

**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: ML210904

OPENING DATE: 01 September, 2021

CLOSING DATE: 14 September, 2021

LOCATION: Base Civil Engineering, 167th Airlift Wing, West Virginia Air National Guard, 222 Sabre Jet Blvd, Martinsburg, WV 25405

JOB TITLE: MA Trades Specialist 3

WORKING TITLE: Roads and Grounds

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

POSITION TO BE FILLED UPON AVAILABILITY OF RESOURCES: The individual filling this position is an "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 a variety of building trades 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 West Virginia Military Authority Application form and a copy of your resume to: **West Virginia Military Authority, Attn. HR- employment application, 1703 Coonskin Drive, Charleston, WV 25311** or email to deborah.s.taylor28.nfg@mail.mil. All applications must be received by the closing date.

A copy of the MA Application for Employment can be found at: <http://www.wv.ng.mil/HRO/>

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, POLITICALS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

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, at the full-performance level, performs a variety of semiskilled and skilled building trades in work in the repair, maintenance, or construction of state buildings and related structures. Performs full-performance experienced work maintaining and repairing a variety of equipment used in heating, ventilation and cooling. Duties are varied and moderately complex. May be exposed to hazardous working conditions. Performs related work as required and other duties as assigned.

EXAMPLES OF WORK

Performs carpentry work as building, repairing and installing counters, cabinets, benches, tables, chairs, partitions, floors, steps, doors, building framework and trim using hand tools, and power tools. Constructs and repairs structural woodwork and equipment, working from prints, drawings or oral instructions.

Performs preventive and corrective maintenance on building HVAC, electrical and plumbing systems; troubleshoots electrical controls.

Repairs and replaces sinks, toilets, faucets, pipes, drains, and water lines; unstops toilets, drains and sewer lines; cleans grease traps.

Paints, finishes and decorates surfaces of building, equipment, machinery and furnishings both interior and exterior. Prepares area; erects scaffolding cleans surfaces; mixes paints and allies products.

Repairs and maintains tools and equipment used.

Repairs and replaces lighting fixtures, bulbs, switches, and wiring; installs simple electrical equipment and assists in installation and repair of electrical equipment.

Performs repairs to equipment such as replacing motors, belts, seals, bearings and blades.

Performs drywall and masonry repair work such as preparing cement, installing reinforcing steel rods, patching and finishing cement work, and replacing damaged masonry.

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.

Perform grounds maintenance including grass cutting and sod repair; uses hand mowers, riding mowers, backhoe, and dozer 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 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 building maintenance, HVAC, carpentry, masonry work and painting work.
Ability to safely operate tools and equipment used in building maintenance, HVAC, carpentry and painting.
Ability to determine materials needed for specific tasks.
Ability to read and work from blueprints, drawings, sketches or schematic diagrams.
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:

High School diploma or equivalent.

EXPERIENCE:

Three years 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, and ground maintenance.

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 twelve months of hire date at own expense.
5. **Position requires a pre-employment drug screen.**

Phillip Cantrell
Director, WVMA