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STOREKEEPER 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, RESPONSIBLE FOR ORDERING AND RECEIVING INVENTORY, RECORDING THE INVENTORY INTO REMIS, WORKING WITH STATEWIDE DISTRIBUTION POINTS IN DETERMINING QUANTITIES OF PLATES/DECALS NECESSARY. LEADS ACTIVITIES OF DMV WAREHOUSE PERSONNEL IN THE AREA OF PURCHASING, RECEIVING, SHIPPING, STORING AND RECORDING OF MATERIALS. RESPONSIBLE FOR ESTABLISHING THE DELIVERY SCHEDULES FOR LICENSE PLATES. PERFORMS PHYSICAL COUNT OF INVENTORY ITEMS IN THE DMV WAREHOUSE. MUST HAVE THE ABILITY TO ORGANIZE, ASSIGN, AND COORDINATE THE WORK OF EMPLOYEES. RESOLVES PROBLEMS IN DAY TO DAY OPERATIONS RELATING TO THE PLATE ORDERS, CORRECT AS NECESSARY PERFORM OTHER JOB RELATED DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO BACKGROUND INVESTIGATION MUST POSSESS A VALID WV DRIVER'S LICENSE.

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

DEADLINE: MARCH 02, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600055 ON APPLICATION

DATE: FEBRUARY 22, 2016  
DT1600071  
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CUSTOMER SERVICE REPRESENTATIVE, LEAD  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
FLATWOODS REGIONAL OFFICE  
BRAXTON

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION IN A LEAD CAPACITY, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING AND ISSUANCE OF DRIVER'S LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. ASSUMES SUPERVISORY DUTIES IN THE ABSENCE OF THE SUPERVISOR INCLUDING SUCH DUTIES AS ARRANGING WORK SCHEDULES, DELEGATING JOB ASSIGNMENTS, APPROVING LEAVE REQUESTS, AND TRAINING EMPLOYEES ON CURRENT OR NEW POLICIES AND PROCEDURES. MUST BE ABLE TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND WRITTEN. ASSISTS IN ASSIGNING, REVIEWING, AND APPROVING THE WORK OF OTHERS. ACTS AS THE PRIMARY TRAINER FOR NEW EMPLOYEES, AND CONDUCTS NEW HIRE ORIENTATION AS NECESSARY. ASSISTS IN THE DAILY RECONCILIATION OF FUNDS AND INVENTORY. EXPLAINS FORMS, FEES, TAXES, AND OTHER CHARGES. HANDLES UNUSUAL, HOSTILE, OR COMPLEX DRIVER, REGISTRATION, OR TITLE ISSUES. COMMUNICATES TO CUSTOMERS KNOWLEDGE AND THE INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORMS CASHIER TRANSACTIONS INCLUDING VOIDS AND ERROR CORRECTIONS FOR THE CUSTOMER SERVICE REPRESENTATIVES. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION EXAMINATIONS. TAKES PHOTOGRAPHS PROVIDING FIRST REVIEW IN SUSPICIOUS OR FRAUDULENT ACTIVITY. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. PROVIDE DAILY RELIEF TO OTHER STAFF MEMBERS FOR BREAKS AND LUNCHES. MAY SERVE AS A BACKUP TIMEKEEPER. 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

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THE EQUIVALENT.

EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, SALES OR RELATED PUBLIC CONTACT WORK, OR TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID WORK IN CASHIERING OR REGULAR PUBLIC CONTACT WORK WITH THE DIVISION OF MOTOR VEHICLES OR IN AS A DRIVER LICENSE EXAMINER WITH THE WEST VIRGINIA STATE POLICE.

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 008 \$21,504.00 - \$39,792.00

DEADLINE: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600071 ON APPLICATION

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DT1600072  
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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
ROMNEY REGIONAL OFFICE  
HAMPSHIRE

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

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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 DT1600072 ON APPLICATION

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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: MARCH 02, 2016

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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 DT1600073 ON APPLICATION

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DT1600074  
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COMMUNITY DEVELOPMENT SPECIALIST I  
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 DIRECTION OF THE FEDERAL PROGRAMS ADMINISTRATOR OF THE WV GOVERNOR'S HIGHWAY SAFETY PROGRAM, THIS POSITION WILL BE RESPONSIBLE FOR PROBLEMATIC FUNCTION OF THE FEDERAL NHTSA HIGHWAY SAFETY PROGRAM AND ALL OTHER FEDERAL HIGHWAY SAFETY PROGRAMS FOR WHICH THE STATE IS ELIGIBLE AND ADMINISTERS. REQUIRES ABILITY TO ASSIST CITY AND COUNTY GOVERNMENT OFFICIALS AND AGENCIES, AND STATE AGENCIES, IN THE IDENTIFICATION OF HIGHWAY SAFETY ISSUES AND PROVIDE ASSISTANCE TO THESE ENTITIES IN THE PREPARATION OF GRANT APPLICATIONS FOR ACCURACY IN SUCH AREAS AS FINANCIAL DOCUMENTATION, ENVIRONMENTAL IMPACT, PUBLIC NOTIFICATION, ETC. AND MAKE RECOMMENDATIONS TO THE SUPERVISOR FOR THE APPROVAL OF GRANT REQUESTS. OTHER DUTIES AS REQUIRED. A VALID WV DRIVER'S LICENSE IS REQUIRED, AS TRAVEL MAY BE REQUIRED. APPLICANTS SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION.

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

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

DEADLINE: MARCH 02, 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 DT1600074 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE, LEAD  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
WINFIELD REGIONAL OFFICE  
PUTNAM

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION IN A LEAD CAPACITY, PERFORMS PUBLIC CONTACT WORK INVOLVING THE PROCESSING, RECORDING AND ISSUANCE OF DRIVER'S LICENSES, VEHICLE REGISTRATIONS, VEHICLE TITLES, AND RELATED DOCUMENTS. ASSUMES SUPERVISORY DUTIES IN THE ABSENCE OF THE SUPERVISOR INCLUDING SUCH DUTIES AS ARRANGING WORK SCHEDULES, DELEGATING JOB ASSIGNMENTS, APPROVING LEAVE REQUESTS, AND TRAINING EMPLOYEES ON CURRENT OR NEW POLICIES AND PROCEDURES. MUST BE ABLE TO COMMUNICATE EFFECTIVELY BOTH ORALLY AND WRITTEN. ASSISTS IN ASSIGNING, REVIEWING, AND APPROVING THE WORK OF OTHERS. ACTS AS THE PRIMARY TRAINER FOR NEW EMPLOYEES, AND CONDUCTS NEW HIRE ORIENTATION AS NECESSARY. ASSISTS IN THE DAILY RECONCILIATION OF FUNDS AND INVENTORY. EXPLAINS FORMS, FEES, TAXES, AND OTHER CHARGES. HANDLES UNUSUAL, HOSTILE, OR COMPLEX DRIVER, REGISTRATION, OR TITLE ISSUES. COMMUNICATES TO CUSTOMERS KNOWLEDGE AND THE INTERPRETATION OF MOTOR VEHICLE LAW, POLICY, AND PROCEDURE. PERFORMS CASHIER TRANSACTIONS INCLUDING VOIDS AND ERROR CORRECTIONS FOR THE CUSTOMER SERVICE REPRESENTATIVES. ADMINISTER LEARNERS PERMIT, MOTORCYCLE, OPERATORS, COMMERCIAL DRIVERS, AND VISION EXAMINATIONS. TAKES PHOTOGRAPHS PROVIDING FIRST REVIEW IN SUSPICIOUS OR FRAUDULENT ACTIVITY. REGISTER VOTERS. CONDUCT DRIVER CLINIC INTERVIEWS. PROVIDE DAILY RELIEF TO OTHER STAFF MEMBERS FOR BREAKS AND LUNCHES. MAY SERVE AS A BACKUP TIMEKEEPER. 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

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THE EQUIVALENT.

EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, SALES OR RELATED PUBLIC CONTACT WORK, OR TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID WORK IN CASHIERING OR REGULAR PUBLIC CONTACT WORK WITH THE DIVISION OF MOTOR VEHICLES OR IN AS A DRIVER LICENSE EXAMINER WITH THE WEST VIRGINIA STATE POLICE.

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 008 \$21,504.00 - \$39,792.00

DEADLINE: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600075 ON APPLICATION

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DT1600076  
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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 002

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: 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 AND UPDATE RECORDS. HANDLE INQUIRIES AND PROVIDE INFORMATION ABOUT LAWS, REGULATIONS, POLICIES, AND PROCEDURES. ASSIST IN PROCESSING SALVAGE AND GOVERNMENT VEHICLES. ASSIGN TITLE AND PLATE NUMBERS. CHECK FOR APPROPRIATE DOCUMENTATION AND FEES, LIENS, SIGNATURES, CORRECT REASSIGNMENTS, ETC. ADVISE CUSTOMERS OF REQUIREMENTS AND FEES AND RETURN TITLEWORK 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: MARCH 02, 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 DT1600076 ON APPLICATION

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IMAGING OPERATOR 2  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, RESPONSIBLE FOR THE OPERATION OF IMAGING TOOLS FOR USE IN THE CREATION OF ELECTRONIC FILES. THIS POSITION WILL BE ACCOUNTABLE FOR PREPARING, SCANNING, ESTABLISHING AND ENTERING THE DOCUMENT INDEX FOR EACH PAGE AND/OR DOCUMENT, AND QUALITY REVIEWING OF DOCUMENTS/IMAGES BEING CONVERTED TO ELECTRONIC/DIGITAL FORMAT. TROUBLESHOOTS AND MAKES ADJUSTMENTS TO EQUIPMENT WHEN NECESSARY, AND WORKS WITH THE MANAGEMENT STAFF TO CORRECT PROBLEMS WITH THE OPERATIONAL ISSUES. WORK WITH STAFF WITHIN THE AGENCY AND OTHER STATE AGENCIES TO RECEIVE, CATEGORIZE, AND/OR CLARIFY CONTENTS OF DOCUMENTS FOR PROCESSES. THIS IMAGING OPERATOR II POSITION IN INFORMATION SERVICES IS RESPONSIBLE FOR PRESERVING MOTOR VEHICLE RECORDS ENTRUSTED FOR PERMANENT STORAGE AND RETRIEVAL TO INCLUDE FILES FOR TITLES, TEMP TAGS, MOTOR BOATS, DRIVER LICENSE APPLICATIONS, CITATIONS, INSURANCE, SPECIAL PLATES, DUI, AND PERSONNEL FILES. MUST IDENTIFY AND SELECT THE DOCUMENT TYPE PRIOR TO SCANNING. THIS POSITION MUST HAVE AN IN-DEPTH KNOWLEDGE OF MOTOR VEHICLES LICENSING AND TITLE REGULATIONS. PERFORM RELATED DUTIES AS REQUIRED. APPLICANTS SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE USING PC BASED SOFTWARE SUCH AS WORD PROCESSING, DATABASE OR SPREADSHEET OR IN ELECTRONIC DOCUMENT MANAGEMENT IMAGING OR SCANNING DOCUMENTS.  
SUBSTITUTION: SIX SEMESTER HOURS OF COMPUTER

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SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY  
OR COMPLETION OF A FORMAL TRAINING PROGRAM IN  
DATA PROCESSING OR RELATED FIELD FROM A BUSINESS  
OR VOCATIONAL SCHOOL MAY SUBSTITUTE FOR THE  
EXPERIENCE.

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

DEADLINE: MARCH 02, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
LYNDA OSBORNE  
DMV INFORMATION SERVICES  
5707 MACCORKLE AVENUE  
SUITE 200  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1600077 ON APPLICATION

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DT1600078  
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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 THIS POSITION WILL BE RESPONSIBLE FOR ANSWERING TELEPHONES IN THE COMMISSIONER'S OFFICE, TAKE MESSAGES, ROUTE CALLS, AND ANSWER GENERAL INQUIRIES. THIS POSITION WILL INVENTORY, STOCK AND DISTRIBUTE OFFICE SUPPLIES. MAINTAIN DOT/DMV COMMISSIONER E-MAIL WEBSITE; ROUTE E-MAILS TO APPROPRIATE SECTION(S) FOR RESPONSE AND FOLLOW-UP. RECEIVE, SORT AND DISTRIBUTE MAIL. ASSIST IN THE RENEWAL, ORDERING AND ISSUANCE OF GOVERNOR AND LEGISLATIVE PLATES. PERFORM OTHER RELATED DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO BACKGROUND INVESTIGATION

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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600078 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF MOTOR VEHICLES  
LEWISBURG REGIONAL OFFICE  
GREENBRIER

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: MARCH 02, 2016

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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 DT1600079 ON APPLICATION

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CUSTOMER SERVICE REPRESENTATIVE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: RESPONSIBLE FOR ASSISTING CUSTOMERS ON ISSUES  
RELATING TO SUSPENSIONS & REINSTATEMENT OF DRIVING  
PRIVILEGES. TYPING AND COMPUTER SKILLS NEEDED TO  
ACCESS AND UPDATE RECORDS. REVIEW AND PROCESS  
LEGAL DOCUMENTS, STATEMENTS OF ARREST,  
SURRENDERED LICENSES, SUBPOENAS, AND COURT ORDERS.  
HANDLE, PROCESS, AND COMPOSE BRIEF RESPONSES TO  
CORRESPONDENCE. ESTABLISH AND MAINTAIN FILES AND  
RECORDS. OPERATE PHOTO CAMERA SYSTEM TO PRODUCE  
DRIVER'S LICENSE AND NON-DRIVER IDS. ANSWER PHONES,  
OPERATE CASH REGISTER, PROCESS CREDIT CARDS  
TRANSACTIONS IN PERSON AND ON-LINE, OPERATE AN  
OPTICAL SCANNER. PERFORM RELATED DUTIES AS  
NECESSARY. APPLICANTS ARE SUBJECT TO A CRIMINAL  
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: MARCH 02, 2016

DATE: FEBRUARY 22, 2016  
DT1600081  
PAGE: 2

TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
LARRY CAVENDER  
WV DIVISION OF MOTOR VEHICLES  
DRIVERS SERVICES  
5707 MACCORKLE AVE, SE.  
CHARLESTON, WV 25317

PLEASE INCLUDE POSTING NUMBER DT1600081 ON APPLICATION

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DATA ENTRY OPERATOR 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 DIRECT SUPERVISION, AND AT THE FULL  
PERFORMANCE LEVEL, THE RECEIVING AND PROCESSING  
UNIT DATA ENTRY OPERATORS ARE RESPONSIBLE FOR THE  
PROCESSING AND DATA ENTRY OF INFORMATION FOR  
INCOMING VEHICLE RENEWALS. WILL ENTER DATA FROM  
TITLE DOCUMENTS AND INTO DATABASE TRACKING SYSTEM.  
PREPARE TITLES AND ASSIGN TITLE NUMBERS. RECORD  
TITLE NUMBERS ON CHECKS. PERFORM RELATED DUTIES  
AS REQUIRED. APPLICANTS SUBJECT TO BACKGROUND  
INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD FOUR-YEAR  
HIGH SCHOOL OR EQUIVALENT.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR PART-TIME  
EQUIVALENT EXPERIENCE IN DATA ENTRY.  
SUBSTITUTION: (1) COMPLETION OF TWELVE HOURS IN  
COMPUTER SCIENCE FROM AN ACCREDITED COLLEGE OR  
UNIVERSITY.

OR

(2) COMPLETION OF FOUR COURSES IN DATA PROCESSING,  
DATA ENTRY, AND/OR WORD PROCESSING FROM AN  
ACCREDITED BUSINESS OR VOCATIONAL SCHOOL MAY  
SUBSTITUTE THROUGH AN ESTABLISHED FORMULA FOR THE  
REQUIRED EXPERIENCE.

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

DEADLINE: MARCH 02, 2016

DATE: FEBRUARY 22, 2016  
DT1600082  
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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 DT1600082 ON APPLICATION

DATE: FEBRUARY 22, 2016

DT1600083

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CUSTOMER SERVICE REPRESENTATIVE, LEAD  
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: IN A LEAD CAPACITY IN THE DEALER SERVICES SECTION OF VEHICLE SERVICES, THIS POSITION IS RESPONSIBLE FOR REVIEWING APPLICATIONS, CONDUCTING INQUIRIES REGARDING TAXES, BACKGROUND CHECKS, ISSUE LICENSE AND PLATES FOR LICENSED CAR DEALERSHIPS. ASSIST IN THE REVIEW AND PROCESSING OF RENEWALS FOR DEALERS. ASSIST IN MAINTAINING INVENTORY & ORDER PLATES FOR ALL DEALERS. PROCESS NOTICES OF CHANGE IN DEALERSHIPS, UPDATE DEALER INFORMATION, LEASING COMPANIES, RENTAL LICENSES, AND LICENSES SERVICES IN THE MAINFRAME. PROCESS INITIAL AND RENEWAL APPLICATIONS FOR LICENSE SERVICES. VERIFY DAILY DEPOSITS FOR CUSTOMER SERVICE REPRESENTATIVES IN THE DEALER SERVICES SECTION. ASSIST IN PROCESS REQUESTS FOR TEMPORARY ADDITIONAL LOCATION PERMITS FOR WEST VIRGINIA DEALERS AND OUT OF STATE DEALERS. ANSWER INQUIRIES ON DEALER LICENSING BY MAIL, E-MAIL, PHONE AND IN PERSON. ADDITIONAL DUTIES AS REQUIRED. APPLICANTS ARE SUBJECT TO A BACKGROUND INVESTIGATION.

REQUIREMENTS: TRAINING: GRADUATION FROM STANDARD HIGH SCHOOL OR THE EQUIVALENT.

EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BOOKKEEPING, SALES OR RELATED PUBLIC CONTACT WORK, OR TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID WORK IN CASHIERING OR REGULAR PUBLIC CONTACT WORK WITH THE DIVISION OF MOTOR VEHICLES OR IN AS A DRIVER LICENSE EXAMINER WITH THE WEST VIRGINIA STATE POLICE.

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

DATE: FEBRUARY 22, 2016  
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REQUIRED EXPERIENCE.  
SPECIAL REQUIREMENT: MUST BE ELIGIBLE FOR  
BONDING.

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

DEADLINE: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600083 ON APPLICATION

DATE: FEBRUARY 22, 2016

DT1600084

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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: 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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600084 ON APPLICATION

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DT1601181  
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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: THIS POSITION IS RESPONSIBLE FOR WORKING WITH STATEWIDE DIVISION STAFF AND FEDERAL STAFF ON ALL 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: MARCH 02, 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 DT1601181 ON APPLICATION

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ACCOUNTING TECHNICIAN IV  
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: THIS POSITION IS ASSIGNED TO THE FEDERAL AID SECTION OF THE DOT FINANCE AND ADMINISTRATIVE DIVISION. UNDER GENERAL SUPERVISION, THIS POSITION PERFORMS ADVANCED ACCOUNTING SUPPORT DUTIES. THIS POSITION IS RESPONSIBLE FOR CHECKING PROJECT EXPENDITURES TO ENSURE EXPENDITURES ARE CODED ACCURATELY FOR TIMELY REIMBURSEMENT FROM FEDERAL AGENCIES; RECONCILE PROJECT DATA IN FEDERAL AND STATE SYSTEMS. PREPARE AND ENTER COMPLEX JOURNAL VOUCHERS, REVIEW AND ENTER JOURNAL VOUCHERS PREPARED BY OTHERS. REVIEW AND ENTER PROJECT MODIFICATIONS INTO THE FHWA FMIS SYSTEM, COMPILE AND PREPARE FINAL VOUCHERS TO CLOSE COMPLETED PROJECTS AND ENTER INTO THE FHWA FMIS SYSTEM. PREPARE AND MAINTAIN MULTIPLE SPREADSHEETS. PERFORMS RELATED WORK AS REQUIRED. MUST PASS A BACKGROUND CHECK FOR ACCESS FOR THE FHMA FMIS SYSTEM. KNOWLEDGE OF MICROSOFT EXCEL IS REQUIRED. KNOWLEDGE OF MICROSOFT ACCESS AND WVOASIS IS DESIRABLE. THE SUCCESSFUL CANDIDATE MUST BE DEPENDABLE, ABLE TO WORK WITH A TEAM, ENJOY WORKING WITH NUMBERS AND SPREADSHEET APPLICATIONS AND HAVE PROBLEM SOLVING SKILLS. MUST POSSESS A VALID WV DRIVER'S LICENSE.

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

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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

DEADLINE: MARCH 02, 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 DT1601185 ON APPLICATION

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DT1601170  
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ADMINISTRATIVE SERVICES ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
HUMAN RESOURCES  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ADSVAS3 - ADMINISTER THE FILING AND PROCESSING OF WORKERS COMPENSATION CLAIMS FOR THE DEPARTMENT OF TRANSPORTATION. INCLUDES THE TRAINING OF PROCESSES AND PROCEDURES ON A DEPARTMENT WIDE BASIS FOR EFFICIENT HANDLING OF CLAIMS. INSTRUCTING DISTRICT AND DIVISION BASED PERSONNEL ON PROPER METHODS, MONITORING THE STATUS OF CLAIMS, AND ACTING ON BEHALF OF THE AGENCY TO PROMOTE RETURN TO WORK PROGRAMS. INTERACTS WITH AND ASSISTS AGENCY PERSONNEL SPECIALISTS AND THE AGENCY'S REHABILITATION COORDINATOR IN RETURNING EMPLOYEES TO WORK. PERFORMS RELATED DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN THE AREA OF ASSIGNMENT.  
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS.  
EXPERIENCE: THREE YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A PROFESSIONAL, ADMINISTRATIVE, TECHNICAL, OR SUPERVISORY POSITION RELATED TO THE AREA OF ASSIGNMENT.  
SUBSTITUTION: GRADUATE STUDY IN THE AREA OF ASSIGNMENT MAY BE SUBSTITUTED ON A YEAR-FOR-YEAR BASIS FOR UP TO TWO (2) YEARS OF THE REQUIRED EXPERIENCE.

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

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TO APPLY:

SEND DIVISION OF PERSONNEL APPLICATION TO:  
KATHLEEN DEMPSEY  
WVDOH - HUMAN RESOURCES DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-949  
CHARLESTON, WV 25305

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PERSONNEL SPECIALIST  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
HUMAN RESOURCES  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: PERSPEC - UNDER GENERAL SUPERVISION, THE PERSONNEL SPECIALIST WILL PERFORM PROFESSIONAL WORK WITHIN THE WV DIVISION OF HIGHWAYS, WILL BE RESPONSIBLE FOR ANALYZING A VARIETY OF INFORMATION IN ORDER TO DETERMINE APPROPRIATE PROCEDURES TO USE IN PROCESSING PERSONNEL TRANSACTIONS SUCH AS EMPLOYMENTS AND CHANGES IN STATUS OCCURRING WITHIN SPECIFIED ORGANIZATIONS ASSIGNED TO THIS POSITION. WILL REVIEW THESE PERSONNEL TRANSACTIONS TO DETERMINE CONFORMITY TO ALL STATE PERSONNEL POLICIES, RULES AND REGULATIONS AS WELL AS COMPLIANCE WITH THE DOH ADMINISTRATIVE OPERATING PROCEDURES AND ORGANIZATIONAL STRUCTURE. WILL ADVISE DISTRICT/DIVISION MANAGERS/SUPERVISORS REGARDING VARIOUS STATE AND DEPARTMENTAL POLICIES/PROCEDURES. WILL CONDUCT SPECIAL PROJECTS REQUIRING THE COLLECTION OF TECHNICAL AND CONFIDENTIAL INFORMATION. MAY BE REQUIRED TO GATHER INFORMATION RELATING TO GRIEVANCE PREPARATION AND MAY TESTIFY IN GRIEVANCE HEARINGS. WILL BE REQUIRED TO LEARN AND EFFECTIVELY USE A VARIETY OF EXISTING COMPUTER SYSTEMS/PROGRAMS NOW IN USE. WILL BE REQUIRED TO PERFORM OTHER RELATED DUTIES AS NECESSARY TO EFFECTIVELY AND EFFICIENTLY ACCOMPLISH THE DIVISION'S RESPONSIBILITIES. THIS POSITION REQUIRES TRAVEL OR MAY REQUIRE TRAVEL AND THEREFORE REQUIRES A VALID DRIVER'S LICENSE.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: FULL-TIME OR EQUIVALENT PART-TIME EXPERIENCE IN PROFESSIONAL PERSONNEL WORK, OR IN RESPONSIBLE TECHNICAL WORK PROCESSING APPLICATIONS, REGISTERS, OR OTHER PERSONNEL ACTIONS WHICH REQUIRE FAMILIARITY WITH

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MERIT SYSTEM RULES AND REGULATIONS  
AND PERSONNEL POLICIES AND PROCEDURES  
MAY SUBSTITUTE ON A YEAR-FOR-YEAR BASIS FOR THE  
REQUIRED TRAINING.  
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT  
PART-TIME PAID PROFESSIONAL PERSONNEL EXPERIENCE.  
SUBSTITUTION: GRADUATE COURSEWORK FROM A  
REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY  
MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE ON A  
YEAR-FOR-YEAR BASIS.  
NOTE: A VALID DRIVER'S LICENSE MAY BE REQUIRED.

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

DEADLINE: MARCH 02, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
KATHLEEN DEMPSEY  
WVDOH - HUMAN RESOURCES DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-949  
CHARLESTON, WV 25305

PLEASE INCLUDE POSTING NUMBER DT1601187 ON APPLICATION

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TRANSPORTATION SYSTEMS ANALYST I  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
PROGRAMMING DIVISION  
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION IS ASSIGNED TO THE STATE/OTHER FUNDING UNIT OF THE PROJECT PROGRAMMING SECTION OF THE PROGRAMMING DIVISION. UNDER DIRECT SUPERVISION, THIS POSITION PERFORMS BEGINNING LEVEL WORK ASSISTING IN RESEARCHING, ANALYZING, PLANNING OR BIDDING HIGHWAY CONSTRUCTION AND MAINTENANCE PROJECTS OR ASSISTS IN MANAGING GRANT PROGRAMS. SPECIFIC RESPONSIBILITIES INCLUDE: 1) UPDATING ALL WVDOH STATE FUNDED PROJECTS IN PROJECT TRACKING SYSTEM VIA INFORMATION RECEIVED FROM COMMUNICATION WITH PROJECT MANAGERS OR PHYSICAL JOB SITES VISITS; 2) PURGING CLOSED PROJECTS TRACKING; 3) PREPARING AND DISTRIBUTING TRANSPORTATION RENOVATION/IMPROVEMENT PROGRAM (TRIP) REPORTS TO THE REGIONAL PROGRAM MANAGERS; 4) GENERATING AND DISTRIBUTING PROJECTS UNDER CONSTRUCTION (PUC) REPORTS, ALLOCATION AND PAST DUE REPORTS TO THE REGIONAL PROGRAM MANAGERS; 5) ACCOUNTING FOR, PACKING AND TRANSFERRING ALL PREVIOUSLY CLOSED PROJECTS TO BE SCANNED AND PLACED ON MICROFICHE; AND 6) MANAGING PROJECT FILES AND REQUESTING FILES FROM STORAGE AS NEEDED. THE INCUMBENT WILL BE EXPECTED TO ATTEND DEPARTMENTAL AND/OR STATE MEETINGS/TRAINING AS DEEMED APPROPRIATE BY THE SECTION HEAD AND/OR DIVISION DIRECTOR. THE INCUMBENT MUST HAVE GRADUATED FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY OR MAY SUBSTITUTE WORK EXPERIENCE IN THE RESEARCH, ANALYSIS, PLANNING, BIDDING, OR ADMINISTRATION OF HIGHWAY CONSTRUCTION AND MAINTENANCE PROJECTS OR MANAGING TRANSIT GRANT PROGRAMS ON A YEAR-FOR-YEAR BASIS OR HAVE ONE YEAR AS A TRAINEE, TRANSPORTATION REALTY TRAINEE, ASSOCIATE ENGINEERING TECHNICIAN, ENGINEERING TECHNICIAN,

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SENIOR ENGINEERING TECHNICIAN OR NICET ENROLLEE 2, 3 OR 4 WITH THE DOT. THE INCUMBENT SHOULD ALSO POSSESS KNOWLEDGE OF PROGRAMS USED DAILY (PROJECT TRACKING, MICROSOFT, OUTLOOK, WORD, AND EXCEL) AND PROCESSES INVOLVED IN PROJECTS PERTAINING TO STATE HIGHWAYS. PROFICIENCY WITH COMPUTERS, THE ABILITY TO COMPREHEND, ANALYZE AND INTERPRET CORRESPONDENCE, AND GOOD COMMUNICATION SKILLS WITH PEOPLE FROM DIVERSE BACKGROUNDS ARE ALSO NEEDED. A VALID WEST VIRGINIA DRIVER'S LICENSE IS REQUIRED FOR THIS POSITION.

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR COLLEGE OR UNIVERSITY.  
SUBSTITUTION: 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 MAY SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.  
(OR) ONE YEAR AS A TRAINEE, TRANSPORTATION REALTY TRAINEE, ASSOCIATE ENGINEERING TECHNICIAN, ENGINEERING TECHNICIAN, SENIOR ENGINEERING TECHNICIAN OR NICET ENROLLEE II, III OR IV WITH THE DEPARTMENT OF TRANSPORTATION.

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

DEADLINE: MARCH 02, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:  
RYLAND MUSICK P.E.  
WVDOH - PROGRAMMING DIVISION  
CAPITOL COMPLEX  
BLDG 5, ROOM A-816  
CHARLESTON, WV 25305

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DT1600220

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 003

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2 EQUIPMENT OPERATOR - UNDER GENERAL SUPERVISION PERFORMS SKILLED WORK IN THE MAINTENANCE OF HIGHWAYS. OPERATES ONE OR MORE PIECES OF EQUIPMENT SUCH AS: ASPHALT DISTRIBUTOR, WHEELED LOADER, COMPACTION ROLLER, TRENCH MACHINE, BOOM OR FLAIL MOWER, CULVERT CLEANER. MUST BE ABLE TO OPERATE SINGLE AND TANDEM-AXLE DUMP TRUCKS TO TRANSPORT EQUIPMENT AND MATERIALS TO AND FROM WORK SITES AND TO PLOW SNOW. MAKES MINOR MECHANICAL REPAIRS IN THE FIELD SUCH AS CHANGING TIRES, BLADES OR FILTERS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS, NIGHTTIME OPERATIONS AND INCLEMENT WEATHER. PERFORMS RELATED WORK AS REQUIRED. CLASS-B 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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600220 ON APPLICATION

DATE: FEBRUARY 22, 2016  
DT1600221  
PAGE: 1

HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 002

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

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

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

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

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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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600221 ON APPLICATION

DATE: FEBRUARY 22, 2016  
DT1600225  
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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2 MECHANIC - UNDER GENERAL SUPERVISION PERFORMS  
MAINTENANCE, REPAIR AND MINOR OVERHAUL ON GASOLINE  
POWERED EQUIPMENT AND MAY WORK ON DIESEL POWERED  
EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING  
CONDITIONS. PERFORMS RELATED DUTIES AS REQUIRED.  
A COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE  
REQUIRED WITHIN SIX MONTHS FOLLOWING EMPLOYMENT.  
PREFERENCE MAY BE SHOWN TO APPLICANTS CURRENTLY  
HOLDING 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  
FOR THE REQUIRED 2 (TWO) YEARS OF EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF HIGHWAY

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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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600225 ON APPLICATION

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DT1600333  
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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 002

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. ONLY TWO VACANCIES TO BE FILLING; ALTERNATE POSTING NUMBER IS DT1600334.

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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600333 ON APPLICATION

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DT1600334  
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TRANSPORTATION WORKER 1  
CLASSIFIED POSITION VACANCIES 002

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: TW1EQOP - UNDER DIRECT SUPERVISION AT THE APPRENTICE LEVEL, PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS. WILL OPERATE LIGHT MOTORIZED HIGHWAY EQUIPMENT AND A VARIETY OF MANUAL AND POWER HAND TOOLS. WILL ASSIST HIGHWAY EQUIPMENT OPERATORS AND CRAFT WORKERS IN WORK SUCH AS FLAGGING, SHOVELING MATERIALS, CLEANING CULVERTS, MOWING, BRUSH CUTTING, LITTER PICKUP, AND JANITORIAL WORK. WILL BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS EMPLOYEE TRAINING PERMITS. PERFORMS RELATED WORK AS REQUIRED. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS WORK CONDITIONS. CDL WILL BE REQUIRED WITHIN 6 MONTHS OF EMPLOYMENT. ONLY TWO VACANCIES TO BE FILLED; ALTERNATE POSTING NUMBER IS DT1600333.

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

SALARY: PAY GRADE 10H \$9.73 - \$17.35

DEADLINE: MARCH 02, 2016

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DT1600334  
PAGE: 2

TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600334 ON APPLICATION

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

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

REQUIREMENTS: TRAINING: NO FORMAL EDUCATION REQUIRED.  
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID OR NON-PAID EXPERIENCE IN AUTOMOTIVE BODY REPAIR, BUILDING TRADES, EQUIPMENT OPERATION OR REPAIR, HIGHWAY MAINTENANCE OR METAL WORK. FOR BRIDGE MAINTENANCE POSITIONS SIX MONTHS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN BRIDGE OR STRUCTURAL STEEL CONSTRUCTION.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL SCHOOL PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 CLOCK HOURS MAY BE SUBSTITUTED FOR ONE YEAR OF THE REQUIRED EXPERIENCE.  
SUBSTITUTION FOR THE AREA OF ASSIGNMENT OF EQUIPMENT OPERATION: EQUIPMENT OPERATION CERTIFICATE FROM AN ACCREDITED COMMERCIAL DRIVERS LICENSE PROGRAM BY NORTH CENTRAL ASSOCIATION WILL SUBSTITUTE FOR THE REQUIRED 2 (TWO) YEARS

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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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600335 ON APPLICATION

DATE: FEBRUARY 22, 2016

DT1600336

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TRANSPORTATION WORKER 2

CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS SINGLE OR TANDEM AXLE DUMP TRUCKS, ASPHALT DISTRIBUTER, RUBBER TIRE ENLOADER, 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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600336 ON APPLICATION

DATE: FEBRUARY 22, 2016  
DT1600337  
PAGE: 1

OFFICE ASSISTANT III  
CLASSIFIED POSITION VACANCIES 001

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: OFASST3 - UNDER GENERAL SUPERVISION, IN A LEAD CAPACITY, PERFORMS ADVANCED LEVEL, RESPONSIBLE AND COMPLEX CLERICAL TASKS OF A COMPLICATED NATURE INVOLVING INTERPRETATION AND APPLICATION OF POLICIES AND PRACTICES IN SUPPORT OF HIGHWAY COUNTY MAINTENANCE ORGANIZATION. EMPLOYEE WILL RECORD AND POST PAYROLL, EQUIPMENT MATERIAL RECEIPTS, USAGES AND TRANSFERS AND ENTER INTO COMPUTER ON A DAILY BASIS. TYPE AND PROCESS PERSONNEL AND PAYROLL TRANSACTIONS, REPORTS, AND MEMORANDUMS. P-CARD HOLDER FOR THE COUNTY. WILL MONITOR, LOG, AND ENTER USAGES, AND RECONCILE MONTHLY STATEMENT. MAINTAIN FILING, ANSWER TELEPHONE, SCREEN CALLS, TAKE MESSAGES, SORT AND DISTRIBUTE MAIL, OPERATE RADIO AND OTHER OFFICE EQUIPMENT. PERFORM 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: MARCH 02, 2016

DATE: FEBRUARY 22, 2016  
DT1600337  
PAGE: 2

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

PLEASE INCLUDE POSTING NUMBER DT1600337 ON APPLICATION

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DT1600339  
PAGE: 1

TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3EQOP - UNDER LIMITED SUPERVISION EMPLOYEE WILL OPERATE A VARIETY OF HEAVY EQUIPMENT SUCH AS GRADER AND BACKHOE. WILL BE REQUIRED TO OPERATE OTHER RELATED HIGHWAY MAINTENANCE EQUIPMENT AS NEEDED. MAY LEAD AND TRAIN LOWER LEVEL WORKERS IN PERFORMING SKILLED AND SEMI SKILLED WORK. WILL MAKE MINOR MECHANICAL REPAIRS AND PERFORM OTHER RELATED WORK AS REQUIRED. CERTIFICATION ON THE ASSIGNED EQUIPMENT WILL BE REQUIRED AFTER APPOINTMENT AS TRAINING PERMITS. MAY BE EXPOSED TO HAZARDOUS WORK CONDITIONS AND INCLEMENT WEATHER. CDL LICENSE 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.  
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.

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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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600339 ON APPLICATION

DATE: FEBRUARY 22, 2016  
DT1600340  
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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW2EQOP - UNDER GENERAL SUPERVISION, EMPLOYEE WILL OPERATE MEDIUM SIZED EQUIPMENT SUCH AS A 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. MAKE 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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600340 ON APPLICATION

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DT1600429  
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HIGHWAY ENGINEER ASSOCIATE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT            UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGAS-THIS POSITION IS FOR THE DISTRICT 4 RESURFACING COORDINATOR WHICH SERVES IN A MANAGERIAL CAPACITY OVERSEEING THE DAILY WORK PROCESSES AND BUSINESS PRACTICES OF THE DISTRICT 4 RESURFACING SECTION AND PROVIDES ADVICE AND GUIDANCE. RESPONSIBILITIES OF THIS POSITION INCLUDE, BUT ARE NOT LIMITED TO: DIRECT SUPERVISOR OF THE RESURFACING OFFICE MANAGER AND/OR ASSISTANT RESURFACING COORDINATOR, OTHER ADMINISTRATIVE AND INSPECTION PERSONNEL OF THE UNIT; REVIEWS PROJECT PLANS, PROPOSALS AND CONTRACTOR SUBMITTALS FOR ACCURACY AND ADHERENCE TO WVDOT SPECIFICATIONS AND ESTABLISHED POLICIES, OVERSEES INSPECTION OF WORK BY CONTRACTORS, OVERSEES DOCUMENTATION OF SAID CONTRACTORS FOR WORK PERFORMED UNDER CONTRACT AND PURCHASE ORDER AGREEMENTS WITH THE DIVISION OF HIGHWAYS, OVERSEES GENERAL PROJECT RECORD KEEPING AND DATA ENTRY INTO PROJECTS TRACKING DATABASES, SITE MANAGER AND PROJECT WISE. A QUALIFIED CANDIDATE MUST POSSESS SUPERVISORY CONSTRUCTION EXPERIENCE, A GENERAL KNOWLEDGE OF STANDARD HIGHWAY BRIDGE AND UTILITY CONSTRUCTION AND MAINTENANCE PRACTICES; TYPICAL PLAN, POLICY AND SPECIFICATION REQUIREMENTS OF THE WVDOH; AND GENERAL WVDOH BUSINESS PRACTICES.

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

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

DEADLINE: MARCH 02, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600429 ON APPLICATION

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HIGHWAY ADMINISTRATOR II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT FOUR  
DISTRICT 4 MAINTENANCE  
DODDRIDGE

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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1600435 ON APPLICATION

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ACCOUNTING TECHNICIAN II  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 5  
DISTRICT COMPTROLLER OFFICE  
MINERAL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: ACCTECH2: UNDER GENERAL SUPERVISION, PERFORMS ENTRY-LEVEL ACCOUNTING SUPPORT DUTIES. REVIEWS AND PROCESSES VARIOUS INVOICES FOR SERVICES AND COMMODITIES WITHIN THE DISTRICT. SCHEDULES EMPLOYEE TRAVEL ARRANGEMENTS, PROCESSES EMPLOYEE TRAVEL EXPENSES. CREATES AND PROCESSES JOURNAL VOUCHERS, RECONCILES THE WEX CARD CHARGES. USES STATE PAYMENT CARD FOR PROCESSING DISTRICT INVOICES. ASSISTS COMPTROLLER WITH SPECIAL PROJECTS, INCLUDING CONDUCTING QUARTERLY INVENTORY SPOT CHECKS, ASSISTING WITH ANNUAL PHYSICAL INVENTORY, AND CREATING SPREADSHEETS FOR ANALYSIS PURPOSES. PERFORMS RELATED WORK AS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED.

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.  
PROMOTIONAL ONLY: SIX MONTHS EXPERIENCE AS AN ACCOUNTING TECHNICIAN I.

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

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DEADLINE: MARCH 02, 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 DT1600525 ON APPLICATION

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HIGHWAY ENGINEER  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 5  
DISTRICT 5 MAINTENANCE  
MINERAL

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGR - UNDER LIMITED SUPERVISION, PERFORMS PROFESSIONAL ENGINEERING WORK AT THE EXPERT LEVEL SERVING AS DISTRICT DESIGN ENGINEER. PREPARES AND DIRECTS THE PREPARATION OF SURVEYS, DESIGNS AND PLANS FOR STATE FORCE AND CONTRACT MAINTENANCE, CONSTRUCTION, RECONSTRUCTION, AND RESURFACING PROJECTS. COORDINATES SCHEDULING AND REVIEW OF ALL SCHEDULED PROJECTS WITH OTHER ORGANIZATIONS, PREPARES COST ESTIMATES AND BID PACKAGES FOR ADVERTISEMENT OF CONTRACT PROJECTS. ADMINISTERS THE ACQUISITION OF ENVIRONMENTAL PERMITS FOR ROADWAY MAINTENANCE, CONSTRUCTION, RECONSTRUCTION, AND RESURFACING PROJECTS. ADMINISTERS DISTRICT RESURFACING, SLIDE, AND GUARDRAIL STIP PROGRAMS AND ALLOCATIONS. SUPERVISES DISTRICT PERMIT AND SURVEY PARTY SECTIONS. PERFORMS RELATED WORK AS REQUIRED. TRAVEL MAY BE REQUIRED, THEREFORE THE INCUMBENT MUST HAVE A VALID DRIVER'S LICENSE.

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

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EXPERIENCE AT THE RATE OF TWO YEARS OF  
GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY  
RELATED EXPERIENCE.

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

DEADLINE: MARCH 02, 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 DT1600526 ON APPLICATION

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TRANSPORTATION WORKER 1  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TWICW - UNDER DIRECT SUPERVISION, PERFORMS UNSKILLED TO SEMI-SKILLED WORK IN THE CONSTRUCTION AND MAINTENANCE OF HIGHWAYS, BRIDGES AND RELATED BUILDINGS AND STRUCTURES. USES LIGHT MOTORIZED HIGHWAY MAINTENANCE EQUIPMENT TO REPAIR ROAD SURFACES, CLEANS CULVERTS, REPAIRS SHOULDERS AND FLAGGING. PERFORMS ROUGH CARPENTRY, BUILDS FORMS. OPERATES MAINTENANCE EQUIPMENT SUCH AS WHEEL TRACTORS, AIR HAMMER, POWER SAWS, CONCRETE MIXERS AND LIGHT MAINTENANCE TRUCKS. PERFORMS MINOR MAINTENANCE ON ENGINES AND AUTOMOTIVE BODIES FOR HIGHWAY MAINTENANCE EQUIPMENT. MAY BE EXPOSED TO INCLEMENT WEATHER AND HAZARDOUS CONDITIONS. PERFORMS OTHER RELATED DUTIES AS REQUIRED. A VALID CDL WILL BE REQUIRED WITHIN FIVE MONTHS OF EMPLOYMENT. A VALID MOTOR VEHICLE OPERATOR'S LICENSE IS REQUIRED.

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

SALARY: PAY GRADE 10H \$9.73 - \$17.35

DEADLINE: MARCH 02, 2016

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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 DT1600726 ON APPLICATION

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TRANSPORTATION WORKER 3  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 9  
DISTRICT EQUIPMENT SHOP  
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: TW3MECH - UNDER LIMITED SUPERVISION, PERFORMS MAJOR OVERHAUL OF GASOLINE AND DIESEL POWERED AUTOMOTIVE AND HIGHWAY MAINTENANCE EQUIPMENT. WILL DIAGNOSE MECHANICAL PROBLEMS AND DETERMINE APPROPRIATE PROCEDURES FOR REPAIR, CHANGE AND REPAIR TIRES ON VEHICLES AND HEAVY EQUIPMENT, AND PERFORM PREVENTIVE MAINTENANCE INSPECTIONS ON EQUIPMENT. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER. A COMMERCIAL DRIVER'S LICENSE (CDL) WILL BE REQUIRED WITHIN SIX MONTHS AFTER EMPLOYMENT. PREFERENCE MAY BE SHOWN TO APPLICANTS CURRENTLY POSSESSING A CDL. PERFORMS RELATED DUTIES 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.  
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

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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: MARCH 02, 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 DT1600930 ON APPLICATION

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HIGHWAY EQUIPMENT SPECIALIST  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 9  
DISTRICT EQUIPMENT SHOP  
GREENBRIER

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HESPEC - MUST HAVE A THOROUGH KNOWLEDGE OF THE OPERATION, MAINTENANCE AND REPAIR OF EQUIPMENT. MUST HAVE THE ABILITY TO IMPLEMENT A DISTRICT-WIDE PREVENTIVE MAINTENANCE PROGRAM AND TO ESTABLISH AND MAINTAIN AN EFFECTIVE WORKING RELATIONSHIP WITH THE EQUIPMENT DIVISION, DISTRICT PERSONNEL AND OUTSIDE VENDORS IN REGARD TO WARRANTY PROBLEMS ON NEW EQUIPMENT. WILL PROCESS AND MAINTAIN EQUIPMENT DIAGNOSTIC SOFTWARE FOR MULTIPLE MAKES OF EQUIPMENT. MUST HAVE KNOWLEDGE AND ABILITY TO OPERATE DIAGNOSTIC SOFTWARE. PERFORMS RELATED DUTIES AS REQUIRED. CDL REQUIRED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.  
EXPERIENCE:  
FOR EQUIPMENT REPAIR: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN VEHICLE AND HIGHWAY EQUIPMENT REPAIR, IN PURCHASING, PROCUREMENT OR INVENTORY CONTROL OF VEHICLE AND HIGHWAY EQUIPMENT OR AS AN AUTOMOTIVE SERVICE MANAGER.  
FOR EQUIPMENT OPERATION AREA: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN THE OPERATION OF HIGHWAY EQUIPMENT.  
SUBSTITUTION: SUCCESSFUL COMPLETION OF AN APPROVED VOCATIONAL EDUCATION PROGRAM IN AUTOMOTIVE MECHANICS OF AT LEAST 1,080 HOURS MAY SUBSTITUTE FOR ONE YEAR OF THE REQUIRED EXPERIENCE IN THE AREA OF EQUIPMENT REPAIR.

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

DEADLINE: MARCH 02, 2016

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TO APPLY:

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

PLEASE INCLUDE POSTING NUMBER DT1600931 ON APPLICATION

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HIGHWAY ENGINEER TRAINEE  
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWENGTR - THIS IS A BEGINNING LEVEL TRAINEE POSITION. THIS EMPLOYEE WILL WORK TO DEVELOP PROFICIENCY IN THE USE OF KNOWLEDGE, SKILLS AND ABILITIES IN HIGHWAY/CIVIL ENGINEERING. AN EMPLOYEE IN THIS CLASSIFICATION WILL PARTICIPATE IN AN ON-THE-JOB TRAINING PROGRAM. ASSIGNMENTS ARE VARIED AND DESIGNED TO DEVELOP THE EMPLOYEE'S SKILLS IN THE CIVIL ENGINEERING FIELD. THIS POSITION WILL ASSIST THE MAINTENANCE DESIGN SECTION. PERFORMS RELATED WORK AS 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

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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: MARCH 02, 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 DT1600934 ON APPLICATION

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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 AND 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 AND INCLEMENT WEATHER. PERFORM 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

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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: MARCH 02, 2016

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

PLEASE INCLUDE POSTING NUMBER DT1601027 ON APPLICATION

TRANSPORTATION WORKER 3  
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: TW3CW - UNDER LIMITED SUPERVISION AT THE JOURNEY LEVEL WILL CLEAN, SAND, TAPE, REPAIR AND REPLACE DAMAGED AND RUSTED PARTS OF VEHICLE BODIES IN PREPARATION FOR PAINTING. WILL PAINT VEHICLES AND EQUIPMENT USING AIR COMPRESSOR AND PAINT SPRAYERS. WILL INSTALL WINDSHIELDS AND DOOR GLASS IN VEHICLES AND EQUIPMENT. WILL PERFORM RELATED WORK AS REQUIRED. WILL BE REQUIRED TO DRIVE A PICKUP TRUCK AND MUST HAVE A VALID DRIVER'S LICENSE.

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

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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: MARCH 02, 2016

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

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
DISTRICT 10  
I-77, SECTION 7 HEADQUARTERS  
MERCER

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. 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. PERFORMS RELATED WORK AS REQUIRED. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS AND INCLEMENT WEATHER.

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: MARCH 02, 2016

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

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TRANSPORTATION WORKER 2  
CLASSIFIED POSITION VACANCIES 001

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

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 AND RELATED BUILDINGS AND STRUCTURES. OPERATES A VARIETY OF MEDIUM SIZED EQUIPMENT USED IN THE MAINTENANCE & REPAIR OF STATE HIGHWAYS. EQUIPMENT MAY INCLUDE FLATBED TRUCK, DUMP TRUCK, SRIC EQUIPMENT AND ROLLERS. MAY BE EXPOSED TO HAZARDOUS WORKING CONDITIONS & INCLEMENT WEATHER. PERFORM 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: MARCH 02, 2016

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

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