



The City of Huntington is seeking candidates for its Public Works applicant pool. Applications will be received during the month of March 2023 in the Human Resources Office, Room 14 of City Hall, for the positions listed below. The application form is also available on the City's website: [www.cityofhuntington.com](http://www.cityofhuntington.com). Click on "City Government" and then "Employment Opportunities."

**NOTE: Currently, there is one (1) opening for Truck Driver in the Street Division. This job requires a valid CDL and experience in the operation of heavy equipment. The City will fill future vacancies as they occur within the Public Works Department from among candidates in the applicant pool.**

**Public Works Clerk – Public Works Administration**

Work involves the performance of office and clerical duties for all divisions within the Public Works Department; prepares all purchase orders and requisitions on the computer system; maintains files of correspondence, forms, books, reports or other material; files material by predetermined classification; communicates with the public on routine information.

Minimum Qualifications: High school diploma or GED, supplemented by business courses and some experience in general clerical and office work.

Starting salary: \$16.14/hr.

**Working Foreman – Building Maintenance Division**

Work involves all aspects of building maintenance and custodial tasks at certain City buildings, including City Hall, the Jean Dean Public Safety Building and other city-owned facilities; supervision of in-house personnel, acquisition of materials and supplies; and acquisition/oversight/contract management functions related to work accomplished under contract for building maintenance and repair.

Minimum Qualifications: High school diploma or GED and minimum of two (2) years of experience in general building maintenance, including supervisory experience in various applicable craft specialties. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting salary: \$19.31/hr.

### **Specialist – Building Maintenance Division**

Work involves the performance of skilled and semi-skilled tasks below the journeyman level in the maintenance and repair of buildings and building-related equipment, i.e., carpentry, masonry, painting, plumbing and remodeling.

Minimum Qualifications: High school diploma or GED and minimum of two (2) years of experience in general building maintenance. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting salary: \$17.39/hr.

### **Clerk – Inspections and Permits Division**

Work involves the performance of clerical and secretarial tasks, including typing, filing, record maintenance, answering the telephone, reviewing documents for completeness, preparing permits, general office work and dealing effectively with the public. Requires knowledge of City ordinances and codes relating to building construction, property maintenance, contractor licensing, building licensing and zoning.

Minimum Qualifications: High school diploma or GED, supplemented by courses in typing and office procedures. Excellent computer skills.

Special Requirement: Ability to obtain Permit Technician certification within one (1) year from date of hire.

Starting salary: \$16.14/hr.

### **Working Foreman – Motor Pool Division**

Work involves the supervision and instruction of employees engaged in the repair and maintenance of automotive and related equipment; assigns and participates in mechanical work, such as motor tune-ups, repairing and adjusting brakes and clutches, cleaning and painting equipment and mig and stick welding; provides instruction on operation of engine and automotive electrical test equipment.

Minimum Qualifications: High school diploma or GED and minimum of three (3) years of experience in maintenance and repair of varied automotive equipment. Must be able to do heavy lifting and carrying.

Special Requirements: Valid CDL; ability to obtain WV vehicle inspector's license within sixty (60) days from date of hire; and must have own hand tools.

Starting salary: \$18.06/hr. + \$.45 wage adjustment for having a CDL

### **Assistant Working Foreman – Motor Pool Division**

Work involves assisting in the supervision and instruction of employees engaged in the repair and maintenance of automotive and related equipment; participates in mechanical work, such as motor tune-ups, repairing and adjusting brakes and clutches, cleaning and painting equipment and mig and stick welding and fabrication.

Minimum Qualifications: High school diploma or GED and minimum of three (3) years of experience in maintenance and repair of varied automotive equipment. Must be able to do heavy lifting and carrying.

Special Requirements: Valid CDL; ability to obtain WV vehicle inspector's license within sixty (60) days from date of hire; and must have own hand tools.

Starting salary: \$16.78/hr. + \$.45 wage adjustment for having a CDL

### **Mechanic – Motor Pool Division**

Work involves the repair, overhaul and preventive maintenance for automobiles, trucks, tractors, bulldozers, graders, sweepers, spreaders and other assorted equipment and tools; rebuilding and tuning engines using testing equipment; grinding valves and setting tappets; replacing or repairing main connecting rod bearings; inspecting and repairing transmissions, universal joints and differentials; realigning and adjusting brakes; making service calls and on-site repairs.

Minimum Qualifications: High school diploma or GED and minimum of three (3) years of experience as an automotive and heavy equipment mechanic. Must be able to do heavy lifting and carrying.

Special Requirements: Valid CDL; ability to obtain WV vehicle inspector's license within sixty (60) days from date of hire; and must have own hand tools.

Starting Salary: \$16.23/hr. + \$.45 wage adjustment for having a CDL

### **Service Person – Motor Pool Division**

Work involves responsibility for performing skilled tasks in equipment maintenance or repair or in ascertaining the need for such; cleans, greases and lubricates automobiles, trucks, street sweepers and other related equipment; services batteries and other parts; arranges for and gets departmental vehicles to and from the garage; may repair and change tires both in shop and in field; services heavy and light equipment with gasoline, diesel fuel and oil; changes oil, oil filters and fuel filters; assists mechanics in repairs; keeps inventory of supplies utilized in assigned area of work.

Minimum Qualifications: High school diploma or GED; minimum of one (1) year of experience in skilled equipment maintenance work. Must be able to do heavy lifting and carrying.

Special Requirements: Valid driver's license from state in which employee resides and must have own hand tools.

Starting salary: \$15.77/hr.

### **Working Foreman – Street Division**

Work involves responsibility for laying out and reviewing the work of unskilled and semi-skilled workers and automotive and equipment operators engaged in the construction, maintenance or repair of streets, sidewalks, curbs, gutters and related appurtenances; supervises and participates in the work of a crew engaged in snow removal, street salting and street cleaning; supervises and participates in street patching; instructs and assigns workers engaged in making small patches with pre-mix, gravel and asphalt.

Minimum Qualifications: High school diploma or GED; considerable experience in street maintenance and construction work, including tree cutting and removal and asphalt work; and minimum of three (3) years of supervisory experience. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL from state in which employee resides

Starting salary: \$18.06/hr. + \$.45/hr. wage adjustment for having a CDL

### **Blacktop Crew Leader – Street Division**

Work involves responsibility for laying out, leading and participating in the work of a crew engaged in the construction, maintenance or repair of streets, sidewalks, curbs, gutters and related appurtenances; leads and participates in street patching; instructs and assigns workers engaged in making small patches with pre-mix, gravel and asphalt.

Minimum Qualifications: High school diploma or GED and minimum of one (1) year of experience in street maintenance and construction work, including asphalt work. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL from state in which employee resides

Starting salary: \$16.54/hr. + \$.45/hr. wage adjustment for having a CDL

### **Tree Crew Leader – Street Division**

Work involves responsibility for laying out, leading and participating in the work of a crew engaged in the construction, maintenance or repair of streets, sidewalks, curbs, gutters and related appurtenances; directs and assists in tree removal; leads maintenance activities of drainage ditches and cutting weeds and grass.

Minimum Qualifications: High school diploma or GED and minimum of one (1) year of urban area experience in street maintenance and construction work, including tree cutting and removal. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL Class A from state in which employee resides

Starting salary: \$17.39/hr. + \$.45/hr. wage adjustment for having a CDL

### **Heavy Equipment Operator – Street Division**

Work involves the construction, maintenance and repair of public works facilities; operation of heavy construction and maintenance equipment in making excavations, cutting road grades, moving dirt and preparing other materials for a variety of construction resurfacing and maintenance operations; cutting of roads to grade and does finish grading.

Minimum Qualifications: High school diploma or GED and minimum of one (1) year of experience in the operation of heavy equipment. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL from state in which employee resides

Starting salary: \$16.23/hr. + \$.45/hr. wage adjustment for having a CDL

### **Light Equipment Operator – Street Division**

Work involves the construction, maintenance and repair of public works facilities; cleaning road surfaces and applying and raking patching materials; operation of light to heavy-duty trucks in hauling such materials as gravel, asphalt, salt, sand, street sweepings and trash; manual work in clearing work sites of debris; snow removal and sanding and salting tasks as needed.

Minimum Qualifications: High school diploma or GED and some experience in manual labor and in the operation of light to medium-weight equipment. Must be able to do heavy lifting and carrying.

Special Requirement: Valid Class B CDL from state in which employee resides; tanker endorsement preferable.

Starting Salary: \$15.88/hr. + \$.45/hr. wage adjustment for having a CDL

### **Concrete Crew Leader – Street Division**

Work involves a variety of skilled construction and maintenance tasks, including carpentry, bricklaying, concrete and asphalt finishing; building manholes and digging trenches; manual work in the construction, maintenance and repair of public works facilities; driving trucks and hauling gravel, asphalt, sand and other materials.

Minimum Qualifications: High school diploma or GED and minimum of one (1) year of experience in concrete and masonry construction, maintenance and repair of public works facilities and operation of trucks and light construction equipment. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides; CDL preferable

Starting Salary: \$16.78/hr.

### **Truck Driver – Street Division**

Work involves the construction, maintenance and repair of public works facilities; cleaning road surfaces and applying and raking patching materials; driving light to heavy-duty trucks in hauling such materials as gravel, asphalt, salt, sand, street sweepings and trash; manual work in clearing work sites of debris; snow removal and sanding and salting tasks as needed.

Minimum Qualifications: High school diploma or GED and considerable experience in the operation of heavy-duty equipment. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL from state in which employee resides

Starting Salary: \$15.77/hr. + \$.45/hr. wage adjustment for having a CDL

### **Laborer – Street Division**

Work involves the participation in the construction, maintenance and repair of public works facilities and equipment; cleaning of road surfaces and applying and raking patching material; assisting in building forms and pouring and finishing concrete; mixing mortar; maintaining and assisting in the repair of curbs, gutters and culverts; cleaning and maintaining rights-of-way facilities, including drainage ditches and gutters.

Minimum Qualifications: High school diploma or GED. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting Salary: \$15.60/hr.

### **Code Enforcement Officer – Inspections and Permits Division**

Work involves the enforcement of regulations and ordinances, such as ascertaining the validity of permits, licenses and registrations through on-site inspections and the issuance of summons and stop orders for jobs that are being performed illegally, property maintenance, weeds, graffiti and unsanitary premises; inspecting dwellings on routine schedule or in answer to complaints, investigating cleanliness and existence of conditions which may be dangerous or harmful to health of occupants; notifying dwelling owners where poorly maintained and/or unsanitary conditions exist.

Minimum Qualifications: High school diploma or GED; training and experience in construction or construction-related industries and one (1) to two (2) years of experience in property maintenance or landscaping preferred.

Special Requirements: Valid driver's license from state in which employee resides; ability to obtain certification as a Property Maintenance Inspector through the international Code Council (ICC) within two (2) years from date of hire.

Starting Salary: \$16.99/hr.

### **Code Enforcement Officer (Right of Way) – Inspections and Permits Division**

Work involves the enforcement of regulations and ordinances, such as ascertaining the validity of permits, licenses and registrations through on-site inspections and the issuance of summons and stop orders for jobs that are being performed illegally, property maintenance, weeds, graffiti and unsanitary premises. Work also includes ensuring that utility companies and their subcontractors have proper permits when working on City rights-of-way; inspecting dwellings on routine schedule or in answer to complaints, investigating cleanliness and existence of conditions which may be dangerous or harmful to health of occupants; notifying dwelling owners where poorly maintained and/or unsanitary conditions exist.

Minimum Qualifications: High school diploma or GED; training and experience in construction or construction-related industries and one (1) to two (2) years of experience in property maintenance or landscaping preferred.

Special Requirements: Valid driver's license from state in which employee resides; ability to obtain certification as a Property Maintenance Inspector through the international Code Council (ICC) within two (2) years from date of hire.

Starting Salary: \$16.99/hr.

### **Working Foreman – Sanitation and Trash Divisions**

Work involves the supervision of and participation in the work of crews engaged in refuse and trash collection; responding to complaints and inspecting for illegal disposal of refuse and trash; and evaluating and assessing cost of special pickups.

Minimum Qualifications: High school diploma or GED and minimum of two (2) years of experience in collection operations, including supervisory experience. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL from state in which employee resides

Starting salary: \$19.31/hr. + \$.45/hr. wage adjustment for having a CDL

### **Laborer – Sanitation and Trash Divisions**

Work involves manual labor in the pickup, removal and disposal of refuse and trash and the operation of pickup trucks.

Minimum Qualifications: High school diploma or GED. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting salary: \$15.60/hr.

### **Truck Driver – Sanitation and Trash Divisions**

Work involves the operation of light to heavy-duty trucks in hauling garbage and trash; performs manual work in clearing work sites of debris; may assist in loading refuse packer; loads and unloads materials by hand or use of an end loader; responsible for maintaining and cleaning trucks.

Minimum Qualifications: High school diploma or GED and experience in the operation of heavy equipment. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL from state in which employee resides

Starting salary: \$15.77/hr. + \$.45/hr. wage adjustment for having a CDL

### **Heavy Equipment Operator – Trash Division**

Work involves the operation of backhoes and loaders in the removal of trash, debris, building materials and dirt on the City rights-of-way as well as operations at the City landfill; performs semi-skilled and skilled manual labor work related to equipment operation and maintenance activities.

Minimum Qualifications: High school diploma or GED and considerable experience in the operation of heavy-duty equipment. Must be able to do heavy lifting and carrying.

Special Requirement: Valid CDL Class B from state in which employee resides

Starting salary: \$16.23/hr. + \$.45/hr. wage adjustment for having a CDL

### **Working Foreman – Traffic Engineering Division**

Work involves the supervision, direction and coordination of the activities in developing and planning traffic engineering programs, comprehensive surveys of traffic conditions, maintenance of statistical data and inspection of erection and maintenance work associated with signs, traffic signals and street markings; lays outs, supervises and participates in the work of a crew engaged in the construction, maintenance or repair of traffic control devices, street lights or appurtenances.

Minimum Qualifications: High school diploma or GED and minimum of five (5) years of professional traffic engineering experience in a technical capacity, including one (1) year of supervisory experience. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting salary: \$18.06/hr.

### **Maintenance Worker – Traffic Engineering Division**

Work involves the participation in the installation, maintenance and repair of traffic-related signs and pavement markings and the operation of hand and power tools; operation of motorized and mechanical equipment; performance of carpentry work and computer work as required.



Minimum Qualifications: High school diploma or GED and experience in mechanized pavement marking and equipment operation. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting salary: \$15.88/hr.

**Sign Fabricator – Traffic Engineering Division**

Work involves participation in the fabrication, maintenance and repair of traffic-related signs and the operation of hand and power tools; maintenance and operation of paving marking equipment; inventory maintenance of the signs and pavement marking materials; may assist in the installation, repair and maintenance of traffic signs and may operate a jackhammer and hand-digging tools and equipment.

Minimum Qualifications: High school diploma or GED and experience in sign fabrication and pavement marking. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting salary: \$16.14/hr.

**Technician II – Traffic Engineering Division**

Work involves assisting in the installation, removal, maintenance and repair of electronic automotive and pedestrian traffic signals, including set up of cams, dial cycles, dial key percentages, etc., and maintaining existing units, including motors, relays, power sources, etc.; operation of aerial lift truck, jackhammer, concrete saw and other equipment and saws related to control devices.

Minimum Qualifications: High school diploma or GED, including trade school diploma in electricity or electronics; minimum of two (2) years of experience in traffic signal work; experience in the installation, removal, maintenance and repair of microprocessor and electro-mechanical traffic control devices; and experience in the operation of trucks and construction equipment. Must be able to do heavy lifting and carrying.

Special Requirement: Valid driver's license from state in which employee resides

Starting salary: \$16.99/hr.