STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE, CHARLESTON WV 25311-1085
WITHIN AGENCY O&M AGREEMENT POSITION VACANCY ANNOUNCEMENT
Announcement Number: ML161102

OPENING DATE: November 10, 2016 **CLOSING DATE: November 29, 2016**

LOCATION: West Virginia Military Authority, Morgantown AFRC, Morgantown, WV

JOB TITLE: MA Trades Specialist 1

STARTING SALARY RANGE: $ 28,128 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 State of West Virginia Application for Employment and resume** by the Closing Date listed to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311.

Applications may be obtained from the Human Resources Office of the Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311 or at http://www/wv.ngb.army.mil/jobs/forms/default.html

GENERAL DESCRIPTION OF WORK: Under general supervision, supports the federal and state missions of the West Virginia National Guard through the performance of a variety of semi-skilled work in the mechanical and building trades in connection with the maintenance and repair of state armory facilities to include buildings, grounds and related mechanical equipment. The primary function of this position is to assist higher level Trades Specialists and/or to perform beginning level building and grounds maintenance work. Work assignments require limited skill in and knowledge of maintenance and repair methods and practices in several building maintenance trades in custodial and grounds maintenance work. Call-out and work in inclement weather and on difficult terrain required. Performs related work as required.

PRIMARY DUTIES/RESPONSIBILITIES

1. Assists in the repair and replacement of walls, floors, steps, doors, window frames, tables, chairs and other wooden articles or equipment using saws, power and hand tools.
2. Repairs and replaces lighting fixtures and bulbs; installs simple electrical equipment and assists in installation and repair of switches, wiring and electrical equipment.
3. Assists in the repair and replacement of sinks, toilets, faucets, pipes, drains and water lines.
4. Assists in masonry repair work such as preparing cement, installing reinforcing steel rods, patching and finishing cement, and replacing damaged masonry.
5. Paints window frames, tables, chairs, buildings, sheds, rooms and equipment.
6. Starts, monitors operational readings, makes necessary adjustments, and shuts down boilers and unfired pressure vessels; tests boiler water and adds chemicals as needed.
7. Gathers and disposes of trash and other materials.
8. Moves furniture, loads and unloads supplies, moves equipment by hand or with dollies and performs manual tasks.
9. Performs service work such as sweeping, mopping and vacuuming floors and washing windows, mirrors and fixtures.
10. Performs routing groundwork such as mowing and trimming, removing snow, sweeping sidewalks, and picking up trash.
11. Performs other duties as assigned.

EVALUATION SKILLS: (1) Experience; (2) Training; (3) Education

POSTING: This announcement will be posted on all bulletin boards for the duration of the announcement period. Additional copies of this announcement and the position description may be obtained at Base Civil Engineering.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to learn the standard methods, practices and tools and equipment used in a variety of building maintenance, carpentry and painting trades and grounds maintenance.
2. Ability to safely operate tools and equipment used in building maintenance, carpentry, painting and related trades and grounds maintenance.
3. Ability to perform sweeping, mopping and vacuuming floors and washing windows, mirrors and fixtures, ability to perform related custodial work.
4. Ability to perform grounds maintenance such as cutting grass, trimming, snow and ice removal and related work.
5. Ability to assist in carpentry, plumbing, electrical and masonry work.
6. Ability to perform physically arduous tasks.
7. Ability to understand and follow oral and written instructions.
8. Ability to safely work at various heights on ladders, platforms and scaffolds.

MINIMUM QUALIFICATIONS: TRAINING:
High school diploma or equivalent.

EXPERIENCE:
One year of paid experience or self-employment in 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.

SPECIAL REQUIREMENTS:

1. POSITION IS CONTINGENT UPON RECEIPT OF CONTINUED DEPARTMENT OF DEFENSE 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