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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

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

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: 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. CREATE AND PROCESS SENDBACKS FOR VEHICLE SERVICES. ASSIGN TITLE AND PLATE NUMBERS, CHECK FOR THE APPROPRIATE DOCUMENTATION & FEES, LIENS, SIGNATURES, CORRECT REASSIGNMENTS, ETC. ADVISE CUSTOMERS OF REQUIREMENTS AND FEES, RESEARCH & 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

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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

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CUSTOMER SERVICE REPRESENTATIVE
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES
KANAWHA CITY REGIONAL OFFICE
KANAWHA

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

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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

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TO APPLY:

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

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HIGHWAY ENGINEER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MAINTENANCE DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: APPLICANT WILL SERVE AS SECTION HEAD FOR THE ASSET MANAGEMENT SECTION OF THE MAINTENANCE DIVISION. THE SECTION IS RESPONSIBLE FOR THE PAVEMENT MANAGEMENT SYSTEM (PMS) AND WILL SOON BEGIN DEVELOPMENT OF THE DOH TRANSPORTATION ASSET MANAGEMENT PLAN (TAMP) AND A NEW BRIDGE MANAGEMENT SYSTEM (BMS). THE TAMP, PMS, AND BMS ARE REQUIRED BY THE CFR AND FHMA. APPLICANT WILL WORK AS AN ENGINEER IN THE PREPARATION OF PAVEMENT DATA FOR USE IN THE PMS, INCLUDING THE COLLECTION AND ANALYSIS OF CONDITION DATA, ROAD INVENTORY DATA, PAVEMENT HISTORY, PAVEMENT COST DATA, PAVEMENT MAINTENANCE DATA, AND TRAFFIC DATA. WORK TO ENHANCE AND IMPROVE THE PMS THROUGH THE DEVELOPMENT OF TREATMENT TRIGGERS, DETERIORATION CURVES, AND OTHER PARAMETERS. PARTICIPATE IN THE SELECTION OF PAVEMENT PROJECTS THAT MAKE UP THE DOH ANNUAL PAVEMENT PROGRAM, PARTICULARLY ON FEDERAL HIGHWAYS, MONITOR BRIDGE MAINTENANCE AND REPLACEMENT AND BALANCE EXPENDITURES BETWEEN THE BMS AND THE PMS. DEVELOP MANAGEMENT OF ADDITIONAL ASSETS AS PART OF THE WVOASIS SYSTEM IMPLEMENTATION, SPECIFICALLY THE TAMP AND BMS. APPLICANT WILL SUPERVISE ALL ACTIVITIES AND PERSONNEL IN ENGINEERING AND NON-ENGINEERING ASSIGNMENTS, ORGANIZE STAFF AND ADMINISTER THE SECTION AND PROVIDE DAY TO DAY DIRECTION TO STAFF. WILL PERFORM RELATED WORK AS REQUIRED. SOME TRAVEL MAY BE REQUIRED. A CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA IS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: CURRENT LICENSE AS A REGISTERED PROFESSIONAL ENGINEER IN WEST VIRGINIA.
EXPERIENCE: SEVEN YEARS OF PROFESSIONAL HIGHWAY

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ENGINEERING EXPERIENCE INVOLVING THE DESIGN,
CONSTRUCTION, OR MAINTENANCE OF HIGHWAYS.

NOTE: THE EXPERIENCE MAY HAVE BEEN ACQUIRED
AFTER THE BACHELOR'S DEGREE BUT MAY HAVE
OCCURRED BEFORE OR AFTER REGISTRATION AS A
PROFESSIONAL ENGINEER.

SUBSTITUTION: MASTER'S OF SCIENCE DEGREE IN
CIVIL ENGINEERING FROM A REGIONALLY ACCREDITED
COLLEGE OR UNIVERSITY MAY BE SUBSTITUTED FOR ONE
YEAR OF THE REQUIRED EXPERIENCE. NON-HIGHWAY
PROFESSIONAL ENGINEERING EXPERIENCE MAY BE
SUBSTITUTED FOR THE HIGHWAY ENGINEERING
EXPERIENCE AT THE RATE OF TWO YEARS OF
GENERAL EXPERIENCE FOR ONE YEAR OF HIGHWAY
RELATED EXPERIENCE.

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

DEADLINE: MARCH 30, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
W. KYLE STOLLINGS
WVDOH - MAINTENANCE DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-350
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 30, 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

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TRANSPORTATION SERVICES MANAGER II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
TRAFFIC ENGINEERING DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: THIS POSITION IS THE CHIEF OF THE OUTDOOR ADVERTISING AND SALVAGE YARDS SECTION IN THE TRAFFIC ENGINEERING DIVISION. THE OUTDOOR ADVERTISING AND SALVAGE YARDS SECTION ENFORCES FEDERAL AND STATE STATUES AND REGULATIONS DIRECTLY RELATED TO THE HIGHWAY BEAUTIFICATION ACT. THIS SECTION PERFORMS INSPECTIONS REGARDING THE PLACEMENT, APPEARANCE, AND PHYSICAL CHARACTERISTICS OF BILLBOARDS AND COMMERCIAL SIGNS ALONG THE STATE HIGHWAY SYSTEM; ISSUES LICENSES FOR OUTDOOR ADVERTISING SIGNS, AND LICENSES AND REGULATES SALVAGE YARDS. THIS POSITION FUNCTIONS AS THE DIVISION OF HIGHWAYS' EXPERT WITNESS FOR THE HIGHWAY BEAUTIFICATION ACT AND HIGHWAY BONUS STATE AGREEMENTS. ALSO FUNCTIONS AS SPOKESPERSON FOR THE HOUSE AND SENATE FOR BILLS SUBMITTED TO CHANGE LEGISLATIVE LAWS AND REGULATIONS CONCERNING OUTDOOR ADVERTISING AND SALVAGE YARDS. OPERATES AND MANAGES A PROGRAM IN EXCESS OF \$850,000 EACH YEAR. FIELD INSPECTORS LOCATED IN THE DISTRICT OFFICES REPORT TO THIS SECTION HEAD IN ADDITION TO SECTION SECRETARY. IN ADDITION TO SECTION SUPERVISION, THE INCUMBENT WILL SET UP WORK REQUIREMENTS, DEVELOP REPORTS, REVIEW INVESTIGATIONS, MANAGE COMPLAINT RESOLUTION, ASSIST LEGAL DIVISION AND ATTEND COURT HEARINGS. WORK INVOLVES DIRECT CONTACT WITH FEDERAL HIGHWAY ADMINISTRATION, BUSINESS OWNERS, PUBLIC OFFICIALS, CIVIC GROUPS, AND CITIZENS. OVERNIGHT TRAVEL THROUGHOUT THE STATE AND WORKING IRREGULAR HOURS WHEN NECESSARY IS REQUIRED. A VALID DRIVER'S LICENSE IS REQUIRED.

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

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SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY
SUBSTITUTE FOR THE REQUIRED TRAINING ON A YEAR-
FOR-YEAR BASIS.

EXPERIENCE: SIX YEARS OF FULL-TIME OR EQUIVALENT
PART-TIME PAID ADMINISTRATIVE OR SUPERVISORY
EXPERIENCE IN THE AREA OF ASSIGNMENT.

SPECIAL REQUIREMENT: A VALID WEST VIRGINIA
DRIVER'S LICENSE MAY BE REQUIRED.

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

DEADLINE: MARCH 30, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
CINDY CRAMER
WVDOH - TRAFFIC ENGINEERING DIVISION
CAPITOL COMPLEX
BLDG 5, ROOM A-550
CHARLESTON, WV 25305

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HIGHWAY ADMINISTRATOR IV
CLASSIFIED POSITION VACANCIES 002

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
DISTRICT 3 MAINTENANCE
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM4-UNDER THE DIRECTION OF DISTRICT
MAINTENANCE ENGINEER, AS A MAINTENANCE ASSISTANT,
EMPLOYEE WILL PERFORM MANAGERIAL WORK BY
OVERSEEING THE TECHNICAL, OPERATIONAL, AND
ADMINISTRATIVE MANAGEMENT OF TWO OR MORE COUNTY,
EXPRESSWAY, APD, OR DISTRICT WIDE MAINTENANCE
ORGANIZATIONS. PROVIDES TECHNICAL ASSISTANCE AND
OVERSEES THE MAINTENANCE OPERATIONS, INCLUDING
ASSISTING ADMINISTRATORS IN DEVELOPING CORE
MAINTENANCE PLAN ACTIVITIES AND MONITORING AND
ASSESSING THE QUALITY AND PROGRESS OF WORK
PERFORMED FOR COMPLIANCE. CONDUCTS FIELD REVIEWS
AND ENSURES ORGANIZATIONS ARE MANAGED IN
ACCORDANCE WITH APPLICABLE LAWS, POLICIES, AND
DIRECTIVES. PERFORMS RELATED WORK AS REQUIRED.
TRAVEL MAY BE REQUIRED, THEREFORE INCUMBENT MUST
HAVE A VALID DRIVER'S LICENSE.

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: SIX YEARS OF FULL-TIME OR EQUIVALEN
PART-TIME PAID PROFESSIONAL OR MANAGERIAL
EXPERIENCE IN BUSINESS ADMINISTRATION, PUBLIC
ADMINISTRATION, TRANSPORTATION, CONSTRUCTION,
MANUFACTURING, MINING OR THE ARMED SERVICES.
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE
IS REQUIRED.

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

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

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HIGHWAY ADMINISTRATOR II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
DISTRICT THREE
DISTRICT 3 MAINTENANCE
WOOD

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: HWYADM2 - UNDER GENERAL DIRECTION PERFORMS FULL PERFORMANCE LEVEL WORK ADMINISTERING HIGHWAY MAINTENANCE OPERATIONS IN A COUNTY UNDER THE SUPERVISION OF THE ASSISTANT DISTRICT ENGINEER, MAINTENANCE OR HIS DESIGNEE IN ACCORDANCE WITH ESTABLISHED PROCEDURES AND POLICIES OF THE DIVISION, NATIONAL HIGHWAY STANDARDS, AND LEGAL REQUIREMENTS SET FORTH BY REGULATORY AGENCIES. DIRECTS AND IMPLEMENTS A SCHEDULED HIGHWAY MAINTENANCE PROGRAM WITHIN AN OPERATING ANNUAL BUDGET, INCLUDING THE SECURITY OF MATERIALS AND EQUIPMENT. ENSURES MAXIMUM UTILIZATION OF EQUIPMENT PERSONNEL AND MATERIALS. RESPONDS AND RESOLVES CITIZEN OR EMPLOYEE COMPLAINTS. PERFORMS RELATED WORK AS REQUIRED. POSITION IS CURRENTLY ASSIGNED TO THE JACKSON COUNTY MAINTENANCE HEADQUARTERS. TRAVEL MAY BE REQUIRED, THEREFORE A VALID DRIVER'S LICENSE IS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A DEGREE IN ENGINEERING, BUSINESS OR PUBLIC ADMINISTRATION, OR RELATED FIELD.
SUBSTITUTION: EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR FOR YEAR BASIS.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID PROFESSIONAL OR MANAGERIAL EXPERIENCE IN BUSINESS ADMINISTRATION, PUBLIC ADMINISTRATION, TRANSPORTATION, CONSTRUCTION, MANUFACTURING, MINING OR THE ARMED SERVICES.
SPECIAL REQUIREMENT: A VALID DRIVER'S LICENSE IS REQUIRED.

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

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

PLEASE INCLUDE POSTING NUMBER DT1600348 ON APPLICATION