

**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: WVMA121001

OPENING DATE: 6 October 2011

CLOSING DATE: 18 October 2011

LOCATION: Base Civil Engineering, 130th Airlift Wing, West Virginia Air National Guard, 1679 Coonskin Drive, Charleston WV 25311-5005

JOB TITLE: MA Trades Specialist 3

WORKING TITLE: Grounds Maintenance (Hiring for this position will depend
On the availability of resources)

STARTING SALARY RANGE: \$ 35,184 - \$ 51,948 per annum

POSITION TO BE FILLED UPON AVAILABILITY OF RESOURCES: The individual filling this position is a "at will" employee. The Office of the Military Authority and/or the employee has the right to terminate this employment at any time, with or without cause and with or without notice.

GENERAL DESCRIPTION OF WORK: Individual performs work at the full performance level by being responsible for the appearance, repair, and general care of the grounds of a state facility. Plants grass, flowers, shrubs, trees; mows grass and trims shrubbery.

MAJOR DUTIES AND QUALIFICATION REQUIREMENTS: The position description is attached.

HOW TO APPLY: Anyone interested in applying for this position must submit a "State of West Virginia – Military Authority" application for employment form to: Base Civil Engineering, Attn: 130AW/CE, Mail Box #18, Building 136, West Virginia Air National Guard, 1679 Coonskin Drive, Charleston, WV 25311 on or before the closing date noted above. Applications may be obtained at Base Civil Engineering.

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

CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLICTICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGAIZATION.

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.

NATURE AND SCOPE OF WORK

Under general supervision, performs work at the full performance level by being responsible for the appearance, repair, and general care of the grounds of a state facility. Plants grass, flowers, shrubs, trees; mows grass and trims shrubbery. Performs necessary preventive measures for insect and vermin control and against other damaging effects. Assists in the selection of supplies and equipment. Has some latitude to vary methods and procedures, within prescribed guidelines. May perform additional routine maintenance work and/or assign work to other staff or residents. Performs related work as required.

EXAMPLE OF WORK

Performs grounds maintenance, including trimming trees, cutting grass, and cultivating plants and shrubs.

Makes improvements to walks, lanes, sheds, and benches, including painting and minor repairs.

Performs preventive maintenance pertaining to grounds area.

Perform building service work such as sweeping, mopping and vacuuming floors and washing walls, windows, mirrors and fixtures.

Maintains grounds maintenance equipment, such as riding mowers, push mowers, weed eaters, chain saws, etc.

Uses loaders/ backhoes, and dozers to complete assigned duties.

Gathers and disposes of trash and waste materials.

Perform in the snow removal plan by removing snow and ice from building entrances, walks, runways, taxiways, roadways, parking areas, and other designated areas assigned by supervisor using motorized vehicles, equipment and hand tools.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of grounds keeping and simple horticulture practices.

Knowledge of care of flowers, trees and shrubs common to grounds work; of methods of cultivating, pruning, spraying, trimming, and sodding.

Knowledge of the materials and tools used in such work, and of ordinary plant diseases and pest control.

Ability to maintain and make ordinary repairs to machinery and equipment.

Ability to make improvements and minor repairs to walks lanes, parking lots, sheds, and benches.

Ability to plan, lay out, and supervise the work of patients, inmates, or employees.

Ability to safely operate tools and equipment used in grounds maintenance.

Knowledge of the occupational hazards and related safety procedures.

Ability to determine materials needed for specific tasks.

Ability to safely work at various heights on ladders, platforms and scaffolds.

Ability to repair and maintain tools and equipment used.

Ability to understand and follow oral and written instructions.

Ability to operate snow removal vehicles equipment such as motorized snow blades, blowers and snow brooms. (This will require a commercial driver's license)

MINIMUM QUALIFICATIONS

TRAINING:

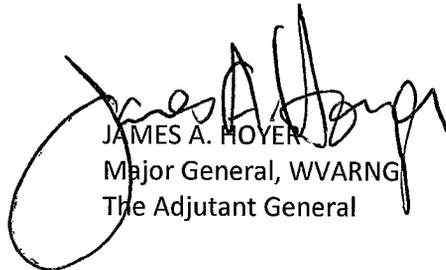
Graduation from an accredited high school or equivalent.

EXPERIENCE:

Two years of full-time or equivalent part-time paid experience in groundskeeping 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 is contingent upon possessing or obtaining a CDL (Commercial Driver's License) within six months of hire date at own expense.
5. 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.



JAMES A. MOYER
Major General, WVARNG
The Adjutant General