

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

**CIVILIAN JOB POSTING
ANNOUNCEMENT NUMBER: ML260724**

OPENING DATE: July 24, 2026 **CLOSING DATE:** August 7, 2026

LOCATION: JFHQ, Charleston Armory Complex/PGSF, Smith Street and others

WV TITLE: MA Administrative/Operations Manager 2

Working Title : CFMO FM Branch – Assistant Maintenance Manager Charleston-Metro Regional Area

SALARY RANGE: \$ 46,854 - \$ 70,808

How to Apply: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085. You may email to ng.wv.wvarng.list.ma-hro@army.mil. Applications must be received by close date.

Applications may be obtained from the West Virginia Military Authority web site:
<https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx>

PRINCIPAL DUTIES AND QUALIFICATION REQUIREMENTS:

Under general supervision of the Statewide Maintenance Manager, performs work at the full-performance level in providing technical and administrative assistance in monitoring the operations, maintenance, construction and renovation of military facilities.

Work involves developing and monitoring maintenance and operational budget for supported facilities and overseeing facility programs.

Manage and supervise the Trades Specialist IIs which is in the specified Charleston-Metro Region. To include (but not limited to) Timekeeping; Purchase Orders, Statewide Contract Orders; Employee Evaluations; Employee Counseling and Coaching Statements.

Performs all related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Oversees and directs the operations of maintaining, repairing and renovating state property.
2. Recommends alterations and renovations to existing structures.
3. Evaluates and determines adequate operating space requirements for work units.
4. Recommends, when necessary, the addition of work space as dictated by division needs and expansion.
5. Ensures the division's conformance to state building codes and safety and fire regulations.
6. Establishes maintenance and repair procedures to be used by all building maintenance **personnel**.
7. Determines adequacy of and makes recommendations for additional structural lighting, heating and ventilating equipment.
8. Knowledge of the principles and methods of military facilities.
9. Ability to formulate and initiate plans and procedures and direct their implementation.
10. ability to use all Microsoft applications

EXAMPLES OF WORK

1. Ensures compliance with fire, electrical, OSHA, and other applicable laws, rules, and regulations.
2. Develops, interprets, and revises blueprints for specific maintenance projects. Inspects building facilities continuously to ensure proper maintenance.
3. Maintains supply inventory and requisitions supplies and materials as needed. Reviews, evaluates, and verifies employee performance by inspecting completed assignments, and reviewing work product and work performance.
4. Maintains employee time records for payroll purposes: writes activity reports as necessary.
5. Plans renovations and other special projects.
6. Establishes procedures for carrying out maintenance responsibilities.
7. Determines the need and arranges for additional lighting, heating, ventilation, and other needed equipment.
8. Work Order (WO) Management, Tracking and Processing for the Charleston – Metro Region.

MINIMUM QUALIFICATIONS

Training: High School diploma or equivalent, with further education preferred.

Experience: Five (5) years of full-time or equivalent part-time paid experience in Operations, Production, Facilities Maintenance and or as a Process/Program Analyst.

SPECIAL REQUIREMENTS

- Position is contingent upon continued receipt of Department of War funding.
- This position falls under the West Virginia Consolidated Public Retirement System.
- Position may require a secret security clearance. Applicants must be able to obtain and maintain a secret security clearance during any point of their employment.
- 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.
- A valid driver's license is required.
- 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.

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