

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

**POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML260618**

OPENING DATE: 18 June 2026 **CLOSING: 17 July 2026**
LOCATION: Camp Dawson, 1001 Army Road Kingwood WV 26537

JOB TITLE: MA BUILDING TRADES SUPERVISOR 2

SALARY RANGE: \$ \$42,738.00 - \$65,024.00

HOW TO APPLY: Anyone interested in applying for this position must submit a State of West Virginia application for employment form to

1703 Coonskin Dr. Charleston, WV 25311, on or before the closing date noted above or email ng.wv.wvarng.list.ma-hro@army.mil .

Applications can be obtained from the Human Resources Office, Building 134, 167th Airlift Wing, Martinsburg, WV 25405-7704 or via WV HRO Website <https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

Nature of Work/Duties and Responsibilities

Under general supervision, supports the federal and state missions of the West Virginia National Guard through the performance of supervisory work in a variety of skilled and semi-skilled work in the mechanical and building trades in connection with the maintenance and repair of state armory facilities to include buildings, grounds and related mechanical equipment. Supervises and performs work in such areas as carpentry, custodial, electrical, plumbing, painting, grounds maintenance, snow and ice removal, structure repair and related areas. Work assignments require skill in and knowledge of maintenance and repair methods and practices in several building maintenance trades. Ensures compliance with safety and environmental regulations and Authority policies and procedures. Emergency call-out and work in inclement weather and on difficult terrain required. Performs related work as required.

Primary Duties & Responsibilities

1. Supervises the work of trades specialists in the maintenance and repair of state armory facilities and training areas.
2. Ensures compliance with safety and environmental regulations and Authority policies and procedures.
3. May estimate tools, equipment, materials, supply and labor costs for projects.
4. May keep records of employee time, equipment, supplies and materials used.
5. Repairs and replaces walls, floors, steps, doors, window frames, tables, chairs and other wooden articles or equipment using saws, power and hand tools.
6. Repairs and replaces lighting fixtures, bulbs, switches and wiring; installs simple electrical equipment and assists in installation and repair of electrical equipment.
7. Repairs and replaces sinks, toilets, faucets, pipes, drains and water lines.
8. Performs masonry repair work such as preparing cement, installing reinforcing steel rods, patching and finishing cement, and replacing damaged masonry.
9. Paints window frames, tables, chairs, buildings, sheds, rooms and equipment.
10. Starts, monitors operational readings, makes necessary adjustments, and shuts down boilers and unfired pressure vessels; tests boiler water and adds chemicals as needed.
11. Moves furniture, loads and unloads supplies, moves equipment by hand or with dollies and performs manual tasks.
12. May perform service work such as sweeping, mopping and vacuuming floors and washing windows.
13. May perform routine groundwork such as mowing and trimming, removing snow, sweeping sidewalks, and picking up trash.
14. Performs other duties as assigned.

Knowledge, Skills, and Abilities

1. Knowledge of standard methods, practices and tools and equipment used in a variety of building maintenance, HVAC, carpentry and painting trades.
2. Knowledge of the qualities, adaptability and uses of various woods and materials.
3. Knowledge of the occupational hazards and related safety procedures.
4. Ability to supervise the work of others.
5. Ability to safely operate tools and equipment used in building maintenance, HVAC, carpentry, painting and related trades.
6. Ability to perform routine carpentry, plumbing, electrical and masonry work.
7. Ability to determine materials needed for specific tasks.
8. Ability to perform physically arduous tasks.
9. Ability to understand and follow oral and written instructions.
10. Ability to read and work from blueprints, drawings, sketches or schematic diagrams.
11. Ability to work safely at various heights on ladders, platforms and scaffolds.

Minimum Qualifications

Training: High school diploma or equivalent.

EXPERIENCE:

Four years of paid experience or self-employment in building maintenance or building trades such as carpentry, plumbing, electrical, plasterer, welder, machinist or masonry, or in heating, cooling, ventilation, air conditioning or closely related fields.

Special Requirements

1. Position is contingent upon receipt of Department of War funding.
2. Must pass a Tier I federal background check.
3. This position falls under the West Virginia Public Employees Retirement System (PERS).
4. **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.**
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.**