L-540 Rev. 6/2016

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

STATEWIDE WEEKLY VACANCY REPORT

Start Date	Date Down
11/07/2016	11/16/2016

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	✓

ACCOUNTANT/AUDITOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL SOIL & TESTING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCAUD2 - UNDER GENERAL SUPERVISION OF THE SUPERVISOR OF THE PERSONNEL, PAYROLL AND TRAINING GROUP, EMPLOYEE WILL PERFORM ENTRY LEVEL PROFESSIONAL ACCOUNTING/AUDITING DUTIES. EMPLOYEE IS RESPONSIBLE FOR EXAMINING AND PROCESSING THE ACCOUNTING RECORDS OF STATE AND PURCHASING CONTRACTS, ACCOUNT LEDGERS, INVOICES, PURCHASE ORDERS, RECEIPTS, OR SIMILAR MATERIALS FOR COMPLETENESS. PERFORMS BASIC JOURNAL ENTRIES, PREPARES DOCUMENTS FOR AUDITING PURPOSES. EMPLOYEE MUST BE ABLE TO REVIEW, BALANCE, AND RECONCILE THE CONSULTANT INVOICES RECEIVED FOR ROAD, ENVIRONMENTAL AND BRIDGE PROJECT. MUST BE ABLE TO PERFORM BASIC ACCOUNTING AND RECORD ADJUSTMENTS OR CORRECTING ENTRIES INTO THE REMIS SYSTEM. WILL HAVE VERBAL AND WRITTEN CONTACT WITH VARIOUS CONSULTANTS CONCERNING INVOICING AND CONTRACTS. THIS EMPLOYEE WILL MAINTAIN A STATE PURCHASE CARD AND HANDLE THE TRAVEL FUNCTIONS FOR THE DIVISION. WILL ALSO NEED TO BE ABLE TO PROCESS THE INVOICES FOR PAYROLL FOR THE SECURITY EMPLOYEES (G4S) AND THE JANITORIAL EMPLOYEE STAFF. MAY ALSO BE RESPONSIBLE FOR PROCESSING PAYMENT FOR THE UTILITIES OF THE BUILDING AND HEADING UP THE ANNUAL INVENTORY PROCESS. MAY ASSIST THE PERSONNEL/ PAYROLL / TRAINING SUPERVISOR IN HANDLING VARIOUS ASPECTS OF THE HIRING PROCESS. RESPONSIBILITIES MAY INCLUDE TRAINING AND REVIEWING WORK OF SUBORDINATE STAFF. EMPLOYEE MAY ASSIST WITH TRAINING RECORDS OF EMPLOYEES WITH THE DIVISION. RESPONSIBILITIES WILL INCLUDE BEING A TIMEKEEPER BACKUP FOR THE DIVISION AND HAVE KNOWLEDGE OF THE KRONOS SYSTEM. OTHER DUTIES AS REQUIRED.

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 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 16, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
RONALD L. STANEVICH
WVDOH-MATERIALS CONTROL, SOILS & TESTING DIVISION
190 DRY BRANCH RD
CHARLESTON, WV 25306

PLEASE INCLUDE POSTING NUMBER DT1701132 ON APPLICATION

STOREKEEPER II
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: STKPR2- UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS ROUTINE STANDARDIZED DUTIES IN ORDERING, RECEIVING, RECORDING, STORING, AND SHIPPING OF SUPPLIES, MATERIALS, AND/OR EQUIPMENT AT THE MINGO COUNTY MAINTENANCE HEADQUARTERS. COMPLIES WITH ALL PURCHASING RULES AND REGULATIONS. KEEPS DETAILED RECORDS OF INVENTORY, PURCHASES, ACCOUNT RECONCILIATIONS. PARTICIPATES IN ANNUAL INVENTORY AND RECONCILES DISCREPANCIES. PERFORMS RELATED WORK AS REQUIRED.

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

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

DEADLINE: NOVEMBER 16, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600240 ON APPLICATION

BRIDGE SAFETY INSPECTOR I
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT 9
DISTRICT 9 BRIDGE DEPARTMENT
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: BRSFIN1 - UNDER DIRECT SUPERVISION, PERFORMS BEGINNING LEVEL BRIDGE SAFETY INSPECTION WORK AS A MEMBER OF A HIGHWAY BRIDGE SAFETY INSPECTION TEAM. PERFORMS STRENUOUS MANUAL LABOR IN RIGGING SCAFFOLDS AND LADDERS TO ACCESS BRIDGE STRUCTURES. ACQUIRES AND APPLIES THE KNOWLEDGE AND ABILITIES TO PERFORM BRIDGE SAFETY INSPECTION WORK. ASSIST HIGHER LEVEL INSPECTORS IN BRIDGE SAFETY INSPECTIONS. WORK REQUIRES STRENUOUS PHYSICAL LABOR. HAZARDOUS WORKING CONDITIONS INVOLVE CLIMBING ON THE SUPERSTRUCTURE AND SUBSTRUCTURE OF BRIDGES. THE WORK MAY INVOLVE EXPOSURE TO SEVERE WEATHER CONDITIONS. PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: EDUCATION EQUIVALENT TO GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL.
SPECIAL REQUIREMENTS: POSSESSION OF A VALID DRIVER'S LICENSE.
NOTE: PREFERENCE IN APPOINTMENT MAY BE GIVEN TO APPLICANTS WITH (1) SUCCESSFUL COMPLETION COURSE IN ALGEBRA, PLANE GEOMETRY, DRAFTING, OR MECHANICAL DRAWING OR (2) CERTIFICATION AS A TECHNICIAN-IN-TRAINING BRIDGE BY THE NATIONAL INSTITUTE FOR CERTIFICATION IN ENGINEERING TECHNOLOGIES (NICET).

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

DEADLINE: NOVEMBER 16, 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 DT1700906 ON APPLICATION