

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML160915**

OPENING DATE: September 30, 2016

CLOSING DATE: October 14, 2016

LOCATION: West Virginia National Guard, 1703 Coonskin Drive, Charleston, WV 25311-1085

JOB TITLE: MA Trades Supervisor 2

WORKING TITLE: MA Agriculture Logistics and Support Technician

SALARY RANGE: \$35,688- \$52,452 per annum

MAJOR DUTIES AND QUALIFICATION REQUIREMENTS: The position description is within this announcement.

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or at <http://www/wv.ngb.army.mil/jobs/forms/default.html>

NATURE AND SCOPE OF WORK:

Under general supervision, performs logistics and operational support for agriculture projects and initiatives, to include acquisition, management and control of necessary equipment, materials and supplies. Responsible for logistics and operational support for the maintenance of farming equipment and machinery. Supports the federal and state missions of the West Virginia National Guard through logistics and operational support for a variety of work in connection with agriculture projects and initiatives, maintenance of agriculture facilities, buildings, grounds, and equipment. Work assignments require knowledge of logistics, operations and supply related to agriculture, farming, carpentry, and the maintenance of related equipment and machinery. Performs related work as required. Work will support the vision and mission of Patriot Gardens and similar agriculture initiatives within the context of strategic relationships among federal, state and local government, military organizations, and economic and community development organizations. Call-out and work in inclement weather and on difficult terrain is required. Statewide and occasional national travel is required. Performs other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Perform logistics and operational support, to include acquisition, management and control of materials, equipment and supplies related to:
 - a. Agriculture projects and initiatives, such as tilling, planting, grafting and maintenance of fruit and nut trees, and planting and maintenance of vegetables.
 - b. Construction, maintenance and operation of green houses, plant nurseries and high tensile electric fencing.
 - c. Maintenance of equipment and machinery necessary for farming, to include dozers, excavators, backhoes, trucks, farm tractors, spray equipment, tilling equipment and generators.
 - d. The application and use of insecticides, pesticides and herbicides.
 - e. Establishment and maintenance of honey bee hives.
 - f. Construction and repair of walls, floors, steps, doors, window frames, tables, chairs and other wooden articles or equipment.
 - g. General carpentry work to include finger jointer, router, table saw and cut off saw.
 - h. Repair and replacement of lighting fixtures, bulbs, switches, wiring and electrical equipment.
 - i. Repair and replacement of sinks, toilets, faucets, pipes, drains and water lines.
 - j. Masonry repair work, including acquisition of cement, reinforcing steel rods, patching and finishing cement, and related materials.
 - k. Painting window frames, tables, chairs, buildings, sheds, rooms and equipment.
 - l. Trash removal and maintenance activities to include removing snow, sweeping sidewalks, and picking up trash.
2. Maintain and manage supply room for storage and issuance of materials, equipment and supplies.
3. Acquisition and tracking of materials, equipment and supplies.
4. Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of logistics and supply.
2. Knowledge of agriculture and farming.
3. Ability provide logistics and operational support for standard methods, practices, tools and equipment used in a variety of farming, maintenance, carpentry, building and grounds maintenance.
4. Ability to provide logistics and operational support for tools and equipment used in farming, maintenance, carpentry, building and grounds maintenance.
5. Ability to provide logistics and operational support for a wide variety of farming activities to include tilling, planting, sowing, grafting, spraying, food processing, construction, equipment operation and maintenance.
6. Ability to provide logistics and operational support for activities such as clearing land, grubbing, building roads, cutting grass, trimming, snow and ice removal and related work.
7. Ability to provide logistics and operational support for carpentry, plumbing, electrical and masonry work.
8. Ability to understand and follow oral and written instructions.

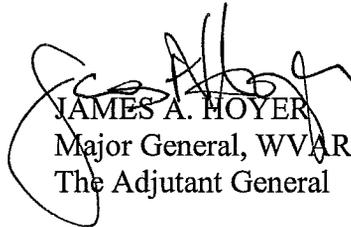
MINIMUM QUALIFICATIONS:

High School diploma or equivalent.

EXPERIENCE: One year of paid experience or self-employment in farming, agriculture, building maintenance or building trades such as carpentry, plumbing, electrical, plasterer, welder, machinist or masonry, or in heating, cooling, ventilation, air conditioning or closely related fields, custodial or grounds maintenance work. Experience with logistics, supply and operations preferred.

SPECIAL REQUIREMENTS:

1. POSITION IS CONTINGENT UPON RECEIPT OF CONTINUED FUNDING.
2. THIS POSITION FALLS UNDER THE WEST VIRGINIA PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS).
3. MUST BE ABLE TO OBTAIN AND MAINTAIN A SECURITY CLEARANCE.
4. THIS POSITION MUST POSSESS A VALID DRIVER'S LICENSE
5. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
6. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE AT-WILL EMPLOYMENT POSITIONS. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.


JAMES A. HOYER
Major General, WVARNG
The Adjutant General