WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRVIE
CHARLESTON, WEST VIRGINIA 25311-1085
O&M AGREEMENT POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: WVMA-ML261007

OPENING DATE: **October 13, 2026** CLOSING: October 30, 2026

LOCATION: WVNG Joint Base – Rock Branch Facility. 160 Jacobson Drive, Rock Branch Industrial Park, Poca, WV

JOB TITLE: MA Mechanic 3

SALARY RANGE: : $40,188- $60,024 per annum

NATURE AND SCOPE OF WORK

This position is in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. The purpose of this position is to perform warehouse, maintenance, repair, troubleshooting, inspection, and/or repair of a variety of combat, tactical, commercial, and special purpose military equipment.

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed State of West Virginia Application for Employment and resume** by the Closing Date listed to: The Adjutant General's Office, 1703 Coonskin Drive, Charleston, WV 25311 or emailed to ng.wv.wvarng.list.ma-hro@army.mil
Applications may be obtained from the Human Resources Office of the Adjutant General's Department, 1703 Coonskin Drive, Charleston, WV 25311 or at
https://militaryauthority.wv.gov/Resources/Pages/Job-Postings.aspx

EXAMPLES OF WORK

1. Perform readiness inspections on a variety of equipment to ensure readiness for worldwide deployment. Determine serviceability in accordance with technical manuals and manufacture guidance, repair or replace defective items as required.
2. Perform shipping and receiving of equipment and assets to units for immediate use. Assets will have to be pulled, packaged, and labeled for shipment by ground and air transport.
3. Conduct required inventories and documentation on all assigned assets, report any discrepancies to supervisor.
4. Use appropriate equipment to move, store and remove equipment in a warehouse environment.
5. Required to clean/pressure wash returned equipment to prepare assets for future deployments.
6. Troubleshoots, performs maintenance and repairs on mobile equipment, combat, tactical and automotive vehicles and equipment. This may include compressors, generators, combat vehicles, all-terrain vehicles, trucks, semi-trailers, forklifts, tractors, and accessory equipment. Makes repairs to assemblies and components such as voltage regulators, generators/ alternators, brake cylinders, etc. Performs work in accordance with modification workorders, technical manuals, lubrication orders, maintenance bulletins, regulations or management policies.
7. Troubleshoots equipment and diagnoses the cause of mechanical failures by means of visual and auditory checks and/ or uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges, and computer diagnostic tools. Utilizes embedded diagnostics in equipment and a wide variety of original equipment manufacturer system analyzers to determine the exact nature or extent of repair.
8. Independently performs repairs and maintenance functions in remote locations that can be accomplished by removing, cleaning, reinstalling, or replacing defective parts of components and systems.
9. Conducts readiness and repair inspections on vehicles and associated equipment supported by the activity. Perform operational inspections and ensures vehicles and equipment are properly serviced, including brake adjustments, replacing hydraulic fluids, greasing, cleaning, etc., and performs other preventive maintenance operations as required. Instructs operator/ crew in the maintenance of equipment and provides technical advice and assistance to supported units when requested.
10. Assists in the maintenance of production reports and records and makes recommendations to the supervisor. Plans, organizes, and performs technical analyses as required or assigned. Makes recommendations to the supervisor as to adjustments necessary to effectively, efficiently and economically accomplish the work and maximize production.
11. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITY

1. Thorough knowledge of the mechanical makeup, operation, and working relationships of complex systems, assemblies, and parts for a variety of combat, tactical, commercial, special purpose vehicles and equipment.
2. Ability to diagnose, repair, overhaul, and modify a variety of combat, tactical, commercial, special purpose vehicles and equipment.
3. Knowledge of electrical, electronic, hydraulic, pneumatic, and other non-mechanical systems that have a functional relationship and effect on the operation of mechanical systems.
4. Knowledge of hydraulic lifting, loading, turning, and positioning systems and their mechanical, hydraulic, pneumatic, electrical, and electronic controls.
5. Basic knowledge of electronics, sufficient to identify and replace defective components, such as sensors, diodes, and circuit boards.
6. Skill to use a wide variety of test and diagnostics equipment to perform fault isolation and conduct repair of combat, tactical, commercial, special purpose vehicles and equipment. Ability to operate and understand original equipment manufacturer computerized diagnostic equipment and embedded diagnostics.
7. Ability to utilize, interpret and apply parts list, manufacturer's repair manuals, technical manuals, diagrams, engineering drawings, diagnostic computer information, and schematics.
8. Basic knowledge and understanding of the mechanical makeup, operation, and working relationships of individual systems, and their interrelationships for a variety of combat, tactical, commercial, automotive, special purpose vehicles and equipment.
9. Working knowledge of various techniques for removing, adjusting, replacing, cleaning, and installing parts and components of combat, tactical, commercial, automotive, special purpose vehicles and equipment.
10. Basic understanding of electrical, electronic, hydraulic, pneumatic, and other non-mechanical system theories; and skill to replace, fit, install, and adjust systems.
11. Skill to use basic test equipment and ability to analyze test results to determine fault for repair or replacement of improperly functioning parts or components. Ability to use basic tools common to the occupation.
12. Ability to determine when parts should be cleaned, reinstalled, or replaced with standard parts.
13. Ability to read and interpret parts list, manufacturer's repair manuals, technical manuals, diagrams, engineering drawings, and schematics.
14. Ability to operate material handling equipment (forklifts).
15. Must have the ability to communicate effectively written and orally, may be selected to instruct NSW systems/ operations to NSW personnel.
16. May be required to instruct and perform maintenance on Common Remotely Operated Weapons Station (CROWS) M153 and CROWS M153A7 systems.
17. Must be willing to travel as required to support program and customer needs.
18. Must be willing and able to perform HAZMAT and Safety duties for NSW if assigned.

Work is performed in tiring or uncomfortable positions for long periods. There is frequent standing, bending, reaching, stretching, climbing, and crouching; or working on top of, under, and in tight compartments or cramped or awkward positions. Performs strenuous work while standing, lying, or sitting. Frequently required to lift and carry items, unassisted, weighing up to 40 pounds; and often exerting similar effort in pushing, pulling, and positioning parts, assemblies, and equipment. Frequently lifts and moves heavier items with the assistance of other workers or with lifting devices such as jacks, hoists, and forklifts. May be required to work from ladders or work platforms at varying heights.

MINIMUM QUALIFICATIONS

TRAINING: No formal education required.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in service/mechanical work on vehicles or equipment.
Must have a minimum of 12 months' experience in one or more of the following:

Preventive maintenance, troubleshooting and repair in one or more of the following areas: Mechanics, Electrical, HVAC and Refrigeration. Prior CROWS or similar Remote Weapons Station experience. Must have the ability to read and interpret technical manuals, maintenance directives and original manufacturer publications.

A. Ability to test equipment and analyze results to determine fault for repair or replacement of parts or components.
B. Have a valid EPA 608 certification.
C. The ability to instruct and speak in a large group will be required.
D. Must have a valid driver's license, CDL a plus.

SUBSTITUTION: Successful completion of an approved vocational school program in automotive mechanics, diesel equipment technology, electrical technician, or HVAC technician may be substituted for one year of the required work experience.

SPECIAL REQUIREMENTS :

1. **As a condition of employment, MCA employees are required to purchase and maintain uniform items (embroidered MCA polo shirts and khaki pants) which must be worn when designated.**
2. **Position is contingent upon receipt of continued Department of Defense funding.**
   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.**
5. **A pre-employment drug screen is mandatory**
6. **Must be able to pass a federal background check.**
7. **STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE ATWILL EMPLOYMENT POSITIONS. THE TERM AT WILL EMPLOYMENTMEANS THAT THE EMPLOYEE MAYBE TERMINATED AT ANYTIMEWITHOUT CAUSE.**

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