

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

**POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NUMBER: ML260908**

**OPENING DATE: 11 September 2026**

**CLOSING DATE: 22 September 2026**

**LOCATION:** WEST VIRGINIA MILITARY AUTHORITY, 1707 COONSKIN DRIVE, CHARLESTON, WV 25311

**JOB TITLE:** MA Technical Analyst

**WORKING TITLE:** Technical Analyst

**SALARY RANGE:** \$45,000 - 71,000

**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, WVMAHR-Employment Application, Rm. 157, 1703 Coonskin Drive, Charleston, WV 25311 or email to**

**ng.wv.wvarng.list.ma-hro@army.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**

Under general supervision, 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 energy programs. Performs related work as required. Provide technical and professional engineering services to the WV ARNG. Support energy management programs and projects. Possess extensive field experience in all of the following Energy Program facets. Coordinate (extensively) with other state and federal government agencies. Energy Program Development: Participate in the development of near and long-term programs which improve efficiency and reduce energy consumption in all WV ARNG buildings and facilities. Perform analysis, calculations, design, planning and specifications work on the technical requirements of these energy programs. Exhibit proficiency in Energy Management terminology, technology and building envelope analysis, heat transfer calculations, and lightning analysis for Energy Conservation. Perform payoff calculations and economic analysis. Apply basic engineering fundamentals to heating, ventilation, air-conditioning and other related building system projects to maintain WV ARNG buildings and facilities at their most energy efficient level. Analyze and determine facility usage priorities for WV ARNG facilities. Conduct feasibility studies of proposed projects dealing with management, conservation, and allocation of energy. Develop and coordinate the specifications, design and installation of energy conservation measures and programs for the WV ARNG. Review contract documents (submittals, plans, and proposals) prepared by architects and engineers for large scale WV ARNG construction projects and assure that all possible energy conservation and energy management measures are imposed and correctly utilized. Assist in or supervise (commercial A/E) design of Energy Management projects execution. Manage execution of Energy Management projects. Maintain energy project files, Perform routine inspections of existing facilities to ensure current energy reduction guidelines are being enforced.

Support energy audits and Utility Rate Analysis. Gather files and review for accuracy. Input utility Management software Program. Analyze data and make recommendations. Develop and track Energy Program budget and provide monthly status report of energy consumption and budget execution. Become proficient in West Virginia's Energy Mgmt Control. Establish schedules, logs, graphics, etc. Assist in trouble shooting HVAC problems.

### **EXAMPLES OF WORKS:**

Support and develop projects and programs; advises and make recommendations to superior. Coordinates programs and/or activities with federal, state and local governments and civilian organizations. Develops and monitors the facilities operating costs. Maintains various records; prepares necessary reports. May oversee the work of the support staff or other specialists in relation to the completion of specific assignments.

### **REPORTING REQUIREMENTS**

1. Energy, Water, Renewables, Outages, Meters – Quarterly
2. AEWRS – Quarterly
3. Comprehensive Energy and Water Evaluation (CEWE) – Annually
4. (Primary) Installation Energy and Water Plan (IEWP) update – Annually
5. Annual Energy Management & Resilience Report (AEMRR) – Annually
6. Solid Waste & Recycling (SWARWeb)– semi annually
7. Sustainability Scorecard – annually
8. (Primary) ISR questions – quarterly
9. (Primary) STF Invoice – monthly
10. (Primary) Soft Lock & Hard lock
11. (Primary) Ad Hoc project submissions and data calls for State of WV, WVNG, NGB and DA

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of the principles and methods of military facilities.
2. Knowledge of the principles and practices of budgeting and real estate management.
3. Ability to prepare implements and monitors budgets.
4. Ability to formulate and initiate plans and procedures and direct their implementation.
5. Ability to use all Microsoft applications

### **MINIMUM QUALIFICATIONS**

Training: Graduation from and accredited four-year college or university. Certification as an Energy Manager is desirable but not mandatory.

Substitution: Additional qualifying experience as described below may be substituted for the required training on a year for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in business administration, accounting, or real estate management.

### **SPECIAL REQUIREMENTS**

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
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 any time without cause.

Murray “Gene” Holt II  
Director, West Virginia Military Authority