

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON WV 25311 -1085
POSITION VACANCY ANNOUNCEMENT
Announcement Number: ML251106**

OPENING DATE 18 November 2025

CLOSING DATE: 01 December 2025

LOCATION: Kingwood, WV

JOB TITLE: MA Admin/Ops Specialist

WORKING TITLE: Instructor, Commercial Driver's License (CDL)/Equipment Operator

STARTING SALARY RANGE: \$42,738-\$65,024

POSITION TO BE FILLED UPON AVAILABILITY OF RESOURCES:

HOW TO APPLY:

Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to: WV Military Authority, 1703 Coonskin Drive, Charleston, West Virginia 25311-5000 or email to ng.wv.wvarng.list.ma-hro@army.mil.

Applications may be obtained from the West Virginia Military Authority web site:

<https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

ALL APPLICATIONS MUST BE RECEIVED BY CLOSING DATE.

NATURE AND SCOPE OF WORK:

The CDL/Equipment Operator Instructor provides training for participants of Jobs & Hope WV, Mountaineer Job Challenge Program, and the military and veteran population. The instructor will teach classroom theory, range maneuvers, and behind-the-wheel skills in accordance with Federal Motor Carrier Safety Administration (FMCSA) Entry-Level Driver Training (ELDT) standards, state CDL requirements, in accordance with an approved Program of Instruction (POI). This position demonstrates, instructs, evaluates and certifies proper techniques in the operation of commercial vehicles and other heavy equipment, supporting the agency's mission to prepare individuals for successful careers, enhance state readiness, and promote economic development through credentialed skill-building.

EXAMPLES OF WORK:

1. Provide classroom instruction covering FMCSA-mandated curriculum requirements for CDL
2. Provide classroom and practical field exercises on the design, safety, preventative maintenance and operation of the general/basic equipment used in CDL training and equipment operation
3. Conduct hands-on driver training on controlled range courses and public roadways
4. Monitors weather and pad condition to determine acceptability for daily use

5. Coordinates with others for pad maintenance and delivery of supplies
6. Prepare and administer practice exams and driving evaluations aligned with West Virginia DMV standards
7. Ensure all training is ELDT-compliant and properly documented in state or federal tracking systems
8. Procure equipment and supplies as needed for training
9. Maintain training logs, progress reports, and testing records for all participants
10. Conduct regular safety checks and inspections of vehicles and equipment used in instruction
11. Assist with scheduling road tests, coordinating with DMV or third-party examiners
12. Participate in staff meetings, safety briefings, and instructor development programs
13. Research evolving trends, development and applications in equipment training including e-learning, to ensure the most effective and efficient equipment training
14. Perform other duties as assigned by supervisory personnel

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Clean driving record with no major violations in the past three (3) years.
2. Ability to pass background investigation, DOT physical, and drug/alcohol screening.
3. Willingness to obtain FMCSA-compliant ELDT instructor certification within 60 days of hire (if not already held)
4. Prior experience as a CDL instructor, examiner, or vocational trainer
5. Familiarity with West Virginia DMV CDL testing procedures
6. Experience working with at-risk youth, veterans, or re-entry programs
7. Military experience or understanding of military culture (preferred but not required).
8. Possession of First Aid/CPR certification
9. Ability to communicate both orally and written
10. Ability to effectively instruct subject matter
11. Ability to safely operate tools and equipment used in equipment maintenance
12. Ability to perform physically arduous tasks
13. Ability to conduct needs assessments in the evaluation of training
14. Ability to develop and/or secure training and teaching resources
15. Ability to conduct classroom training workshops or seminars
16. Ability to present complex information to a variety of audiences
17. Ability to use technology and other types of equipment to present training
18. Ability to resolve and/or manage normal training problems
19. Knowledge of general office procedures, including computer skills
20. Knowledge of basic data collection and retention
21. Knowledge of available training resources
22. Knowledge of engineering projects
23. Knowledge of heavy equipment operation
24. Knowledge of proper construction technique

MINIMUM REQUIREMENTS, SUBSTITUTIONS AND PREFERENCE

- A valid Driver's License
- A valid Class A Commercial Driver's License with air brake and combination vehicle endorsements

- At least three (3) years of commercial driving experience within the last five (5) years
- Associate degree from a regionally accredited college, university or technical school
 - Substitution:
 - A high school diploma or GED; and
 - Two (2) years of full-time or equivalent part-time paid experience in a related field beyond required minimum experience
- Preference will be given to those applicants who have (1) a career and technical education teaching certification; (2) industry recognized certification/training in commercial driving and heavy equipment operation; and (3) served in the armed forces.

WORKING CONDITIONS:

- Work is performed in classroom, outdoor training yards, and public roadways in varying weather conditions
- Work may require flexible work schedule based on training needs
- Work could include long periods of walking or standing, recurring bending, crouching, stooping, stretching, reaching or similar activities
- Work may require specific, but common, physical characteristics and abilities, such as above average agility and dexterity
- Work may require lifting up to 50 pounds
- Must meet physical requirements for commercial driving and equipment operation
- Moderate risk or discomforts that require special safety precautions, including moving parts, machine and exposure to chemicals
- Conditions will require the use of protective clothing and personal protective equipment (PPE)
- Work environment may include frequent travel in a vehicle, navigating difficult and varied terrain on job sites, and exposure to various weather conditions
- Work will include working near motorized equipment, light machinery and medium to heavy maintenance equipment
- Following applicable safety regulations and utilizing proper safety equipment is vital and required of work at this level

SPECIAL REQUIREMENTS:

1. Position is contingent upon receipt of continued program funding
2. Position falls under the West Virginia Public Employees Retirement System (PERS)
3. Must possess a valid driver's license
4. Must be able to pass a Tier 1 Federal background check
5. 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.
6. 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

Murray "Gene" Holt II, Director
West Virginia Military Authority