

**WEST VIRGINIA**

Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
Carpenter-DNR/Kumbrabow State Forest-Randolph Co.**

*An Equal Opportunity Employer*

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**SALARY:** \$1,994.92 - \$3,690.58 Monthly  
\$23,939.00 - \$44,287.00 Annually

**DEPARTMENT:** Natural Resources 0310-0310

**OPENING DATE:** 02/23/21

**CLOSING DATE:** 03/10/21 11:59 PM

**NATURE OF WORK:**



**Department of Commerce/Division of Natural Resources (DNR)/Division of Parks & Recreation/Kumbrabow State Forest/Randolph Co.** - Under general supervision, this employee constructs, maintains, alters and repairs buildings, or fabricates and repairs a variety of wooden articles and equipment. Follows well established trade practices in performing work assignments. Operates a variety of woodworking machines and tools to design, fabricate, and repair wood cabinets and high-grade furniture such as power saws, joiners, mortiser, shaper, band saw, sanders, planes, chisels, or wood files. Selects wood for color, grain, or texture, and applies finish. Builds rough wood structures such as concrete forms, scaffolds, temporary frame shelters, and door/window bucks. Installs sub-flooring; fits and nails sheathing on outer walls and roof; installs exterior and interior trim; builds, stains, and lays hardwood floors; and verifies trueness of structure with plumb bob and carpenter's level. Under the direction of supervisors, employee will perform a variety of skilled and semi-skilled work. This work will include, but not be limited to: rough and fine carpentry, plumbing, electrical, concrete and masonry, trash pickup, landscaping and grounds keeping, snow removal, housekeeping and janitorial work, repair of water lines, floor care and maintenance, wash vehicles, vehicle maintenance, deliver cots and cribs to park facilities, repair toilets and sewer systems; repair sewer lines; move furniture; load and unload supplies; move and replace appliances; cut firewood; inventory supplies; repair phone system; repair AC/heat units; repair kitchen and food service equipment; repair electronics; maintain fire alarm and suppression systems; small engine repair; maintain safe work place; painting; cut keys; and operates vehicles, heavy equipment, moving equipment, hand tools, and power equipment. Employee will work with park guests to immediately resolve their maintenance requests in a manner reflecting a positive image for Kumbrabow State Forest. Employee will keep all documentation and records as required by supervisors. Employee must be available to work weekends, holidays, evenings, night shifts, and on-call work. Employee must attend training and become a certified operator to perform work related to water treatment. Must be able to lift and move heavy objects. Employee will be required to work on ladders and at

rooftop heights. Employee will wear assigned uniform. Position requires knowledge of the qualities, adaptability, and uses of various woods and materials; standard practices and methods of the carpentry trade; and of tools and materials used in repairing and constructing wooden articles. Skill in the use of carpenter's tools and woodworking machines. Ability to read and work from blueprints, drawings, or sketches, and to make accurate arithmetic calculations and measurements. Regular attendance is required. Performs other duties as required.

**Click The APPLY Link To Apply Online.** Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

**IMPORTANT:** Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

**ATTENTION: Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified.** It may ONLY be in the form of a copy of an **OFFICIAL** transcript or diploma. If you are claiming Veteran's preference, please submit "MEMBER 4" form and/or your VA Letter. **DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy.** Please attach documents to the online application before submitting it. Or, you may email it to: [applicantervices@wv.gov](mailto:applicantervices@wv.gov) or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled. Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a [Job Interest Card](#) from the slide-out menu located at the top left of our *Job Opportunities* page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

## EXAMPLES OF WORK:

## MINIMUM QUALIFICATIONS:

**Training:** Graduation from a standard four-year high school or equivalent.

**Substitution:** Additional experience as stated 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 or self-employment in the area of assignment.

**Substitution:** Completion of related training from a vocational school or an approved apprenticeship program may substitute through an established formula on a year-for-year basis.

**SPECIAL REQUIREMENT:** The employee must possess physical strength sufficient to perform strenuous tasks for considerable periods of time and to perform carpenter work from ladders or scaffolding.

**\*\*\*DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION\*\*\***

## **OTHER INFORMATION:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

Position #9730KUMR  
CARPENTER-DNR/KUMBRABOW STATE FOREST-  
RANDOLPH CO.  
AS

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

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### **Carpenter-DNR/Kumbrabow State Forest-Randolph Co. Supplemental Questionnaire**

- \* 1. Were all of the jobs listed on your application paid?
  - Yes
  - No
- \* 2. If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc.

\* Required Question