



DATE: DECEMBER 28, 2015  
DT1600022  
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SUPERVISOR II  
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: RESPONSIBLE FOR WORK ASSIGNMENTS AND SCHEDULING FOR THE EMPLOYEES IN THE DEALER SERVICES SECTION OF VEHICLE SERVICES, PREPARATION OF DAILY LABOR 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 AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: ADDITIONAL EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE AREA OF ASSIGNMENT, ONE YEAR OF WHICH MUST HAVE BEEN IN AN ADMINISTRATIVE OR SUPERVISORY CAPACITY.  
SUBSTITUTION: SUCCESSFULLY COMPLETED GRADUATE STUDY IN THE AREA OF ASSIGNMENT FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS, NOT TO INCLUDE THE YEAR OF SUPERVISORY OR ADMINISTRATIVE EXPERIENCE.  
(OR) COMPLETION OF A RELATED COURSE ACCREDITED BY THE DEPARTMENT OF EDUCATION MAY BE SUBSTITUTED FOR EXPERIENCE AT THE RATE OF 1,080 HOURS PER YEAR, NOT TO INCLUDE THE YEAR OF SUPERVISORY OR ADMINISTRATIVE EXPERIENCE.

SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

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DEADLINE: JANUARY 06, 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 DT1600022 ON APPLICATION

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ACCOUNTING TECHNICIAN II  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, PERFORM ENTRY LEVEL ACCOUNTING SUPPORT DUTIES INCLUDING UPDATE, ORGANIZATION, AND MAINTENANCE OF HARD-COPY AND ELECTRONIC FILES, ASSISTING WITH RECORDING EMPLOYEE TIMESHEETS, ANSWERING PHONE INQUIRIES, ETC. RESPONSIBLE FOR WRITTEN AND VERBAL COMMUNICATIONS WITH CUSTOMERS, REVIEWING TRANSACTIONS FOR COMPLETENESS, ACCURACY AND COMPLIANCE WITH STATE AND FEDERAL REGULATIONS. RESPONSIBLE FOR THE PURCHASE ORDERS, ROUTINE RECONCILIATION OF THE P-CARD PURCHASE REPORTS, MAINTENANCE OF COPIER LEASES AND SUPPLIES, CREATING AND MODIFYING VENDOR INFORMATION IN OASIS, CREATING REPORTS USING MICROSOFT SERIES (WORD, EXCEL) AND OASIS, AND PROCESSING HIGHWAY SAFETY REPORTS FOR FEDERAL REIMBURSEMENT.  
PERFORM OTHER JOB RELATED DUTIES AS REQUIRED.  
APPLICANT SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION. MUST POSSESS A VALID WV DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: TWO 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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PROMOTIONAL ONLY: SIX MONTHS EXPERIENCE AS AN  
ACCOUNTING TECHNICIAN I.

SALARY: PAY GRADE 006 \$19,488.00 - \$36,060.00

DEADLINE: JANUARY 06, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600056 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
SUMMERSVILLE REGIONAL OFFICE  
NICHOLAS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS IN OBTAINING DRIVER'S AND MOTOR  
VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES,  
AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO  
ACCESS PRIOR INFORMATION AND UPDATE RECORDS.  
PERFORM CASHIER TRANSACTIONS. ADMINISTER  
LEARNER'S PERMIT, MOTORCYCLE, OPERATORS,  
COMMERCIAL DRIVERS, AND VISION TESTS. ISSUE  
DRIVER'S LICENSES. CONDUCT DRIVER CLINIC  
INTERVIEWS. PERFORM VEHICLE INSPECTIONS.  
REGISTER VOTERS. TAKE PHOTOGRAPHS. A VALID  
DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED  
DUTIES AS NEEDED. APPLICANTS SUBJECT TO  
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

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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 DT1600057 ON APPLICATION

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PARALEGAL, LEAD  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: IN A LEAD CAPACITY, RESPONSIBLE FOR PLANNING, ASSIGNING, AND REVIEWING THE WORK OF PARALEGALS AND OTHER CLERICAL STAFF IN THE LEGAL SECTION OF THE DIVISION OF MOTOR VEHICLES. REVIEW AND COORDINATE DISTRIBUTION AND RECORDATION OF ALL AGENCY PLEADINGS, CORRESPONDENCE AND OTHER DOCUMENTS RELATING TO APPELLATE LITIGATION IN THE STATE CIRCUIT COURTS AND SUPREME COURT OF APPEALS INCLUDING MAINTENANCE OF CENTRAL DOCKET CALENDAR FOR ALL LITIGATION ATTORNEYS. MAINTAINS RECORDS OF ALL CASES BEFORE COUNSEL INCLUDING BRIEFS SUBMITTED, RULINGS AND OPINIONS AND ALL CASES APPEALED TO THE SUPREME COURT OF APPEALS. DRAFT COMPLEX PLEADINGS, REPORTS, AND CORRESPONDENCE REGARDING ALL LEVELS OF LITIGATION AS WELL AS INTERNAL OPERATIONAL MATTERS INCLUDING APPROPRIATE LEGAL RESEARCH NECESSARY FOR SAME. MONITOR THE MOVEMENT OF PENDING LEGISLATION IN ORDER TO ANSWER QUESTIONS FOR DEPARTMENTAL OR AGENCY PERSONNEL. MAINTAIN AND UPDATE ELECTRONIC "PAPERLESS" DOCUMENT MANAGEMENT SYSTEM FOR USE BY ALL LITIGATION ATTORNEYS, LEGAL STAFF MEMBERS AND ATTORNEY GENERAL REPRESENTATIVES. PROVIDE TRAINING FOR NEW AND CURRENT LEGAL STAFF EMPLOYEES ON POLICIES AND PROCEDURES. TRAIN NEW EMPLOYEES ON FILE MAINTENANCE, SCHEDULING, DOCKET MAINTENANCE, TRANSCRIBING AND MAINTENANCE OF NUMEROUS TRACKING SYSTEMS. OTHER DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: SUCCESSFUL COMPLETION OF A PARALEGAL (LEGAL ASSISTANT) TRAINING PROGRAM.  
SUBSTITUTION: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A LEGAL SETTING WHICH REQUIRED PERFORMING LEGAL RESEARCH,

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READING AND INTERPRETING LAWS, AND PREPARING LEGAL DOCUMENTS, UNDER THE SUPERVISION OF AN ATTORNEY MAY SUBSTITUTE FOR THE REQUIRED TRAINING.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR PART-TIME EQUIVALENT PAID OR UNPAID EXPERIENCE AS A PARALEGAL IN A LEGAL SETTING.

SALARY: PAY GRADE 011 \$24,912.00 - \$46,092.00

DEADLINE: JANUARY 06, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600058 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
MARTINSBURG REGIONAL OFFICE  
BERKELEY

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ASSIST CUSTOMERS IN OBTAINING DRIVER'S AND MOTOR  
VEHICLE LICENSES. EXPLAIN FORMS, FEES, TAXES,  
AND OTHER CHARGES. ENTER DATA INTO COMPUTER TO  
ACCESS PRIOR INFORMATION AND UPDATE RECORDS.  
PERFORM CASHIER TRANSACTIONS. ADMINISTER  
LEARNER'S PERMIT, MOTORCYCLE, OPERATORS,  
COMMERCIAL DRIVERS, AND VISION TESTS. ISSUE  
DRIVER'S LICENSES. CONDUCT DRIVER CLINIC  
INTERVIEWS. PERFORM VEHICLE INSPECTIONS.  
REGISTER VOTERS. TAKE PHOTOGRAPHS. A VALID  
DRIVER'S LICENSE IS REQUIRED. PERFORM RELATED  
DUTIES AS NEEDED. APPLICANTS SUBJECT TO  
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

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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 DT1600059 ON APPLICATION

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ACCOUNTING TECHNICIAN IV  
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: REVIEW ALL GRANT RELATED REIMBURSEMENT REQUESTS FROM ALL HIGHWAY SAFETY GRANTEEES FOR MATHEMATICAL ACCURACY AND PROPER DOCUMENTATION STANDARDS AS SET FORTH. REVIEW EXPENDITURES FOR ADHERENCE TO BOTH FEDERAL AND STATE REGULATIONS. CLASSIFY AND CODE GRANT RELATED EXPENDITURES IN LINE WITH GRANT BUDGET SPECIFICATIONS. POSTS PAID GRANT REQUESTS TO GRANT LEDGERS AND DISBURSEMENT JOURNALS. REVIEWS POSTED LEDGERS TO EACH GRANT PROGRAM FOR BALANCING PURPOSES. PREPARES SELECTED MONTHLY BALANCING REPORTS FOR MANAGEMENT REVIEW. CONTACTS GRANT COORDINATORS IN VARIOUS REGIONAL CITIES FOR NECESSARY INFORMATION OR FOLLOW-UP. ASSISTS SUPERVISOR IN VARIOUS PROJECTS AS NEEDED. RECONCILES EXCEL BASED LEDGERS TO FEDERAL GRANTS TRACKING SYSTEM. OTHER DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

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

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

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DEADLINE: JANUARY 06, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600060 ON APPLICATION

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PURCHASING ASSISTANT  
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: RESPONSIBLE FOR ASSISTING THE PURCHASING MANAGER WITH PREPARATION AND EVALUATION OF REQUESTS FOR QUOTATION (RFQ) AND REQUESTS FOR PROPOSAL (RFP) FOR THE DIVISION OF MOTOR VEHICLES, TO INCLUDE REVIEWING DOCUMENTS PROVIDED BY ALL SECTIONS WITHIN THE AGENCY FOR ACCURACY, COMPLETENESS, CLARITY AND COMPLIANCE WITH PURCHASING RULES AND REGULATIONS, AS WELL AS CORRECTING MINOR ERRORS AND AMBIGUITIES. VERIFIES VENDOR REGISTRATIONS INCLUDING: SECRETARY OF STATE, WORKER'S COMPENSATION AND INSURANCE COMMISSION PRIOR TO ISSUING PURCHASE ORDERS. THE EMPLOYEE IN THIS POSITION WILL ALSO BE RESPONSIBLE FOR TRACKING THESE DOCUMENTS TO PROVIDE STATUS REPORTS TO MANAGEMENT, AS WELL AS ATTEND MEETINGS, ON BEHALF OF THE MANAGER RELATIVE TO "IN PROGRESS" RFQ'S OR RFP'S. WILL PURCHASE ITEMS FROM VARIOUS STATEWIDE CONTRACTS AND INTERNAL SOURCES, SUCH AS CORRECTIONAL INDUSTRIES, ANSWER PURCHASING RELATED INQUIRIES AND ADVISE DEPARTMENTAL PERSONNEL OF DIVISION POLICY AS WELL AS PURCHASING GUIDELINES. CONTACT VENDORS TO GAIN COMMODITY INFORMATION AND PRICING QUOTES. PREPARE WRITTEN COMMUNICATION SUCH AS LETTERS TO LANDLORDS (REGARDING DMV LEASES), INTERNAL MEMORANDUMS, EMAILS TO VENDORS, ETC. EMPLOYEE IN THIS POSITION WILL UTILIZE THE WVOASIS AND REMIS SYSTEMS TO COMPLETE PURCHASING DOCUMENTS SUCH AS RFQ'S, RFP'S, AGENCY MASTER AGREEMENTS, CENTRAL MASTER AGREEMENTS, AGENCY DELIVERY ORDERS, RECEIVING DOCUMENTS, STATEWIDE CONTRACT ORDERS, P-CARD RECONCILIATIONS, AND AGENCY PURCHASING ORDERS. OTHER DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION. A VALID WV DRIVER'S LICENSE IS REQUIRED FOR THIS POSITION.

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REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL  
OR THE EQUIVALENT.  
EXPERIENCE: TWO YEARS FULL-TIME OR EQUIVALENT  
PART-TIME PAID CLERICAL EXPERIENCE WHICH INCLUDED  
FAMILIARITY WITH PURCHASING.  
SUBSTITUTION: SUCCESSFULLY COMPLETED STUDY FROM A  
REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY  
BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR  
ONE YEAR OF THE REQUIRED EXPERIENCE.

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

DEADLINE: JANUARY 06, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600061 ON APPLICATION

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SECRETARY 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: SEC2 - UNDER GENERAL SUPERVISION OF THE ASSISTANT DIRECTOR, AT THE FULL-PERFORMANCE LEVEL, PROVIDES CLERICAL AND ADMINISTRATIVE SERVICES TO THE ASSISTANT DIRECTOR AND EMPLOYEES OF MCS&T, EXERCISING DISCRETION AND INDEPENDENT JUDGEMENT. ASSIST IN SETTING DAILY APPOINTMENTS, MEETINGS, CONFERENCES, AND ASSIGNMENTS FOR THE TECHNICAL GROUP SUPERVISORS AND TECHNICAL GROUPS. PREPARES MEETING NOTES AND PROCESSES THE DIVISION'S ST-1S AND DMIRS. PREPARING AND MAINTAINING CORRESPONDENCE TRACKING DATABASE USING MICROSOFT ACCESS AND USING VARIOUS EXCEL SPREADSHEETS FOR THE NECESSARY TRACKING OF VARIOUS PROJECTS. THIS EMPLOYEE PREPARES CORRESPONDENCE, TECHNICAL DOCUMENTS, PROJECT MEMORANDUMS, AND REPORTS, COORDINATES AND SCHEDULES ACTIVITIES, ATTENDS MEETINGS IN THE SUPERVISOR'S ABSENCE OR ON THE SUPERVISOR'S BEHALF. OTHER DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: FIVE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE PERFORMING CLERICAL DUTIES AT THE OFFICE ASSISTANT III LEVEL, ENCOMPASSING A WIDE RANGE OF OFFICE PRACTICES, WHICH MUST HAVE INCLUDED TYPING, SCREENING AND ROUTING TELEPHONE CALLS AND CORRESPONDENCE, AND COMPOSING ROUTINE CORRESPONDENCE.  
SUBSTITUTION: COLLEGE HOURS OR RELATED BUSINESS SCHOOL OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR UP TO TWO YEARS OF THE REQUIRED EXPERIENCE.

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

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DEADLINE: JANUARY 06, 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 DT1601158 ON APPLICATION

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HIGHWAY ENGINEER TRAINEE  
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: HWENGTR - UNDER THE SUPERVISION OF THE BRIDGE AND ROADWAY ANALYSIS GROUP SUPERVISOR OF THE MATERIALS CONTROL, SOILS AND TESTING DIVISION, THIS IS BEGINNING LEVEL TRAINING WORK TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS AND ABILITIES IN HIGHWAY/CIVIL ENGINEERING. EMPLOYEE IN THIS CLASS PARTICIPATES IN AN ON-THE-JOB TRAINING PROGRAM. RESPONSIBILITIES OF THIS POSITION WILL INCLUDE BUT NOT BE LIMITED TO: LEARN TO PROCESS THE DIVISION'S SMOOTHNESS TESTS AND SUBMIT (OR REVIEW) REPORTS. BECOME CERTIFIED WITHIN SIX MONTHS OF BEING EMPLOYED IN THIS POSITION AS A PROFILER OPERATOR AND CONDUCT TESTS WHEN NECESSARY TO MEET THE QUALITY ASSURANCE PURPOSES. COLLECT THE SMOOTHNESS DATA FOR THE COMMISSIONERS PAVEMENT AWARDS. AFTER BECOMING CERTIFIED, DUTIES WILL INCLUDE ADMINISTERING THE PROFILER CERTIFICATION PROGRAM. LEARN BRIDGE DECK CONDITION SURVEY METHODS (CHLORIDE SAMPLING, POTENTIAL TESTING, AND CHAIN DRAGGING), WHEN NEEDED. LEARN THE FALLING WEIGHT DEFLECTOMETER, LIGHT WEIGHT DEFLECTOMETER, AND DYNAMIC CONE PENETROMETER AND THE METHODS OF PROCESSING THE RESULTS. BACK CALCULATING MODULES ESTIMATIONS. LEARN GROUND PENETRATING RADAR PROCEDURES AND DATA EVALUATION METHODS. LEARN FRICTION TEST METHODS AND DATA ANALYSIS. THE STANDARD OF WORK IS CLOSELY REVIEWED THROUGHOUT THE ASSIGNMENT OF COMPLETENESS AND TECHNICAL ACCURACY. THE APPLICANT MUST BE CAPABLE OF WRITING REPORT TO CONVEY RESULTS OF TESTS. PERFORMS OTHER DUTIES AND RELATED WORK AS REQUIRED. AS MENTIONED ABOVE, THIS POSITION REQUIRES THAT WITHIN SIX MONTHS THE EMPLOYEE MUST PASS CERTIFICATION AS A PROFILER OPERATOR AND BE ABLE TO CONDUCT TESTS WHEN NECESSARY. TRAVEL IS

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A REQUIREMENT 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: JANUARY 06, 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 DT1601162 ON APPLICATION

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DT1600126  
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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
DISTRICT 1 BRIDGE DEPARTMENT  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3CRCH THE EMPLOYEE IN THIS CLASSIFICATION WILL WORK UNDER LIMITED SUPERVISION AND SERVE AS A BRIDGE CONSTRUCTION AND REPAIR CREW LEADER IN THE DISTRICT ONE BRIDGE DEPARTMENT. THIS EMPLOYEE WILL SUPERVISE AND PARTICIPATE IN THE WORK OF A SINGLE CREW ENGAGED IN THE MAINTENANCE, REPAIR, RENOVATION AND CONSTRUCTION OF BRIDGES AND OTHER HIGHWAY RELATED STRUCTURES. THE SELECTED CANDIDATE WILL BE RESPONSIBLE FOR COORDINATING THE NECESSARY LABOR, EQUIPMENT, AND MATERIALS NEEDED TO COMPLETE ASSIGNMENTS, ASSIGN TASKS TO CREW MEMBERS, COMPLETE AND RECORD DAILY TIME REPORTS, MATERIALS, AND EQUIPMENT USAGE. THIS EMPLOYEE WILL ALSO CHECK ON COMPLAINTS CONCERNING BRIDGES AND HIGHWAY STRUCTURES, VERIFY THE QUALITY OF WORK BEING PERFORMED BY THE CREW ASSIGNED TO THEM MEETS ESTABLISHED STANDARDS, METHODS, AND PROCEDURES. TRAINS CREW MEMEBERS ON PROPER CONSTRUCTION/REPAIR PROCEDURES AND THE PROPER HANDLING OF MATERIALS IN ACCORDANCE WITH ESTABLISHED STANDARDS AND METHODS. HAZARDOUS WORKING CONDITIONS INVOLVE CLIMBING AND EXPOSURE TO SEVERE WEATHER CONDITIONS. MAY BE CALLED TO REPORT FOR DUTY OUTSIDE OF NORMAL WORK HOURS WHEN EMERGENCY SITUATIONS ARISE. PERFORMS RELATED WORK AS REQUIRED. CANDIDATES WITH A CDL WILL BE GIVEN PREFERENCE. A CDL WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE WORK OR METAL WORK OR IN BUILDING EQUIPMENT REPAIR INCLUDING WORK IN

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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.

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: JANUARY 06, 2016

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

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
DISTRICT EQUIPMENT SHOP  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - PERFORMS MAJOR OVERHAUL OF GASOLINE  
POWERED AUTOMOTIVE AND HIGHWAY MAINTENANCE  
EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING  
CONDITIONS AND INCLEMENT WEATHER. PERFORMS  
RELATED WORK AS REQUIRED. CONSIDERATION WILL BE  
GIVEN TO CANDIDATES POSSESSING A COMMERCIAL  
DRIVERS LICENSE (CDL) REQUIRED. A CDL WILL BE  
REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT.

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

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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: JANUARY 06, 2016

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

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT ONE  
I-64, SECTION 3 HEADQUARTERS  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - AN EMPLOYEE IN THIS CLASSIFICATION WORKS UNDER GENERAL SUPERVISION OPERATING A VARIETY OF EQUIPMENT SUCH AS A FRONT END LOADER, BOOM MOWER, AND TANDEM AXLE TRUCK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. THIS POSITION WILL ALSO PERFORM GENERAL LABOR WORK ASSOCIATED WITH HIGHWAYS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CDL REQUIRED. PREFERENCE MAY BE GIVEN TO THOSE WITH A CLASS A CDL.

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

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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: JANUARY 06, 2016

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

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HIGHWAY ENGINEER ASSOCIATE  
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: HWENGAS - WILL SERVE AS ASSISTANT MAINTENANCE ENGINEER. UNDER GENERAL SUPERVISION WILL PERFORM PROFESSIONAL ENGINEERING WORK AND PROVIDE MANAGERIAL LEADERSHIP IN THE MAINTENANCE FIELD THAT INCLUDES BUT IS NOT LIMITED TO: PROVIDE IN-LINE SUPERVISION AND ENGINEERING GUIDANCE FOR COUNTY, EXPRESSWAY, AND OTHER MAINTENANCE UNITS. PROVIDE TRAINING FOR DOH PERSONNEL. REVIEW REQUESTS FOR ASSISTANCE, RECOMMEND SOLUTIONS, PROVIDE COST ESTIMATES, PREPARE CORRESPONDENCE AND WRITTEN REPORTS. ASSIST IN THE PREPARATION OF DISTRICT-WIDE PROGRAMS SUCH AS PAVING, SURFACE TREATMENT, GUARDRAIL, PILING, SMALL BRIDGE, LOW WATER CROSSING, ETC. ATTEND MEETINGS WITH PUBLIC, GOVERNMENT OFFICIALS, CONTRACTORS, CONSULTANTS, ETC. REVIEW AND RECOMMEND WORK SCHEDULES, ANNUAL PLANS, CORE MAINTENANCE PLANS, AND SRIC PLANS. PERFORM EVALUATIONS FOR SUBORDINATES. PARTICIPATE IN EMPLOYMENT INTERVIEWS, COURT PROCEEDINGS, AND GRIEVANCE PROCEEDINGS. REVIEW REQUESTS FOR RENTAL EQUIPMENT AND CONTROL THE UTILIZATION OF DOH EQUIPMENT. SERVE AS DISTRICT DUTY OFFICER. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED. PERFORMS OTHER RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.

SALARY: PAY GRADE 022 \$47,352.00 - \$87,612.00

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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

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 7  
LEWIS COUNTY HEADQUARTERS  
LEWIS

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION PERFORMS SKILLED WORK IN THE REPAIR AND MAINTENANCE OF HIGHWAYS AND SMALL BRIDGE PROJECTS. OPERATES A VARIETY OF HEAVY EQUIPMENT INCLUDING GRADER, DOZER, GRADALL, BACKHOE, TANDEM AND SINGLE AXLE TRUCK, TRACK EXCAVATOR, AND SNOW PLOW. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. PERFORMS OTHER RELATED DUTIES AS REQUIRED. COMMERCIAL DRIVERS LICENSE (CDL) IS REQUIRED. PREFERENCE MAY BE GIVEN TO CLASS A CDL.

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

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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: JANUARY 06, 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 DT1600722 ON APPLICATION

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CUSTODIAN  
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: CUSTODIAN: UNDER GENERAL SUPERVISION, PERFORMS  
ROUTINE MANUAL WORK AT THE FULL PERFORMANCE LEVEL  
CLEANING IN AND AROUND STATE BUILDINGS AND  
INSTITUTIONS. WORK INVOLVES MAINTAINING  
CLEANLINESS AND ORDERLINESS IN AN ASSIGNED AREA.  
PERFORMS RELATED WORK AS REQUIRED.

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.

SALARY: PAY GRADE 002 \$16,008.00 - \$29,616.00

DEADLINE: JANUARY 06, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601020 ON APPLICATION

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2MECH: UNDER GENERAL SUPERVISION, AT THE FULL PERFORMANCE LEVEL, PERFORMS REPAIRS AND PREVENTATIVE MAINTENANCE ON TRANSPORTATION VEHICLES AND ALL TYPES OF HEAVY EQUIPMENT USED IN HIGHWAY MAINTENANCE AT THE DISTRICT EQUIPMENT DIVISION. MUST HAVE A VALID WV DRIVER'S LICENSE AND MAY BE REQUIRED TO OBTAIN CDL WITHIN SIX MONTHS EMPLOYMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. 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 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: JANUARY 06, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601021 ON APPLICATION