

**STATE OF WEST VIRGINIA  
WEST VIRGINIA MILITARY AUTHORITY  
1703 COONSKIN DRIVE  
CHARLESTON, WV 25311-1085  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML220419**

**OPEN DATE:** 28 April 2022 **CLOSE DATE:** 12 May 2022

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**LOCATION:** Jobs and Hope, Camp Dawson, Kingwood, WV

**JOB TITLE:** MA Admin/Ops Specialist

**WORKING TITLE:** Instructor, Heavy Equipment Operation

**SALARY RANGE:** \$45,000

**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 or email to [Deborah.s.taylor28.nfg@army.mil](mailto:Deborah.s.taylor28.nfg@army.mil). **All Applications must be received by closing date.** Applications may be obtained from the West Virginia Military Authority web site at <https://militaryauthority.wv.gov/Pages/default.aspx>

**NATURE AND SCOPE OF WORK**

**In conjunction with Heavy Equipment course:**

“Instructs heavy equipment operator course in accordance with approved Program of Instruction (POI). Provides oral and written feedback to students. Administers verbal and written exams in accordance with approved POI. Creates, prepares, and delivers daily lesson plans. Assists Training Coordinators with the procurement, movement, staging, and maintenance of required course equipment. Assists the Training Coordinators through providing input to short and long term initiatives in support of the Jobs and Hope training program. Liaisons with military and civilian educational entities in support of course operations. Supervises engineer projects; interprets information on grade stakes; critical path methods; oversees clearing, grubbing, stripping, excavating, backfilling, stockpiling, hauling, construction of ditches and other heavy equipment operations; performs route reconnaissance; responsible for the health, welfare and safety of students. Ensures students meet standards in personal appearance; supervises students on maintenance, classes and operating heavy equipment; such as bulldozers, road grader, scrapers, dump trucks, compactors and Hyex's. Transport heavy construction equipment. Construct embankments, Excavate hills and slopes with crawler tractor, finish slopes, mix soil stabilization materials, construct embankments, perform surface and drainage maintenance. Has accountability for programs equipment and property; teaches individual and collective training; serves as instructor for construction equipment; develops program cohesion, fosters the values of loyalty and commitment; builds motivation and confidence.”

**KNOWLEDGE, SKILL, AND ABILITY**

Ability to communicate both orally and written.  
Ability to effectively instruct subject matter.  
Knowledge of engineer projects.  
Knowledge of heavy equipment operation.  
Knowledge of proper construction technique.

## **TRAINING AND EXPERIENCE**

**TRAINING:** High School Diploma or GED AND Industry Recognized Certification/Training within the building and construction trades. Preference will be given to applicants who are eligible for or hold a Career Technical Education Teaching Certification. Applicant must have served in the armed forces with at least 4 years of active or reserve experience. If discharged from the military, applicant must have received an honorable discharge.

**EXPERIENCE:** Two years of general experience teaching and instructing.

**SUBSTITUTE:** Work experience within a related skilled trade may be substituted for the required general experience on a year-for-year basis.

## **SPECIAL REQUIREMENTS**

1. Position is contingent upon receipt of Board of Education funding.
2. 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.
3. **A pre-employment drug screen is mandatory.**

Phillip R. Cantrell  
Director, West Virginia Military Authority