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: ML161001

OPENING DATE: October 3, 2016 **CLOSING DATE: October 17, 2016**

LOCATION: Kingwood AFRC, RT 72, Kingwood WV 26537

JOB TITLE: MA Trades Specialist 2

STARTING SALARY RANGE: $30,012- $44,700

POSITION TO BE FILLED UPON AVAILABILITY OF RESOURCES.

GENERAL DESCRIPTION OF WORK: Individual performs a variety of building trades/janitorial work in the repair, maintenance and construction of Government facilities, including: buildings, utility systems, pavements, grounds and real property installed equipment.

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.

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.

NATURE AND SCOPE OF WORK:
Under general supervision, performs a variety of skilled and semi- skilled work at the full-performance level in the mechanical and building trades in connection with the maintenance and repair of Military Authority Assets including buildings, grounds and related mechanical equipment. Work assignments require skill in and knowledge of maintenance and repair methods and practices in several building maintenance trades. Performs related work and other duties as assigned.

EXAMPLES OF WORK:
Repairs and replaces walls, floors, steps, doors, window frames, tables, chairs, and other wooden articles or equipment using saws, power and hand tools.
Repairs and replaces lighting fixtures, bulbs, switches, and wiring; installs simple electrical equipment and assists in installation and repair of electrical equipment.
Repairs and replaces sinks, toilets, faucets, pipes, drains, and water lines; unstops toilets, drains and Sewer lines; cleans grease traps.
Performs masonry repair work such as preparing cement, installing reinforcing steel rods, patching and finishing cement work, and replacing damaged masonry.
Paints window frames, tables, chairs, building sheds, rooms, and equipment.
Starts, monitors operational readings, makes necessary adjustments, and shuts down boilers and unfired pressure vessels; tests boiler water and adds chemicals as needed.
Gathers and disposes of trash and waste materials.
Moves furniture, loads and unloads supplies, moves equipment by hand or with dollies and performs other manual tasks.
Perform building service work such as sweeping, mopping and vacuuming floors and washing walls, windows, mirrors and fixtures.
May perform routine ground work such as mowing and trimming, removing snow, sweeping sidewalks, and picking up trash.

KNOWLEDGE, SKILLS, AND ABILITIES:
Knowledge of the standard methods, practices, tools and equipment used in a variety of building maintenance trades, HVAC, carpentry and painting trades.
Knowledge of the qualities, adaptability and uses of various woods and materials. Knowledge of the occupational hazards and related safety procedures.
Ability to safely operate tools and equipment used in building maintenance. Ability to perform routine carpentry, plumbing, electrical, and masonry work. Ability to determine materials needed for specific tasks.
Ability to perform physically arduous tasks.
Ability to understand and follow oral and written instructions.
Ability to read and work from blueprints, drawings, sketches or schematic diagrams. Ability to safely work at various heights on ladders, platforms and scaffolds.

MINIMUM QUALIFICATIONS: TRAINING:
High School diploma or equivalent.

EXPERIENCE:
One year of full-time or equivalent part-time paid experience or paid self-employment in heating, cooling, ventilation, building maintenance, or building trades such as carpentry, plumbing, electrical, plasterer, welder, machinist or masonry.

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