



To: All Parkways Employees

From: Melanie Ball

Date: June 24th, 2026

The West Virginia Parkways Authority is currently accepting resumes for one (2) Mechanics. A job description listing the criteria required is attached.

All resumes should be submitted to: wvpacareers@wvturnpike.com by July 9th, 2026.

Starting Salary: \$17.4880 – 25.3530 per hour based on experience

If you have any questions, please call.

MECHANIC TECHNICIAN

Essential Functions of the Job

The employee will answer directly to the Fleet Manager. An employee in this classification must perform at the proficiency level in the mechanic field. Thorough knowledge of the skills involved, methods, materials, and equipment used in the field. The employee is responsible for the leading, guiding, and training of Apprentice Mechanics. They will plan, layout, and supervise the work of skilled and unskilled workers.

Description of Duties:

Knowledge of the Following:

Engine:

- Change engine oil
- Change filters-oil, fuel, air
- Tune up gas engine
- Change spark plugs
- Check Drive belts and tensioners
- Operate Diagnostic Scan Tool

Electric:

- Aim headlights
- Change bulbs
- Check battery, jump charger, or replace as required
- Check and replace fuses
- Check for shorts
- Check and tighten V-belts
- Replace Starter
- Replace Alternator

Suspension:

- Inspect and change shocks
- Inspect and change ball joints
- Inspect and change tire rod ends
- Inspect and change wheel bearings
- Inspect and change springs
- Repair flat tires

Brakes:

- Change brake shoes/broken pads
- Bleed system

Transmission:

- Check fluid
- Check for leaks
- Change fluid
- Replace plow jack
- Change filter
- Change lines
- Replace/repair drive shaft

Cooling:

- Check fluid level
- Check antifreeze protection
- Change out radiator
- Replace thermostat
- Replace fan clutch
- Replace water pump
- Replace hoses

Exhaust:

- Inspect and replace exhaust system

Snow and Ice:

- Replace hydraulic hoses
- Replace pumps
- Replace spinner wheel
- Replace auger
- Replace plow blades
- Replace caster wheels/assemblies
- Replace plow jack

Hydraulic System:

- Change hoses

Miscellaneous:

- Various other duties for maintenance and upkeep of small equipment such as mower, lawn mowers, weed eaters, etc.

- Any other duties as they are assigned.

Skills and Abilities:

- Ability to follow oral and written instructions
- Ability to accept supervision
- Ability to change spark plugs
- Ability to change oil and filter; brake jobs

- Ability to change tires
- General mechanical ability which will allow the person to learn how to use basic devices and hand tools.
- Ability to withstand and work in adverse weather conditions
- May inspect vehicles for compliance with state regulations
- May be required to operate and/or drive Highway Maintenance Equipment/Vehicles as employee training permits.

Equipment:

Ability to use 2-way radio

Knowledge of operation of pay loader/forklift

Ability to drive a motor vehicle

Ability to operate the following equipment:

Dump Truck

Band Saw

Power Drill

Air Drill

Impact Gun

Oxygen/Acetylene torch

Tire Changes and Balances

Battery Chargers

Drill Press

Sander/Paint gun

Press

Hose Machine

Fresh Air System

Grinder

Porta Power

Pay loader/Forklift

Other maintenance equipment

Method of Salary:

Based upon hourly wage at 40 hours per week, eligible for overtime.

Work Schedule:

The Fleet Manager will establish work schedules necessary to achieve the goals and objectives of the Parkways Authority. Summer work is based on 4-10 hour days up to 40 hours per week. Winter work is 5-8 hours days up to 40 hours per week. Shift work at 12 hours per day/night, required for snow and ice. (On call for all emergencies and snow/ice as desired by supervisor.)

Place of Work:

Work is to be performed at his/her assigned reporting locations unless directed to other maintenance areas for work.

Education/Experience:

Must possess High School Diploma or equivalent GED
Must have completion of a formal apprenticeship course, and at least 3 years of experience in the field of mechanics.

Special Requirements:

A Class B CDL (Commercial Driver's License) is required for this job. If the employee does not have a Class B CDL license they will be placed on a probationary period and given the opportunity to train for and obtain Class B CDL license. If the employee cannot pass the exams and obtain the Class B CDL license, then they will be terminated from this position.

Must be certified by the WV Department of Education Bureau of Vocational Technical Adult Education that they have successfully completed the WV Automotive Technology Test.

May be certified by another State or Federal Agency if test is judged to be equal.

Physical Requirements

The ability to do excessive work in adverse weather, good eyesight/hearing, and the ability to lift up to 100 lbs.

Tools:

The list attached shows the minimum tools required for a mechanic to have for their own use on the job site at all times. This list is not all the tools needed, but only the minimum.

A mechanic shall receive for maintaining the tools required an annual tool allowance as set forth in the personnel policy and procedure manual.

Minimum Tool List:**Mechanic Technician:**

- Toolbox with Lock
- ¼" Drive Shallow Socket Set (Standard & Metric)
- 3/8" Drive Shallow Socket Set (Standard & Metric)
- 3/8" Drive Deep Socket Set
- 3/8" Flexible Socket Set
- ½" Drive Shallow Socket Set (Standard & Metric)
- ½" Drive Deep Socket Set
- ½" Breaker Bar
- ¾" Drive Socket Set (Optional)
- Spark Plug Sockets (5/8", 13/16")
- Allen's (Hex Head) Socket Set
- Torx Socket Set
- ½" Air Gun (Optional)
- Torque Wrench
- Open End Wrench Set
- Combination Wrench Set (Standard & Metric)
- Short Combination Wrench Set
- Line (Flare Nut) Wrench Set (Standard & Metric)
- Combination Wrench Set (1"-1 ½")
- Allen Wrench Set Standard & Metric)
- Adjustable Wrench Set (8"/ 10"/ 12")
- Pipe Wrench Set (8"/ 14")
- Vise Grip Set (8"/ 12")
- Straight Screwdriver Set (5)
- Phillips Screwdriver Set (5)
- Standard Plier Set
- Wire Cutting Pliers

- Wire Stripping Pliers
- Wire Crimping Pliers
- Snap Ring Pliers Set
- Small Tap & Die Set (1/2" & under) (Optional)
- Large Tap & Die Set (9/16"-1") (Optional)
- Pry Bar Set
- Cold Chisel Set (5)
- Punch Set (7)
- Ball Peen Hammers (8 oz. /12 oz. /16 oz.)
- Dead Blow Hammer (32 oz.)
- Brake Spring Tool (Snap-on BT12) (Optional)
- Brake Spring Tool (Snap-on S6118) (Optional)
- Brake Tools
- Ignition Gauge Set
- Test Light
- Scraper
- Hacksaw (Optional)
- Magnetic Pickup
- Volt/OHMS Meter