

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085**

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260615**

OPENING DATE: 15 June 2026

CLOSING DATE: 30 June 2026

LOCATION: Eleanor Maintenance Complex, Red House, WV

JOB TITLE: MA Buildings and Grounds Manager

WORKING TITLE: Buildings and Grounds Manager

SALARY RANGE: \$42,704.00 - 65,008.00

How to Apply: Anyone interested in applying for this position must submit a **West Virginia Military Authority Application and Resume to: Office of the Adjutant General, WVMA HR - Employment Application, Rm. 157, 1703 Coonskin Drive, Charleston, WV 25311 or email to deborah.s.taylor28.nfg@mail.mil or fax to 304-561-6321. Applications must be received by closing date.**

Applications may be obtained at the National Guard web site: <https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

NATURE AND SCOPE OF WORK

Plans, coordinates, trains and evaluates the work and employees in a variety of skilled crafts and maintenance trades to include carpentry, custodial, electrical, plumbing, painting, grounds, heating and air conditioning and structural related work. Schedules and assigns work, develops plans, prepares and executes budgets and reports, oversees purchasing and inventorying of equipment, materials and supplies, ensures compliance with applicable Federal, State and local building codes and Federal and State workplace safety and environmental regulations, investigates accidents and incidents, performs personnel related duties in the recruitment, selection, training and evaluation of subordinate employees and receives visiting officials. 24/7/365 on-call status required for emergencies. Successful background check and security clearance required. Performs related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains, assigns and evaluates a large number of skilled crafts and maintenance employees; coordinates and inspects daily scheduled work activities; ensures all work is in compliance with plans, specifications, codes and regulations; keeps or oversees the maintenance of accurate records of supplies, materials, repairs and maintenance; monitors use of time, materials and manpower to insure all requirements are met; interacts with engineers regarding construction projects and assists in the planning, inspection and support during construction

project phases; prepares or oversees current and future year budgets; obtains or oversees acquisition of bids for services, equipment, materials and supplies as necessary; reads and interprets sketches, diagrams and blueprints.

Maintains and creates reports on employees; performs employee performance evaluations as required; records and documents all disciplinary actions; maintains records of employee training to include OSHA, AFOSH and environmental protection training; ensures employees wear required personnel protective equipment and document same; maintains or oversees keeping of time and attendance records of assigned personnel; trains and mentors new employees; participates in interviews and selection of new employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the various skilled crafts and building trades and construction skills; of the standard practices, tools, equipment and materials involved in the skilled crafts and building trades; of applicable Federal, State and local building codes; of the occupational hazards and safety practices of building and grounds maintenance; of Federal, State and local workplace safety and environmental protection regulations and ordinances.

Ability to operate computers and software products including spreadsheets, databases, word processing and budget programs; to read and understand sketches, diagrams and blueprints; to prepare correspondence appropriate for the job; to maintain or oversee maintenance of budget records, purchasing records, and personnel files; to assist in base construction projects as required; to understand and carry out oral and written instructions required in the job; to interact and communicate with Civil Engineering, base personnel, Federal and State employees, outside contractors, vendors as required; to follow directions, take criticism, cooperate with co-workers and supervisors, treat co-workers, supervisors and customers with respect and courtesy and to refrain from abusive, insubordinate or violent behavior.

MINIMUM QUALIFICATIONS

TRAINING: High school graduation or equivalent.

EXPERIENCE: Seven years of full-time or equivalent part-time paid experience in building construction, building maintenance, heating and air conditioning maintenance or related fields.

1. Position is contingent upon continued receipt of Department of Defense funding.
2. This position falls under the West Virginia Public Employees' Retirement System (PERS). Members of the Teachers Retirement System (TRS) or Teachers Defined Contribution (TDC) may contact the West Virginia Consolidated Public Retirement Board, Capitol Complex, Building 5, Suite 100, Charleston, WV 25305, Phone: (304) 558-3570. The rule for transfer of retirement contributions depends on the applicant's current employment status.

3. **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.**
4. **STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE AT-WILL EMPLOYMENT POSITIONS. THE TERM AT-WILL MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANYTIME WITHOUT CAUSE.**
5. Position requires security clearance.