIPATES IN A CREW PERFORMING MAINTENANCE AND REPAIR OF HIGHWAYS. CHECKS COMPLAINTS ON ROADS AND INSPECTS HIGHWAYS TO DETERMINE NEEDED REPAIR WORK. ASSISTS IN THE SCHEDULING OF MAINTENANCE AND REPAIR PROJECTS, COORDINATES EQUIPMENT AND DETERMINES MATERIAL NEEDED FOR THE ORGANIZATION. ASSIGNS DUTIES TO CREW MEMBERS, AND LEADS CREWS IN COMPLETION OF PROJECTS. OVERSEES WORK PERFORMED BY THE CREW. PREPARE RECORDS OF MATERIALS, AND EQUIPMENT, COMPLETE DAILY TIME AND ATTENDANCE REPORTS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. CDL REQUIRED WITH 6 MONTHS.

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

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DT1700808  
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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: NOVEMBER 09, 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 DT1700808 ON APPLICATION

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DT1700814  
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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH - UNDER LIMITED SUPERVISION, SUPERVISES AND PARTICIPATES IN A CREW PERFORMING MAINTENANCE AND REPAIR OF HIGHWAYS. CHECKS COMPLAINTS ON ROADS AND INSPECTS HIGHWAYS TO DETERMINE NEEDED REPAIR WORK. ASSISTS IN THE SCHEDULING OF MAINTENANCE AND REPAIR PROJECTS, COORDINATES EQUIPMENT AND DETERMINES MATERIAL NEEDED FOR THE ORGANIZATION. ASSIGNS DUTIES TO CREW MEMBERS, AND LEADS CREWS IN COMPLETION OF PROJECTS. OVERSEES WORK PERFORMED BY THE CREW. PREPARE RECORDS OF MATERIALS, AND EQUIPMENT, COMPLETE DAILY TIME AND ATTENDANCE REPORTS. WILL BE EXPOSED TO HAZARDOUS WORKING CONDITIONS SUCH AS HIGH SPEED TRAFFIC AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL IS REQUIRED WITHIN 6 MONTHS

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

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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: NOVEMBER 09, 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 DT1700814 ON APPLICATION

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DT1700908  
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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 9  
DISTRICT 9 HEAVY MAINTENANCE  
GREENBRIER MONROE SUMMERS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, OPERATES MEDIUM-SIZED EQUIPMENT SUCH AS FRONT END LOADER, TANDEM OR SINGLE AXLE DUMP TRUCKS, ROLLER, BOOM MOWER, SNOW PLOW AND SPREADERS USED IN THE MAINTENANCE AND REPAIR OF HIGHWAYS. MAY OPERATE OTHER RELATED HIGHWAY EQUIPMENT AS TRAINING PERMITS. MAKES MAJOR REPAIRS TO ROADS. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, BRUSH CUTTING, LITTER PICKUP, AND CLEANING EQUIPMENT. MAKES MINOR MECHANIC REPAIRS SUCH AS CHANGING TIRES, BLADES, OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A 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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DT1700908  
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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: NOVEMBER 09, 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 DT1700908 ON APPLICATION

DATE: OCTOBER 31, 2016

DT1700909

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 9  
CORRIDOR L, SECTION 1 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: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
STEVEN B. COLE  
WVDOH - DISTRICT NINE  
146 STONEHOUSE ROAD  
LEWISBURG, WV 24901

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS SKILLED WORK IN THE CONSTRUCTION & MAINTENANCE OF HIGHWAYS AND RELATED BUILDINGS AND STRUCTURES. OPERATES A VARIETY OF MEDIUM SIZED EQUIPMENT USED IN THE MAINTENANCE AND REPAIR OF STATE HIGHWAYS. EQUIPMENT MAY INCLUDE FLATBED TRUCK, DUMP TRUCK, SRIC EQUIPMENT AND ROLLERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS & INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, CLEANING EQUIPMENT, ETC. CLASS B CDL IS REQUIRED. CLASS A MAY BE GIVEN PREFERENCE.

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: NOVEMBER 09, 2016

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

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HIGHWAY ADMINISTRATOR III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
DISTRICT 10 MAINTENANCE  
MERCER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM3 - UNDER GENERAL DIRECTION PERFORMS FULL PERFORMANCE LEVEL WORK ADMINISTERING HIGHWAY MAINTENANCE PROGRAMS OF ADVANCED TECHNICAL COMPLEXITY FOR A GEOGRAPHICAL DISTRICT OF THE DIVISION OF HIGHWAYS. MANAGES PROJECT & OPERATIONS TRACKING FOR THE DISTRICT. PROVIDES PLANNING, BUDGETING AND FORECASTING DOCUMENTATION. OVERSEES OPERATION OF THE DISTRICT ENVIRONMENTAL SECTION AND MANAGES FUNDING AND EXPENDITURES FOR THE DISTRICT GUARDRAIL PROGRAM. WORK IS ACCOMPLISHED IN ACCORDANCE WITH THE ESTABLISHED PROCEDURES OF THE DOH, NATIONAL HIGHWAY STANDARDS AND LEGAL REQUIREMENTS SET FORTH BY AGENCIES SUCH AS U.S. ENVIRONMENTAL PROTECTION AGENCY, THE WV DIVISION OF ENVIRONMENTAL PROTECTION AND NATURAL RESOURCES, U.S. ARMY CORPS OF ENGINEERS AND THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE. PERFORMS RELATED WORK AS REQUIRED. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE 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.  
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE

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IS REQUIRED.

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

DEADLINE: NOVEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
D. ALAN REED  
WVDOH-DISTRICT TEN  
270 HARDWOOD LANE  
PRINCETON, WV 24740

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