

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON WV 25311 -1085
POSITION VACANCY ANNOUNCEMENT
Announcement Number: ML251107**

OPENING DATE: 18 November 2025

CLOSING DATE: 01 December 2025

LOCATION: Kingwood, WV/Clarksburg, WV

JOB TITLE: MA Admin/Ops Specialist

WORKING TITLE: Instructor, Heavy Equipment Operator Course

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:

Under general supervision of the Heavy Equipment Operator Course (HEOC) Program Manager, this position instructs and evaluates students enrolled in the HEOC in the proper techniques of heavy equipment operation in accordance with an approved Program of Instruction (POI). The HEOC is conducted at the Camp Dawson Training and Event Center, 1001 Army Road, Kingwood, WV 26537 with additional program activities conducted at the Nathan Goff Armory, 5 Armory Road, Clarksburg, WV 26301.

EXAMPLES OF WORK:

1. Coordinates with program staff in the implementation of the HEOC training calendar
2. Creates, prepares, and delivers daily lesson plans and course instruction in accordance with the approved HEOC POI
3. Delivers individual and collective instruction
4. Provides oral and written feedback
5. Administers verbal and written exams
6. Creates and maintains student records
7. Measures student proficiency by developing and administering assessments
8. Validates and records student achievement

9. Develops, demonstrates, instructs and supervises student engineering projects
10. Demonstrates, instructs and supervises proper maintenance and operation of heavy equipment, such as bulldozers, road graders, boom mowers, hydraulic excavators/Hyex, rollers, scrapers, dump trucks and compactors
11. Demonstrates, instructs and supervises the proper interpretation of grade stakes
12. Demonstrates, instructs and supervises the utilization of critical path methods
13. Demonstrates, instructs and supervises the utilization of proper route reconnaissance
14. Demonstrates, instructs and supervises clearing, grubbing, stripping, excavating, backfilling, stockpiling, and hauling, including the construction of embankments and ditches, excavation of hills and slopes, mixing soil stabilization materials, performing surface and drainage maintenance, and other activities utilized in conjunction with heavy equipment operation
15. Assists program staff with the procurement, transportation, movement, staging, and maintenance of required course equipment
16. Responsible for program equipment and property
17. Ensures students meet HEOC program expectations regarding personal behavior and appearance
18. Provides general supervision of students while participating in the HEOC
19. Responsible for the health, welfare and safety of students
20. Available for occasional travel to attend/facilitate off-site training
21. Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate both orally and written
2. Ability to effectively instruct subject matter
3. Ability to safely operate tools and equipment used in equipment maintenance
4. Ability to perform physically arduous tasks
5. Ability to lift at least 50 pounds
6. Knowledge of engineering projects
7. Knowledge of heavy equipment operation
8. Knowledge of proper construction technique

TRAINING AND EXPERIENCE:

Training: High School Diploma or GED.

Experience: Two years of general teaching experience

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

Preference: Preference will be given to those applicants who have (1) a career and technical education teaching certification; (2) industry recognized certification/training within the building and construction trades; and (3) served in the armed forces.

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. Mandatory pre-employment drug screen
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.
7. 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