

YOUR FUTURE

STARTS HERE



2015 Mid-Ohio Valley EMPLOYMENT RESOURCE GUIDE

Construction • Oil and Gas • Plastics and Polymers

workforcemov.org

A joint effort of



*Regional Education
Service Agencies*

RESA
• five •

A powerful engine for educator



The West Virginia
Division of Rehabilitation Services

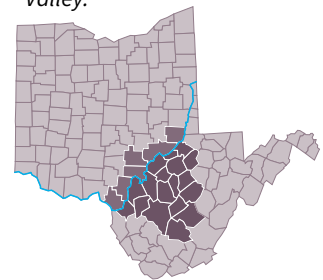


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TAKE NOTE

Information contained in this document is specific to the Mid-Ohio Valley.



Equal opportunity employer/program.

Auxiliary aids and services available upon request to individuals with disabilities.

About the EMPLOYMENT GUIDE

This employment guide is provided to assist you in finding employment in fast-growing industries in the Mid-Ohio Valley. The guide will lead you step-by-step through the process to get the needed skills and abilities for employment in industry.

Construction, oil and gas, and plastics and polymers occupations are listed in this guide.

If you are interested in working in these industries you can begin the process now by following Steps 1, 2 and 3 (the career assessment section) in this guide to be better prepared to work in these industries.

A business, health care, and service industries supplement will be available in the future.

New jobs are coming to the Mid-Ohio Valley and residents who are interested in work and being promoted in today's workforce need to prepare by getting the required training and credentials now.

The Mid-Ohio Valley Employment Guide provides you with step-by-step instructions to prepare for well-paying jobs in fast-growing industries. You will be led from start to finish with clear instructions, contact information, and resources telling you where to go and what to expect.

WorkForce West Virginia career centers and OhioMeansJobs centers can assist you in connecting to local employers hiring in any of these industries. See contact information in the appendix.

For the most up-to-date information on training providers, including apprenticeship programs, please contact them directly.

NOTE: Information provided in this guide was gathered in summer 2014 and is subject to change. For current information please refer to the websites listed in the back of this guide.



Let's get started!

Step 1: Get your high school diploma or equivalent

All industry and skilled jobs require a high school diploma. If you do not have a diploma you will need to pass the high school equivalency test for your state. This section of the employment guide tells you who can take the exam, what the exam involves, and where to prepare for and take the exam.

Step 2: Make sure you have key life skills

These include getting to work on time, dressing appropriately for the workplace, and knowing how to communicate effectively with co-workers, supervisors and managers.

Industry expects you to be drug free and able to pass a drug screen!

Basic computer skills and problem-solving abilities may help you to not only get the job, but to advance your career. This section of the employment guide will provide you with resources to help you improve these skills.

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

*You will be required
to be drug free!*

Step 3: Select your career interest

Not sure what you want to be? This section of the employment guide will help you select an occupation by having you answer a few questions. The guide will then provide you with detailed information about occupations including education requirements, wages, and knowledge, skills, and abilities needed to be successful.

Step 4: Get the certification, license, or degree

Once you have selected your career interest, you need to get the proper training or certification to prove you have the needed skills. This section of the employment guide lists training providers where you can receive the formal training required for your chosen occupation.

Apprenticeships, community colleges, universities and vocational / technical schools are listed in the employment guide.

Step 5: Perfect your job-seeking skills

This section of the employment guide will provide you with information and resources to help you with the tools used in your job search:

- The job application
- Your resumé — one of the most important steps in your job search
- The cover letter
- Interview tips

Veterans Assistance



West Virginia

Wvmilitaryconnection.org is a single, comprehensive site to connect West Virginia military personnel to resources for themselves and their families. If you need help with employment, training or health care, this is the place where you and your family can find answers and assistance.

EMPLOYMENT: As a first step in finding a job in West Virginia, military personnel are encouraged to enroll with WorkForce West Virginia, the largest online database of job seekers and jobs in the state. Eligible veterans are entitled to priority services, as state and federal laws mandate qualified veterans receive priority in all employment and training programs. Wvmilitaryconnection.org offers links to government employment resources, private sector and self-employed resources, trades and apprenticeships, and military-to-civilian transition assistance.

EDUCATION/TRAINING:

Not sure what you should do? Get direction from www.mynextmove.org/vets, an online exploration of careers for military personnel. Once you have made a decision, explore the many education and training resources in West Virginia that can help you reach your career objective.

CONTACT INFORMATION



wvmilitaryconnection.org



1-866-984-8387





Ohio

Go to: jfs.ohio.gov/veterans/index.stm

FIND LINKS TO THE FOLLOWING:

- Veteran employment services
- Veteran benefits
- Medical and disability
- Related organizations
- Veteran education
- Homeless veterans
- Military injury relief fund

CONTACT INFORMATION

 jfs.ohio.gov/veterans/index.stm

 1-888-296-7541, Option 5

 ohiovetsfirst@jfs.ohio.gov

To translate military experience to a civilian career, see

 ebenefits.va.gov/ebenefits/jobs





**NOW
WHAT?**

STEP 1: Stay in school! Get your diploma!

All industry and skilled jobs require a high school diploma or equivalent.

If you are a senior in high school, **STEP 3** will help you explore career interests and lists of occupations in the construction, oil and gas, and plastics and polymers industries.

**FRESHMEN, SOPHOMORES, AND JUNIORS
CHECK OUT YOUR CAREER/
TECHNICAL SCHOOL PROGRAMS.**

Find training in **STEP 4** and talk to your counselor.

Washington County, Ohio, high school students:

Talk to your teacher or counselor about
Building Bridges to Careers.

Step 1



Get your high school
DIPLOMA or equivalent

**TAKE
NOTE**

According to the Bureau of Labor Statistics, those who have a high school diploma or equivalency earn \$7,400 more per year than those who did not graduate from high school.

All industry and skilled jobs require a **HIGH SCHOOL DIPLOMA** or equivalent.

If you did not finish high school, you need to pass the state-administered high school equivalency exam.

THIS SECTION OF THE RESOURCE GUIDE TELLS YOU:

- Who can take the exam
- What the exam involves
- How to prepare for the exam
- Where to take the exam

This section gives you information about the high school equivalency diploma and it will walk you through all the steps needed to prepare for and earn this valuable credential.



The path to your high school equivalency **DIPLOMA**

1. Prepare for the high school equivalency test.

There are many providers of Adult Education (AE) in the Mid-Ohio Valley that offer adult education and literacy services. Classes are available from the low-literacy skill level through diploma prep level. In addition, there is limited availability of English as a Second Language classes.

Services include one-on-one tutoring and preparation for the high school equivalency exam, distance education, workplace skills, workshops for students interested in post-secondary education and financial basics. These classes focus on small group instruction for adults who need to improve reading or reading comprehension, writing, spelling, and basic math in order to prepare for the test.

IF YOU LIVE IN WEST VIRGINIA, visit the West Virginia Department of Education Adult Basic Education website to select a test preparation center near you:

 wvabe.org/class_directory/index.cfm

OR call one of the preparation centers in the list on Page 5.

IF YOU LIVE IN OHIO, you can contact the nearest prep center by visiting:

 education.ohio.gov

OR call one of the prep centers in the lists beginning on Page 10.

2. Choose a site to study/receive assistance in preparing for the test.

- Contact the preparation site to learn more about class times and schedules.
- Select the site/schedule and attend classes to prepare for the test.
- Contact information for centers is listed at the end of this section.

3. Take the high school equivalency.



High School Equivalency Diploma **WEST VIRGINIA** Residents

What does the WV high school equivalency diploma test measure?

The exam measures the academic knowledge and proficiency equivalent to those of a high school graduate. It covers five content areas:

Language Arts – Reading

Language Arts – Writing

Mathematics

Social Studies

Science

How do I schedule a testing appointment?

Contact your local adult education center in West Virginia. A list follows on Page 5.

For more information go to:



wvde.state.wv.us/abe

Getting your test results

TASC™ RESULTS: The original copy of the TASC™ transcript /credential is issued at no cost.

QUESTIONS



304-558-6315



WEST VIRGINIA

Mid-Ohio Valley Adult Education Sites



BRAXTON COUNTY

Braxton Adult Learning Center

105 Jerry Burton Drive
Sutton, WV 26601

304-765-5415

8 a.m. – 3 p.m. Monday – Friday

Adult Education, West Virginia High School
Equivalency preparation, Computer Literacy

CABELL COUNTY

Cabell County Career Technical Center

1035 Norway Avenue
Huntington, WV 25705

304-710-3422

Cabell County Literacy

1057 Sixth Avenue
Huntington, WV 25721

304-710-3422

Tri-State Literacy Council/ Cabell County Library

455 9th Street
Huntington, WV 25701

304-528-5700

Mountwest Community Technical College

One Mountwest Way
Huntington, WV 25701

304-710-3422

CALHOUN COUNTY

Calhoun-Gilmer Career Center

5260 East Little Kanawha Hwy
Grantsville, WV 26147

304-354-6151

Noon – 3 p.m. Tuesday and Thursday

Noon – 4 p.m. Wednesday

Adult Education, West Virginia High School
Equivalency preparation, Basic Skills,
Learning-needs screening

Calhoun Literacy Council

P.O. Box 507
Grantsville, WV 26147

304-354-7227

Tutoring

CLAY COUNTY

Clay County Adult Learning Center

4208 Wallback Road
Wallback, WV 25285

304-587-1191

DODDRIDGE COUNTY

Doddridge County ABE

123 Main Street
West Union, WV 26456

304-873-3216

Doddridge County High School Evening ABE

1 Bulldog Drive
West Union, WV 26456

304-873-2300 ext. 28



FAYETTE COUNTY

Fayette Institute of Technology

300 West Oyler Avenue
Oak Hill, WV 25901

304-469-2911 ext. 7106

7:30 a.m. – 2:30 p.m. Monday and Thursday
5:30 p.m. – 8 p.m. Tuesday and Thursday

Adult Education, West Virginia High School
Equivalency preparation, Computer Literacy

Fayette County Literacy Council

RR 1 Box 233B
Fayetteville, WV 25840

304-465-5072

Tutoring

GILMER COUNTY

Calhoun-Gilmer Career Center

5260 East Little Kanawha Highway
Grantsville, WV 26147

304-354-6151

11 a.m. – 3 p.m. Tuesday and Thursday
3:30 p.m. – 5:30 p.m. Tuesday and
Wednesday

Adult Education, West Virginia High School
Equivalency preparation, Basic Skills,
Learning-needs screening

JACKSON COUNTY

Jackson County Public Library

208 North Church Street
Ripley, WV 25271

304-532-1121

Tutoring through Jackson County Literacy
Council

Jackson County WorkForce West Virginia Career Center

206 Stone Drive
Ripley, WV 25271

304-373-0233 or 304-373-0313

8:30 a.m. – 3 p.m. Tuesday through Thursday

Adult Education, West Virginia High School
Equivalency preparation, Computer
Instruction, TABE® testing, Basic Skills

KANAWHA COUNTY

AE and Computer Literacy

800 6th Avenue
St. Albans, WV 25177

304-766-7655

Adult Learning Center

PO Box 1000
Institute, WV 25064

304-766-7655

Elk River Community & Education Center

1078 Main Street
Elkview, WV 25071

304-755-5536

Adult Education and West Virginia High
School Equivalency preparation

Garnet Center/ESL

422 Dickinson Street
Charleston, WV 25301

304-348-6670

Adult Education, College Preparation
Transition to Post Secondary, Kanawha
County Adult Reading Program, English as a
Second Language

Kanawha County Adult Reading Program

RESA 3
501 22nd Street
Dunbar, WV 25064

304-766-7655

Bridge Valley Community Technical College Adult Learning Center

2001 Union Carbide Drive
South Charleston, WV 25303

304-766-5135 ext. 5135

MASON COUNTY**Mason County WorkForce West Virginia Career Center**

404 Main Street
Point Pleasant, WV 25550

304-675-7726 or 304-514-9782

8:30 a.m. – 3 p.m. Monday through Friday

Adult Education and West Virginia High School Equivalency preparation

NICHOLAS COUNTY**Family Learning Center**

70 Friends-R-Fun Drive
Summersville, WV 26651

304-872-7060

8 a.m. – 3 p.m. Monday through Thursday

Adult Education, West Virginia High School Equivalency preparation, Computer Literacy

PLEASANTS COUNTY**Pleasants County Public Library**

101 Lafayette Street
PO Box 147
St. Mary's, WV 26170

304-684-7279

Tutoring through Laubach Literacy Council

Mid-Ohio Valley Technical Institute

2134 N. Pleasants Highway
St. Mary's, WV 26170

304-485-6513 ext. 1320

5 p.m. – 8 p.m. Tuesday and Thursday

Adult Education, West Virginia High School Equivalency preparation, Basic Skills, Learning-needs screening, TABE® testing

PUTNAM COUNTY**Putnam County Adult Learning Center**

300 Roosevelt Boulevard
Eleanor, WV 25070

304-586-2411

Literacy Volunteers of Putnam County

3962 Teays Valley Road
Hurricane, WV 25526

304-757-1550

RITCHIE COUNTY**Ritchie County Board of Education**

134 South Penn Avenue
Harrisville, WV 26362

304-643-4120

8:30 a.m. – 3 p.m. Monday through Friday

5:30 p.m. – 8:30 p.m. Monday and Wednesday

Adult Education, West Virginia High School Equivalency preparation, Basic Skills, Learning-needs screening

ROANE COUNTY**Roane County Committee on Aging**

Rooms 310 & 312
811 Madison Avenue
Spencer, WV 25276

304-927-8292

8:30 a.m. – 3 p.m. Monday through Friday

Adult Education, West Virginia High School Equivalency preparation, Basic Skills, Learning-needs screening

Roane County Public Library

110 Parking Plaza
Spencer, WV 25276

304-927-1130

Tutoring program and literacy services through Roane County Literacy Council





TYLER COUNTY

Sistersville First United Methodist Church

550 Main Street
Sistersville, WV 26175

304-485-6513 ext. 1320

Adult Education, West Virginia High School
Equivalency preparation, Basic Skills,
Learning-needs Screening, TABE® testing

Tyler County Literacy Council

Route 1 Box 63
Middlebourne, WV 26149

304-758-4508

Tutoring programs

Wetzel-Tyler Volunteers for Better Reading

PO Box 45
Proctor, WV 26055

304-455-1933

Tutoring programs

WOOD COUNTY

Lakeview Adult Center

212 Lakeview Center
Parkersburg, WV 26101

304-420-9659

8:30 a.m. – 3 p.m. Monday through Thursday
5 p.m. – 8 p.m. Tuesday and Thursday
8:30 a.m. – 12:30 p.m. Friday

Adult Education, West Virginia High School
Equivalency preparation, Basic Skills,
Learning-needs screening, TABE® testing,
English as a Second Language

Lincoln Adult Center

3010 Murdoch Avenue
Parkersburg, WV 26101

304-420-9508

8:30 a.m. – 3 p.m. Monday through Thursday

Adult Education, West Virginia High School
Equivalency preparation, Basic Skills,
Learning-needs screening, TABE® testing

College Transitions at WVU Parkersburg

One Campus Drive
Parkersburg, WV 26101
304-485-6513 ext. 1320

8 a.m. – 11:30 a.m. Monday through
Thursday

Adult Education, West Virginia High School
Equivalency preparation, Basic Skills,
Learning-needs screening, TABE® testing



wvabe.org/class_directory/index.cfm

High School Equivalency Diploma

OHIO Residents



What does the test measure?

The test covers the basic reading, writing, and math skills you need for jobs and college classes.

You also need to understand, think through, and apply information.

Language Arts Writing

Social Studies

Science

Language Arts Reading

Mathematics

Preparation materials

Pre-test preparation materials are available at your local adult education center, listed on page 10.



education.ohio.gov/Topics/Testing/GED

Getting your test results

In Ohio, those who pass the test will immediately receive a secure electronic transcript by email. The first transcript and diploma is free. There is a fee of \$15 for each additional request.

Call the Ohio Department of Education with questions.



877-644-6338



OHIO Adult Basic Literacy Education [ABLE] sites

ATHENS COUNTY

Athens OMJ Center (The Work Station)

70 North Plains Road
The Plains, OH 45780

740-797-1405 | 1-877-351-0405

8 a.m. – 5 p.m. Monday through Friday

8 a.m. – 6 p.m. Wednesday

Tri-County Adult Career Center

15676 State Rt. #691
Nelsonville, OH 45764

Test Center: 740-753-5467

GALLIA COUNTY

Gallia County OMJ Center

848 Third Avenue
Gallipolis, OH 45631

740-446-3222

8 a.m. – 4 p.m. Tuesday

11 a.m. – 4 p.m. Thursday

LAWRENCE COUNTY

OhioMeansJobs Lawrence County

120 North Third Street
Ironton, OH 45638

740-532-3140 ext. 1260

8:30 a.m. – 4:30 p.m. Monday through
Thursday

Orientation: 10 a.m. – 4 p.m. Tuesday

Excel, Word, PowerPoint, Internet

Ohio University – Proctorville Center

111 Private Drive 8266
Proctorville, OH 45669

304-416-0391

8:30 a.m. – 4:30 p.m. Monday through
Thursday

MEIGS COUNTY

Meigs County OMJ Center

150 Mills Street
Middleport, OH

740-992-2117

MONROE COUNTY

First United Methodist Church

136 Main Street
Woodsfield, OH 43793

740-472-7242 | 800-350-1242

9 a.m. – noon Monday/Wednesday/Friday

WASHINGTON COUNTY

Washington State Community College

710 Colegate Drive
Marietta, OH 45750

740-374-8716

8 a.m. – 11:30 a.m. Tuesday through Thursday

5:30 p.m. – 8:30 p.m. Tuesday through

Thursday

Call to register for new student orientation

Washington County Career Center

21740 State Route 676
Marietta, OH 45750

740-373-6283



Adult Basic & Literacy Education

For additional information go to:



ohiohighered.org/ABLE



Your preparation for the high school equivalency exam is also preparing you for the workplace!

The **KEY LIFE SKILLS** you
are learning will make
you a valuable employee.

STEP 2 will help you improve and learn more of these skills.

Step 2



Make sure you have
KEY life skills

Make sure you have KEY LIFE SKILLS

THINK SAFETY FIRST

Safety awareness is a priority with employers.

NOTICE

THIS IS A DRUG-FREE WORKPLACE

Many employers REQUIRE you pass a drug screen before employment AND conduct random drug screens.

This section of the employment guide will provide you with resources to help improve these key skills:

- Getting to work on time
- Communication
- Computer skills
- Team work
- Problem solving
- Working independently
- Being able to pass a drug screen

Which Key Life Skills are important?

1. KEY WORK SKILLS

- Dependability
- Showing initiative
- Dressing appropriately
- Work ethic
- Able to work independently

2. KEY COMMUNICATION SKILLS

- Listening, verbal, and written
- Following instructions
- Communicating with co-workers/manager/supervisor
- Reading/understanding work manuals

3. KEY COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Internet access
- Email

4. KEY ABILITIES

- Critical thinking
- Problem solving
- Team work
- Troubleshooting



Where to gain key life skills

Contact a provider listed in the next few pages to sign up for free workshops, one-on-one assistance with basic reading/math skills, or a class on communication or a computer program.

- Your local WorkForce West Virginia center offers free workshops.
- Check with your local community college or Adult Education/ABLE program for a computer class or a communication class.
- Volunteer in your community — it's a great way to help others AND gain skills needed for employment!

Some classes or programs have eligibility requirements. Check with the provider for more details.

Building Bridges to Careers ONLY in Washington County, Ohio

Connecting Washington County students in a variety of community-based experiences to expand awareness of education and career options, and bridging the gap between education and employment.

OFFERS: Job shadowing allows students to observe and experience real-life work situations and make informed career choices. Career Awareness creates a Directory of Community Career Resources to connect students and teachers with businesses and organizations in the community.



buildingbridgestocareers.org



740-374-6500

Hit the Ground Running

(must be eligible—contact WorkForce West Virginia at 304-420-4531)

This four-week, 120-hour pre-employment certification program is designed to help adults be successful in their job search or training program.

You will gain confidence in math, reading and writing skills, gain or improve basic computer skills, meet others who have similar goals, and be ready for further training when the class is complete!

You will learn how to make the most of your strengths! PLUS, effective ways to:

- Resolve conflicts
- Use computers
- Look for a job
- Land that important interview
- Work in teams
- Solve problems
- Display work habits that will get you noticed
- Manage your time and finances
- Gain the skills needed to pass employment or training entrance exams

Successful completion can earn a **Ready to Work** credential that includes a nationally recognized certification in important workplace skills.



STEP 2





ADULT EDUCATION

West Virginia Adult Education centers offer training needed for success in school and on the job.

Listed below are skills you may learn or improve at your local Adult Education Center:

- Resume HelpGoal Setting
- Career Exploration
- Time Management
- Basic Computer Skills
- Keyboarding
- Job Readiness Skills
- College Preparation

SPOKES

SPOKES (Strategic Planning in Occupational Knowledge for Employment and Success) is a program designed to address academic and work-ready skills necessary for adults to pursue gainful employment. This program requires a referral from the West Virginia Department of Health and Human Resources.

The SPOKES program consists of:

- Assessment
- Job readiness
- Work process skills
- Technology skills
- Work-related academics
- Vocational training in customer service



**NOW
WHAT?**

In **STEP 3** you will find occupations listed by industry. These occupations represent only a few of the many jobs available in the Mid-Ohio Valley.

Undecided about the kind of work you want to do?

Information is provided to help you decide on your

CAREER INTEREST

Occupational profiles for Construction, Oil and Gas, and Plastics and Polymers are included in this section

Step 3



Select your
CAREER interest

Not sure which **CAREER** is right for you?

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

Many employers **REQUIRE** you pass a drug screen before employment **AND** conduct random drug screens.

THINK SAFETY FIRST

Safety awareness is a priority with employers.

This section of the Employment Guide helps you determine your career interests. The first step is to take an interest survey. The second is to explore your career interests by reading about a variety of job positions, including education requirements, wages, and the skills needed to be successful.

Find your career interest

INTEREST SURVEYS MEASURE YOUR STRENGTHS AND INTERESTS

One can be completed at your local WorkForce West Virginia Career Center or OhioMeansJobs Center.

Or if you have Internet access go to:



westvirginia.strategiccompass.com/

Select “Assess Yourself” and answer a few questions



MyStateMyLife.com

Explore options in careers and training



jobseeker.ohiomeansjobs.monster.com/home.aspx

Select the “Career Profile” icon and answer a few questions



mynextmove.org/


Select, “I’m not really sure”

Explore your career interests

The following pages list occupations in construction, oil and gas, and the plastics and polymers industries and describe the education requirements, skill sets, and wages for these positions.

Only **YOU** can select the occupation that is best for you.

EXPLORE THE OPTIONS!

- Talk to people who work in the occupations.
-  onetonline.org and enter the job title to find more details.
- Check out employer websites.

VETERANS

Find out how your military qualifications translate to civilian careers. Check out My Next Move at



mynextmove.org/vets/

Once you have selected your career interest, **STEP 4** can help you find the right training program through apprenticeship programs, local colleges, universities, or vocational/technical schools.

OCCUPATION descriptions

TAKE NOTE

Occupations are listed by industry:



CONSTRUCTION



OIL AND GAS



PLASTICS AND POLYMERS

Each industry section will provide you with an overview of the industry, including the skills in demand and working conditions. Occupations listed in one industry also may be needed in another industry (for example, welders are listed in oil and gas, but are also needed in construction).

Job descriptions include an SOC code number to help you find additional information about that occupation. An SOC code is a Standard Occupational Classification code used to classify workers into occupational categories. This code can be used to find more information about the occupation when you go to the O*NET website, the nation's primary source of occupational information. The O*NET database contains information on hundreds of standardized and occupation-specific descriptions.



onetonline.org

Education requirements



Indicates the minimum education required for the occupation.

Bachelor's Degree means completion of a degree that requires at least four years and not more than five years of academic study beyond high school.

Associate Degree means completion of a degree that requires at least two years and not more than four years of academic study beyond high school.

Post secondary non-degree award leads to a certificate or other award and is the result of completing formal schooling beyond high school. Length of program varies from a few weeks to one-to-two years.

Education requirements provided by Bureau of Labor Statistics:



bls.gov/emp/ep_table_112.htm

Wages



Indicates the wage range: The first dollar amount is an approximate starting wage, the second dollar amount is the median wage.

*Wage data provided by West Virginia Labor Market Information, OES Data, May 2013.
Range is starting salary to median salary.*

"...earnings increase significantly as a worker's degree of education rises."

www.dol.gov/dol/topic/wages/educational.htm



CONSTRUCTION

The construction industry is key to the economy of the Mid-Ohio Valley, employing more than 4,500 workers at an average earnings level of around \$50,000 per year.

Construction jobs are cyclical — there are times when construction workers work 1,000 hours a year (of 2,080) and times when they work 2,500+ hours per year. Income depends on availability of work, weather, and willingness to work out of town. If you're looking for a "routine" nine-to-five job and a "regular" paycheck, construction occupations may not be for you.

Construction occupations at-a-glance

ALL construction occupations require a high school diploma/equivalent; some require experience or on-the-job training (OJT) such as an apprenticeship programs. Some trades, such as electricians, plumbers/pipefitters and crane operators require a license.

Apprenticeship programs are available for many construction occupations. For information about training see **STEP 4**.



Construction work is physically demanding and is done outdoors in all weather conditions.

In demand

- **MATH SKILLS**
- **COMPUTER SKILLS:** Microsoft Office, Microsoft Excel
- **COMMUNICATION SKILLS:** writing, preparing reports
- **ORGANIZATION SKILLS:** project management, planning
- **LEADERSHIP**

Skills needed in all construction occupations

KNOWLEDGE	SKILLS	ABILITIES
Building & Construction	Active Listening	Near Vision
Mechanical	Critical Thinking	Problem Sensitivity
Administration & Management	Coordination	Oral Comprehension
Mathematics	Speaking	Multi-limb Coordination
Customer & Personal Service	Reading Comprehension	Manual Dexterity

Construction occupations

Asbestos/Hazardous Materials Removal Workers	24
Boilermakers	24
Brickmasons, Blockmasons, Stonemasons	25
Carpenters	25
Cement Masons, Concrete Finishers, Plasterers, and Stucco Masons	26
Construction Laborers	26
Electricians	27
Glaziers (Glass Workers)	27
Heating, Ventilation, Air Conditioning	27
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Safety awareness is a priority with employers.

FOR ADDITIONAL INFORMATION ON THESE OCCUPATIONS, VISIT

-  onetonline.org/
-  wvapprenticeships.com/
-  jfs.ohio.gov/apprenticeship/index.stm



Asbestos/Hazardous Materials Removal Workers

Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks. **SOC Code: 47-4041**



High school diploma or equivalent



\$13.84 – \$17.24 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Chemistry	Critical Thinking	Problem Sensitivity
Mechanical	Monitoring	Control Precision
Education & Training	Operation & Control	Deductive Reasoning
English Language	Active Listening	Multi-limb Coordination
Public Safety & Security	Coordination	Oral Comprehension

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

Expect random drug testing and background checks..

Boilermakers

Construct, assemble, maintain, and repair stationary steam boilers and boiler house auxiliaries. Align structures or plate sections to assemble boiler frame tanks or vats by following blueprints. Work involves use of hand and power tools, plumb bobs, levels, wedges, dogs, or turnbuckles. Assist in testing assembled vessels. Direct cleaning of boilers and boiler furnaces. Inspect and repair boiler fittings, such as safety valves, regulators, automatic-control mechanisms, water columns, and auxiliary machines. **SOC Code: 47-2011**



High school diploma or equivalent



\$19.25 – \$27.33 per hour



TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation Monitoring	Problem Sensitivity
Building Construction	Critical Thinking	Arm-Hand Steadiness
Customer & Personal Service	Operations & Control	Control Precision
Engineering & Technology	Quality Control Analysis	Manual Dexterity
Mathematics	Active Listening	Near Vision

Brickmasons, Blockmasons, Stonemasons

Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. Build stone structures, such as piers, walls, and abutments. Lay walks, curbstones, or special types of masonry for vats, tanks, and floors.

SOC Codes: 47-2021 and 47-2022

-  High school diploma or equivalent
-  \$12.90 – \$17.35 per hour





Construction workers are required to wear safety gear while on the job.

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Building & Construction	Critical Thinking	Manual Dexterity
Mathematics	Monitoring	Static Strength
Mechanical	Coordination	Trunk Strength
Customer & Personal Service	Quality Control Analysis	Arm-Hand Steadiness
Administration/Management	Time Management	Dynamic Strength

Carpenters

Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways. Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter’s hand tools and power tools. Build rough wooden structures, such as concrete forms, scaffolds, tunnel, bridge, or sewer supports, billboard signs, and temporary frame shelters, according to sketches, blueprints, or oral instructions. **SOC Codes: 47-2031**

-  High school diploma or equivalent
-  \$12.71 – \$18.99 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Building Construction	Active Listening	Manual Dexterity
Mathematics	Coordination	Problem Sensitivity
Mechanical	Monitoring	Visualization
English Comprehension	Critical Thinking	Arm-Hand Steadiness
Design	Judgment/Decision Making	Oral Comprehension



Cement Masons, Concrete Finishers, Plasterers, and Stucco Masons

Apply interior or exterior plaster, cement, stucco, or similar materials. May also set ornamental plaster. Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints. **SOC Codes: 47-2051 and 47-2161**



High school diploma or equivalent



\$10.60 – \$21.25 per hour



Construction work is physically demanding and is done outdoors in all weather conditions.

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Building & Construction	Monitoring	Arm-Hand Steadiness
Administration & Management	Active Listening	Manual Dexterity
Mathematics	Coordination	Near Vision
Design	Critical Thinking	Trunk Strength
Customer & Personal Service	Judgment/Decision Making	Multi-limb Coordination

Construction Laborers

Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers. **SOC Code: 47-2061**



High school diploma or equivalent



\$9.57 – \$16.28 per hour


TOP COMPETENCIES NEEDED


KNOWLEDGE	SKILLS	ABILITIES
Building Construction	Active Listening	Manual Dexterity
Mechanical	Coordination	Arm-Hand Steadiness
Administration/Management	Operation Monitoring	Multi-limb Coordination
Public Safety & Security	Reading Comprehension	Static Strength
Mathematics	Social Perceptiveness	Control Precision



Electricians

Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. **SOC Code: 47-2111**

 High school diploma or equivalent


 \$15.74 – \$26.15 per hour


TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Building Construction	Troubleshooting	Problem Sensitivity
Mechanical	Repairing	Deductive Reasoning
Mathematics	Active Listening	Inductive Reasoning
Design	Critical Thinking	Near Vision
English Language	Judgment/Decision Making	Oral Comprehension

Glaziers (Glass Workers)

Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops. **SOC Code: 47-2121**

 High school diploma or equivalent

 \$12.31 – \$18.65 per hour


TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Building Construction	Coordination	Arm-Hand Steadiness
Mathematics	Critical Thinking	Near Vision
Customer & Personal Service	Operation & Control	Manual Dexterity
	Reading Comprehension	Finger Dexterity
		Information Ordering

Heating, Ventilation, Air Conditioning

Install, service, or repair heating and air conditioning systems in residences or commercial establishments. **SOC Code: 49-9021**

 Associate Degree

 \$10.97 – \$16.64 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Equipment Maintenance	Problem Sensitivity
Customer & Personal Service	Installation	Deductive Reasoning
Building Construction	Quality Control	Finger Dexterity
Design	Troubleshooting	Near Vision
Physics	Repairing	Arm-Hand Steadiness



Industrial Equipment Operators

Transports, performs set-ups, inspects, operates, maintains and repairs high pressure water-blasting equipment and industrial vacuuming equipment to perform proper removal, containment, transporting, and disposal of both hazardous and non-hazardous materials for the purpose of cleaning. Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses. **SOC Code: 53-7061**



High school diploma or equivalent



\$10.01 – \$15.01 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Customer & Personal Service	Operation & Control Quality Control Analysis	Near Vision Multi-limb Coordination Manual Dexterity Problem Sensitivity

NOTICE

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WORKPLACE**

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Iron Workers

Raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings. **SOC Code: 47-2221**



High school diploma or equivalent



\$16.17 – \$25.45 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Building Construction Production & Processing Mechanical Design English Language	Operation & Control Operation Monitoring Coordination Critical Thinking Judgment/Decision Making	Arm-Hand Steadiness Multi-limb Coordination Static Strength Manual Dexterity Control Precision

Millwrights

Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings. **SOC Code: 49-9044**



High school diploma or equivalent




\$12.92 – \$22.79 per hour


TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical Mathematics Building Construction English Language Engineering & Technology	Installation Equipment Maintenance Operation Monitoring Critical Thinking Repairing	Arm-Hand Steadiness Finger Dexterity Control Precision Manual Dexterity Multi-limb Coordination

Operating Engineers/Heavy Equipment Operator

Operate one or several types of power construction equipment, including motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. **SOC Code: 47-2073**

 High school diploma or equivalent

 \$14.25 – \$23.48 per hour



TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Building Construction	Operation & Control	Control Precision
Mechanical	Operation Monitoring	Depth Perception
	Monitoring	Multi-limb Coordination
	Coordination	Near Vision
	Equipment Maintenance	Far Vision





Painters

Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. **SOC Code: 47-2141**



High school diploma or equivalent



\$10.71 – \$18.99 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Public Safety & Security	Active Listening	Arm-Hand Steadiness
Administration & Management	Critical Thinking	Trunk Strength
English Language	Social Perceptiveness	Extent Flexibility
Customer & Personal Service	Time Management	Gross Body Equilibrium
Building Construction		Near Vision

Plumbers and Pipefitters

Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters. Lay out, assemble, install, or maintain pipe systems, pipe supports, or related hydraulic or pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, or industrial production or processing systems. **SOC Code: 47-2152**



Associate Degree




\$12.92 – \$22.71 per hour


TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Critical Thinking	Arm-Hand Steadiness
Building Construction	Active Listening	Control Precision
Design	Judgment & Decision Making	Problem Sensitivity
Mathematics	Complex Problem Solving	Deductive Reasoning
English Language	Operation Monitoring	Multi-limb Coordination

Roofers

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures. **SOC Code: 47-2181**

 High school diploma or equivalent

 \$9.25 – \$13.97 per hour

TOP COMPETENCIES NEEDED


KNOWLEDGE	SKILLS	ABILITIES
Building Construction	Coordination Operation & Control Active Listening Critical Thinking Time Management	Gross Body Equilibrium Arm-Hand Steadiness Trunk Strength Extent Flexibility Near Vision




Construction work is physically demanding and is done outdoors in all weather conditions.

Sheet Metal Workers

Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes. **SOC Code: 47-2211**

 High school diploma or equivalent

 \$17.85 – \$24.92 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Critical Thinking	Near Vision
Mathematics	Coordination	Multi-limb Coordination
Building Construction	Judgment /Decision Making	Visualization
Administration/Management	Mathematics	Information Ordering
English Language	Monitoring	Arm-Hand Steadiness



Truck Drivers

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. **SOC Codes: 53-3032 and 53-7051**



High school diploma or equivalent and commercial driver's license



\$13.08 – \$17.84 per hour

TAKE NOTE

Construction jobs are cyclical — There are times when construction workers work 1,000 hours a year (of 2,080 hours possible) and times when they work 2,500+ hours per year.

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Transportation	Operation & Control	Control Precision
Public Safety & Security	Operation Monitoring	Far Vision
English Language	Monitoring	Multi-limb Coordination
Customer & Personal Service	Time Management	Near Vision
Mechanical	Critical Thinking	Response Orientation

Welders, Cutters, Solderers, and Braziers

Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

SOC CODE: 51-4121



High school diploma or equivalent



\$12.90 – \$21.68 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Production & Processing	Critical Thinking	Arm-Hand Steadiness
Design	Operation & Control	Near Vision
Administration & Management	Monitoring	Control Precision
Mechanical	Reading Comprehension	Multi-limb Coordination
Mathematics		Problem Sensitivity

OIL AND GAS



Careers in the oil and natural gas industry are diverse and vary in skill level and educational attainment. The industry, especially the shale oil and shale gas industry, is growing rapidly and employers are frequently in need of skilled men and women who can fill open positions.

Within the shale oil and natural gas industry, there are three industry segments: Upstream, Midstream and Downstream. These three segments refer to different points in the process of locating and extracting, collecting, and ultimately preparing the oil and natural gas for use.

UPSTREAM: Mapping potential well sites, leasing land, preparing land for drilling and drilling wells.

MIDSTREAM: Collecting, transporting and storing the oil and gas and marketing of various oil and natural gas products.

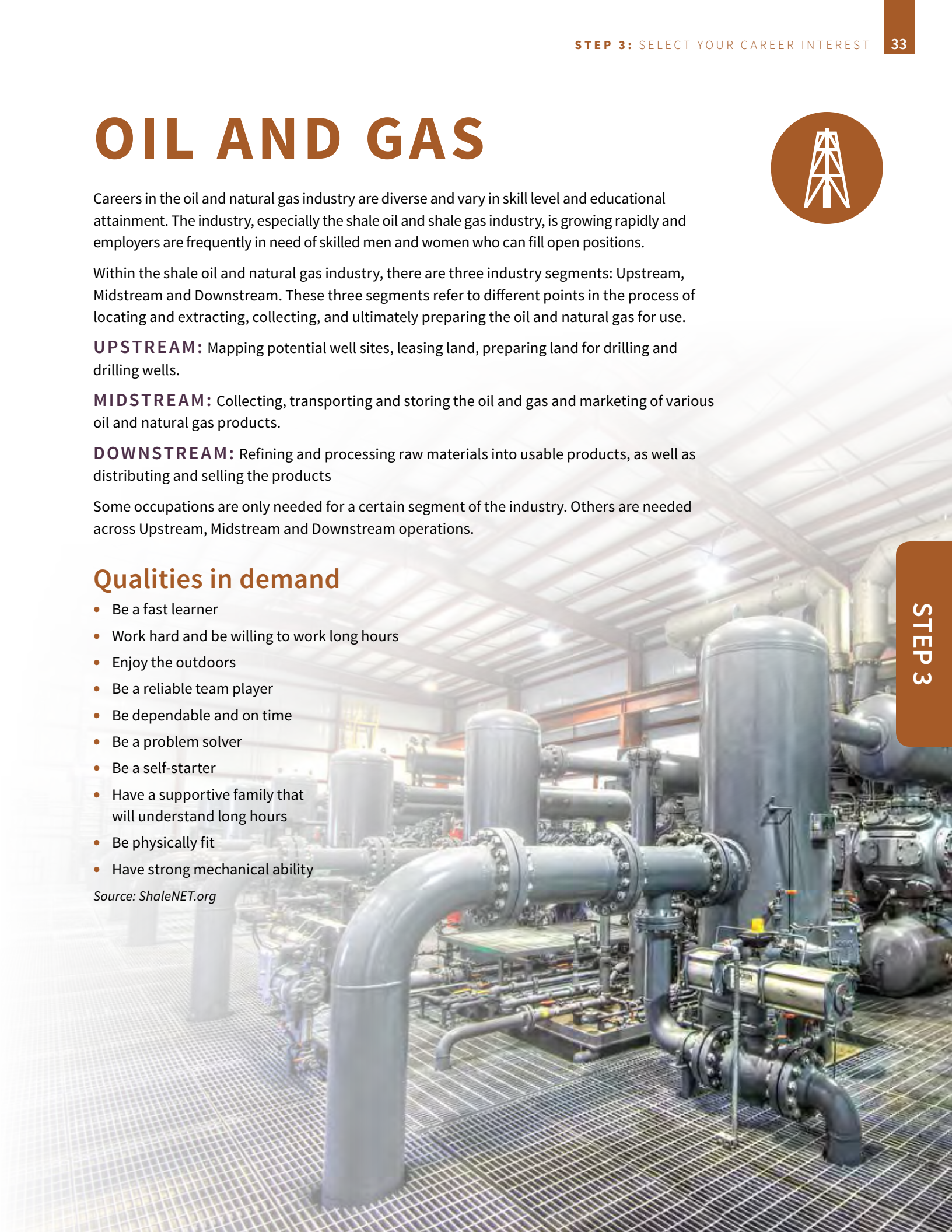
DOWNSTREAM: Refining and processing raw materials into usable products, as well as distributing and selling the products

Some occupations are only needed for a certain segment of the industry. Others are needed across Upstream, Midstream and Downstream operations.

Qualities in demand

- Be a fast learner
- Work hard and be willing to work long hours
- Enjoy the outdoors
- Be a reliable team player
- Be dependable and on time
- Be a problem solver
- Be a self-starter
- Have a supportive family that will understand long hours
- Be physically fit
- Have strong mechanical ability

Source: *ShaleNET.org*





Industry expectations

There are certain industry standards to be aware of before starting a career in the oil and natural gas industry.

**THINK
SAFETY
FIRST**

Safety awareness is a priority with employers.

Safety

SAFETY IS THE NUMBER ONE PRIORITY FOR EMPLOYERS IN THE OIL AND NATURAL GAS INDUSTRY and there are many regulations and standard practices in place to ensure a safe environment. Employees are required to wear personal protective clothing and equipment in many circumstances while on the job site. Additionally, employees **receive extensive safety training** so that everyone can identify potential problems and safely correct them. In certain occupations, workers could be exposed to hazardous materials, uncomfortable noise levels, and equipment that can be dangerous if not operated properly. Anyone considering or starting a career in the shale oil and shale natural gas industry should make safety a priority.

Drug testing

Because such an emphasis is placed on ensuring a safe environment, there is no tolerance for drug use in the industry. Drug testing during the hiring process and while employed is a universal practice within the industry. All individuals who are considering or pursuing a career in the oil and natural gas industry should expect to undergo routine drug testing.

Working conditions

Working conditions in the oil and natural gas industry vary, but can be demanding. Working at a well site, for example, requires individuals to work in all weather conditions. Additionally, individuals usually work long hours and often work several weeks in a row with no time off. There are significant opportunities for overtime pay.

Source: ShaleNET: A Guide to Careers 2013

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NOTICE
**THIS IS A
 DRUG-FREE
 WORKPLACE**

*There is **NO TOLERANCE FOR DRUG USE** in the oil and gas industry.*

FOR ADDITIONAL INFORMATION ON THESE OCCUPATIONS, VISIT


-  onetonline.org/
-  shalenet.org/
-  oogeep.org/industry-workforce/careers




Derrick Operators

Rig derrick equipment and operate pumps to circulate mud through drill hole.

SOC Code: 47-5011

 High school diploma or equivalent

 \$15.87 – \$21.10 per hour

TOP COMPETENCIES NEEDED


KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation Monitoring	Multi-limb Coordination
Mathematics	Operation & Control	Control Precision
English Language	Critical Thinking	Arm-Hand Steadiness
Education & Training	Monitoring	Manual Dexterity
Public Safety & Security	Repair	Reaction Time


TAKE NOTE

Most of the jobs listed will require long hours, irregular work schedules and shift work, including nights and weekends.

Earth Drillers

Operate a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, remove core samples during mineral exploration or soil testing, and facilitate the use of explosives in mining or construction. May use explosives. Includes horizontal and earth boring machine operators. **SOC Code 47-5021**

 High school diploma or equivalent

 \$13.23—\$19.74 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation & Control	Control Precision
Public Safety & Security	Operation Monitoring	Multi-Limb Coordination
Administration & Management	Monitoring	Manual Dexterity
Mathematics	Critical Thinking	Arm-Hand Steadiness
	Equipment Maintenance	Reaction Time

Electrical Power and Telecommunications Line Installers

Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers. Install and repair telecommunications cable, including fiber optics. **SOC Codes 49-9051 and 49-9052**



High school diploma or equivalent



\$14.34 – \$27.30 per hour



TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Active Listening	Near Vision
Telecommunications	Critical Thinking	Oral Comprehension
Physics	Operation Monitoring	Problem Sensitivity
Computers & Electronics	Troubleshooting	Oral Expression
Mathematics	Operation & Control	Multi-limb Coordination

Engineering Technicians

Includes Civil (**SOC: 17-3022**), Electrical (**SOC: 17-3023**), Environmental (**SOC: 17-3025**), Mechanical (**SOC: 17-3027**), Chemical (**SOC: 19-4031**), and Occupational Health and Safety (**SOC: 29-9012**). All apply theory and principles to plan, design, and oversee construction and maintenance; build, test, troubleshoot, and modify electronic components, equipment, and systems; modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental problems; modify, develop, test, or calibrate machinery and equipment. Work under direction of engineering staff. Conduct chemical and physical laboratory tests to assist scientists in making qualitative/quantitative analyses of materials for research/development of environmental standards; collect data on work environments for analysis by occupational health and safety specialists.



Associate or Bachelor's Degree



\$13.21 – \$33.18 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Engineering Technology	Active Listening	Deductive Reasoning
Mathematics Critical Thinking	Oral Comprehension	Written Comprehension
English Language	Reading Comprehension	Inductive Reasoning
Design	Complex Problem Solving	Math Reasoning
Public Safety & Security	Writing	



Employers prefer applicants with college or technical training.



Engineers

Includes Civil (**SOC: 17-2051**), Electrical (**SOC: 17-2071**), Environmental (**SOC: 17-2081**), Mechanical (**SOC: 17-2141**), and Petroleum (**SOC: 17-2171**) Engineers. Plan, design, and oversee construction and maintenance; design, develop, test, or supervise the manufacturing and installation of electrical equipment and components; research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards; plan and design tools, engines, machines, and other equipment, oversee installation, operation, maintenance, and repair of equipment; devise methods to improve oil and gas extraction and production.



Bachelor's Degree



\$22.00 – \$53.32 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Engineering & Technology	Critical Thinking	Oral Comprehension
Mathematics	Active Listening	Deductive Reasoning
Physics	Complex Problem Solving	Written Comprehension
Design	Reading Comprehension	Oral Expression
Computers & Electronics	Mathematics	Problem Sensitivity



Gas Compressor/Pumping Station Operator

Oversee steam, gas, electric motor, or internal combustion engine driven compressors. Transmit, compress, or recover gases, such as butane, nitrogen, hydrogen, and natural gas. **SOC Code: 53-7071**



High school diploma or equivalent

\$21.96 – \$26.40 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation Monitoring	Problem Sensitivity
Mathematics	Operation & Control	Arm/Hand Steadiness
Public Safety & Security	Critical Thinking	Manual Dexterity
Production & Processing	Active Listening	Finger Dexterity
	Equipment Maintenance	Multi-limb Coordination

Helpers — Extraction

Help extraction craft workers, such as earth drillers, blasters and explosives workers, derrick operators, and mining machine operators, by performing duties requiring less skill. Duties include supplying equipment or cleaning work area. **SOC Code: 47-5081**

High school diploma or equivalent

\$10.17 – \$13.04 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Law and Government	Monitoring	Far Vision
Public Safety and Security	Operation Monitoring	Manual Dexterity
Mechanical	Critical Thinking	Multi-limb Coordination
	Equipment Maintenance	Near Vision
	Operation & Control	Problem Sensitivity

Industrial Machinery Mechanics

Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. **SOC Code: 49-9041**

High school diploma or equivalent

\$13.89 – \$20.87 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation Monitoring	Problem Sensitivity
Mathematics	Operation & Control	Arm/Hand Steadiness
Public Safety & Security	Critical Thinking	Manual Dexterity
Production & Processing	Active Listening	Finger Dexterity
Physics	Equipment Maintenance	Multi-limb Coordination



Safety awareness is a priority with employers.



Machinists

Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures. **SOC Code: 51-4041**



High school diploma or equivalent



\$11.87 – \$18.01 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mathematics	Operation Monitoring	Arm/Hand Steadiness
Mechanical	Critical Thinking	Manual Dexterity
Production & Processing	Operation & Control	Control Precision
English Language	Active Listening	Finger Dexterity
Design	Coordination	Multi-limb Coordination

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

Many employers **REQUIRE** you pass a drug screen before employment **AND** conduct random drug screens.

Machine Setters, Operators, and Tenders

Set up, operate, or tend plating or coating machines to coat metal or plastic products with chromium, zinc, copper, cadmium, nickel, or other metal to protect or decorate surfaces. Includes electrolytic processes. **SOC Code: 51-4193**



High school diploma or equivalent



\$14.12 – \$19.59 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Production and Processing	Operation Monitoring	Manual Dexterity
Public Safety and Security	Monitoring	Near Vision
Mathematics		Oral Expression
Administration & Management		Arm/Hand Steadiness
Chemistry		Control Precision

Maintenance and Repair Workers, General

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. **SOC Code: 49-9071**



High school diploma or equivalent



\$9.44 – \$15.73 per hour



TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Repairing	Information Ordering
Customer & Personal Service	Equipment Maintenance	Manual Dexterity
Building & Construction	Troubleshooting	Problem Sensitivity
Public Safety & Security	Critical Thinking	Arm-Hand Steadiness
	Complex Problem Solving	Near Vision

Mobile Heavy Equipment Mechanics, Except Engines

Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders and conveyors, used in construction, logging and surface mining. **SOC Codes: 49-3042, 49-9041**



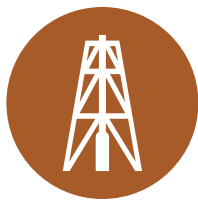
High school diploma or equivalent



\$14.06 – \$21.30 per hour


TOP COMPETENCIES NEEDED


KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Troubleshooting	Control Precision
Customer & Personal Service	Equipment Maintenance	Manual Dexterity
Computers & Electronics	Repairing	Arm-Hand Steadiness
Engineering & Technology	Operation Monitoring	Finger Dexterity
Mathematics	Operation & Control	Multi-Limb Coordination



Process Controls Specialist

Responsibility for process control systems and networks; troubleshooting system hardware and software issues and implementing repair. Must possess knowledge of instrumentations, process control schemes/automations and Distributed control Systems (DCS)/Programmable Logic controllers Systems (PLC). **SOC Code: 17-3029.04/51-8091**

 Associate or Bachelor's Degree

 \$18.00 – \$28.00 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Computer & Electronics	Critical Thinking	Problem Sensitivity
Mathematics	Complex Problem Solving	Deductive Reasoning
Production/Processing	Operation Monitoring	Information Ordering
Engineering & Technology	Operation & Control	Inductive Reasoning
Safety & Environmental	Reading Comprehension	Visualization

NOTICE


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DRUG-FREE
WORKPLACE**

Many employers **REQUIRE** you pass a drug screen before employment **AND** conduct random drug screens.

Rotary Drill Operators

Set up or operate a variety of drills to remove underground oil and gas, or core samples for testing during oil and gas exploration. **SOC Code: 47-5012**

 High school diploma or equivalent

 \$14.50 – \$25.18 per hour


TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Critical Thinking	Control Precision
Mathematics	Operation & Control	Problem Sensitivity
Administration & Management	Operation Monitoring	Near Vision
Education and Training	Monitoring	Arm-Hand Steadiness
Personnel & Human Resources	Active Listening	Manual Dexterity

Roustabouts, Oil and Gas

Assemble or repair oil field equipment using hand and power tools. Perform other tasks as needed. **SOC Code: 47-5071**

 High school diploma or equivalent

 \$12.65 – \$13.93 per hour



TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Public Safety & Security	Monitoring	Manual Dexterity
Mechanical	Critical Thinking	Multi-limb Coordination
	Judgment & Decision Making	Problem Sensitivity
	Operation Monitoring	Near Vision
	Quality Control Analysis	Control Precision


**TAKE
NOTE**

Most of the jobs listed will require long hours, irregular work schedules and shift work, including nights and weekends.

Service Unit Operators

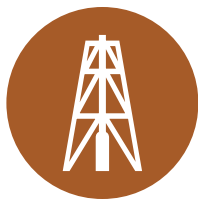
Operate equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells. May also perform similar services in mining exploration operations. Includes fishing tool technicians. **SOC Code: 47-5013**

 Bachelor's Degree

 \$15.56 – \$22.27 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation Monitoring	Arm/Hand Steadiness
Mathematics	Critical Thinking	Control Precision
Customer & Personal Service	Operation & Control	Problem Sensitivity
Engineering & Technology	Monitoring	Multi-limb Coordination
Public Safety & Security	Active Listening	Near Vision



Truck Drivers

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial driver's license.

SOC Codes: 53-3032, 53-7051



High school diploma or equivalent and commercial driver's license



\$13.78 – \$17.84 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Transportation	Operation & Control	Control Precision
Public Safety & Security	Operation Monitoring	Far Vision
English Language	Monitoring	Multi-limb Coordination
Customer & Personal Service	Time Management	Near Vision
Mechanical	Critical Thinking	Response Orientation

Welders, Cutters, Solderers, and Braziers

Use hand-welding, flame-cutting, hand-soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. **SOC Code: 51-4121**



Certification



\$12.90 – \$21.68 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Production & Processing	Critical Thinking	Arm-Hand Steadiness
Design	Operation & Control	Near Vision
Administration & Management	Monitoring	Control Precision
Mechanical	Reading Comprehension	Multi-limb Coordination
Mathematics		Problem Sensitivity

Wellhead Pumpers

Operate power pumps and auxiliary equipment to produce flow of oil or gas from wells in oil field.

SOC Code: 53-7073



High school diploma or equivalent

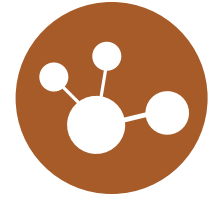


\$13.21 – \$19.53 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation Monitoring	Problem Sensitivity
Mathematics	Operation & Control	Control Precision
Production & Processing	Critical Thinking	Multi-limb Coordination
Public Safety & Security	Monitoring	Near Vision
	Repairing	Reaction Time

PLASTICS and POLYMERS



The Mid-Ohio Valley enjoys a significant competitive advantage for the plastics and polymers industry. Currently, the region’s concentration of plastics material and resin manufacturing jobs is more than 61 times higher than the nation overall. West Virginia has some of the richest natural gas in the region, which provides many opportunities for the creation of value-added products beyond its use as a basic commodity. As the natural gas industry grows in the Mid-Ohio Valley, plastics and polymers companies can benefit from the proximity of natural gas processing, using its byproducts to create various plastic products.

How to Get Started

Companies need employees with the drive and necessary skill sets to get up to speed and make a contribution almost immediately. The days where an individual can hire on and develop those skills at the employer’s expense are disappearing. Therefore, obtaining the skills for these occupations increases your chances at successfully landing a career in industrial maintenance and the skilled trades.

Companies may only require a high school diploma/equivalency but prefer some college or technical training. Computer skills are important as is the use of electronic devices.



Employers prefer applicants with college or technical training.

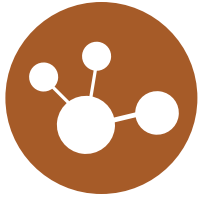
In-demand skills for plastics and polymers occupations

SKILLS AND QUALITIES	TECHNICAL SPECIALTIES
Problem Solving	Microsoft Office
Oral & Written Communication	Milling Machines
Detail Oriented	Extrusion Machines
Quality Control	Six Sigma
Strong Leadership	Furnaces

Source: Mid-Ohio Valley Workforce Study 2013

Skills needed in all plastics and polymers occupations

KNOWLEDGE	SKILLS	ABILITIES
Production & Processing	Operation Monitoring	Problem Sensitivity
Mechanical	Monitoring	Near Vision
Mathematics	Operation & Control	Oral Comprehension
Public Safety & Security	Critical Thinking	Oral Expression
English Language	Active Listening	Information Ordering



Plastics and Polymers occupations

Administrative Assistant	47
Chemical Operator	47
Human Resources	47
Industrial Electrical Mechanic.....	48
Industrial Mechanic	48
Laboratory Technician	49
Manager	49
Occupational Health and Safety Specialist.....	50
Packaging Operator	50
Plant Inspector	51
Power Plant Operator	51
Process Control Specialist	52
Supervisor	52
Supply Chain and Logistics Analyst.....	53
Warehouse Operator	53

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

Many employers **REQUIRE** you pass a drug screen before employment **AND** conduct random drug screens.

FOR ADDITIONAL INFORMATION ON THESE OCCUPATIONS, VISIT


 [onetonline.org/](https://www.onetonline.org/)

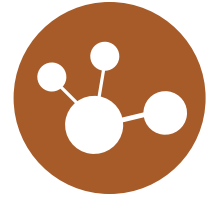


Administrative Assistant

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. **SOC Code: 43-6014**

 Associate degree

 \$9.73 – \$11.40 per hour



TOP COMPETENCIES NEEDED


KNOWLEDGE	SKILLS	ABILITIES
Clerical	Writing	Oral Comprehension
English Language	Active Listening	Near Vision
Customer & Personal Service	Reading Comprehension	Oral Expression
Computers & Electronics	Speaking	Written Comprehension
Administration & Management	Time Management	Written Expression




Safety awareness is a priority with employers.

Chemical Operator

Control or operate entire chemical processes or system of machines. **SOC Code: 51-8091**

 High school diploma or equivalent


 \$23.50 – \$27.30 per hour


TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Production & Processing	Operation Monitoring	Problem Sensitivity
Mechanical	Operation and Control	Near Vision
Chemistry	Monitoring	Selective Attention
Computers & Electronics	Quality Control Analysis	Information Ordering
Public Safety & Security	Critical Thinking	Oral Comprehension

Human Resources

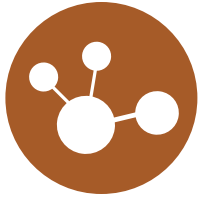
Perform activities in the human resources area. Includes employment specialists who screen, recruit, interview, and place workers. **SOC Code: 13-1071**

 Bachelor's degree

 \$16.72 – \$28.06 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Personnel & Human Resources	Active Listening	Oral Comprehension
English Language	Speaking	Oral Expression
Clerical	Reading Comprehension	Written Comprehension
Administration & Management	Critical Thinking	Deductive Reasoning
Customer & Personal Service	Writing	Speech Recognition



Industrial Electrical Mechanic

Repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas. **SOC Code: 49-2094**



Associate degree



\$22.94—\$30.19 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Computers & Electronics	Operation Monitoring	Near Vision
Engineering & Technology	Quality Control Analysis	Problem Sensitivity
Mechanical	Repairing	Arm-Hand Steadiness
English Language	Troubleshooting	Deductive Reasoning
Mathematics	Critical Thinking	Finger Dexterity

Industrial Mechanic

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. **SOC Code: 49-9071**



High school diploma or equivalent



\$9.44 – \$15.73 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Equipment Maintenance	Arm-Hand Steadiness
Building & Construction	Repairing	Manual Dexterity
Customer & Personal Service	Troubleshooting	Near Vision
Public Safety & Security	Critical Thinking	Information Ordering
English Language	Equipment Selection	Problem Sensitivity

Laboratory Technician

Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences. **SOC Code: 19-4031**



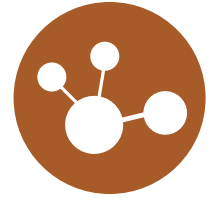
High school diploma or equivalent



\$13.21 – \$22.05 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Chemistry	Science	Information Ordering
Mathematics	Critical Thinking	Oral Comprehension
English Language	Reading Comprehension	Written Comprehension
	Monitoring	Deductive Reasoning
	Active Listening	Inductive Reasoning



Employers prefer applicants with college or technical training.

Manager

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources. However, the duties and responsibilities are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. **SOC Code: 11-1021**



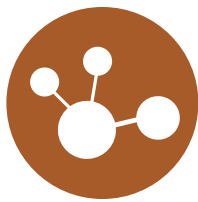
Associate degree



\$22.55 – \$41.46 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Administration & Management	Active Listening	Oral Comprehension
Customer & Personal Service	Reading Comprehension	Oral Expression
Personnel & Human Resources	Speaking	Problem Sensitivity
Economics & Accounting	Critical Thinking	Written Comprehension
Mathematics	Monitoring	Written Expression



Occupational Health and Safety Specialist

Review, evaluate, and analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, and biological agents or ergonomic factors. May conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May be employed in the public or private sector. Includes environmental protection officers. **SOC Code: 29-9011**



Bachelor's degree



\$28.16 – \$35.96 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
English Language	Active Listening	Problem Sensitivity
Law & Government	Complex Problem Solving	Deductive Reasoning
Education & Training	Critical Thinking	Inductive Reasoning
Public Safety & Security	Speaking	Oral Comprehension
Customer & Personal Service	Judgment & Decision Making	Oral Expression

Packaging Operator

Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products. **SOC Code: 51-9111**



High school diploma or equivalent



\$9.74 – \$17.10 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Production & Processing	Monitoring	Manual Dexterity
	Operation Monitoring	Near Vision
	Active Listening	Arm Hand Steadiness
	Coordination	Control Precision
	Quality Control Analysis	Oral Comprehension

Plant Inspector

Provides technical support and performs inspections on fixed equipment such as tank, boilers, vessels, piping, safety valves, etc. Ensures plant reliability, equipment mechanical integrity; complies with appropriate regulatory codes and mitigates risk. May also require appropriate certification by various organizations, such as ASME, API or NBIC. **SOC Code: 11-3051.01/49-1011/49-9012**



Associate degree



\$18.00 – \$26.00 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Critical Thinking	Problem Sensitivity
Regulatory Codes	Active Listening	Deductive Reasoning
Engineering Technology	Judgment & Decision Making	Inductive Reasoning
Public Safety & Security	Writing	Oral Expression
Administration/Management	Quality Control Analysis	Information Ordering

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

*Many employers **REQUIRE** you pass a drug screen before employment **AND** conduct random drug screens.*

Power Plant Operator

Control, operate, or maintain machinery to generate electric power. Includes auxiliary equipment operators. **SOC Code: 51-8013**



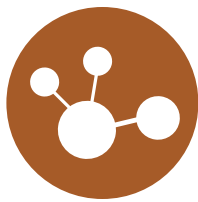
Associate degree



\$24.44 – \$31.49 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Mechanical	Operation Monitoring	Oral Comprehension
Public Safety & Security	Critical Thinking	Oral Expression
Computers & Electronics	Operation and Control	Problem Sensitivity
English Language	Speaking	Deductive Reasoning
Chemistry	Active Listening	Near Vision



Process Controls Specialist

Responsibility for process control systems and networks; troubleshooting system hardware and software issues and implementing repair. Must possess knowledge of instrumentations, process control schemes/automations and Distributed control Systems (DCS)/Programmable Logic controllers Systems (PLC). **SOC Code: 17-3029.04/51-8091**



Associate or Bachelor's Degree



\$18.00 – \$28.00 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
Computer & Electronics	Critical Thinking	Problem Sensitivity
Mathematics	Complex Problem Solving	Deductive Reasoning
Production/Processing	Operation Monitoring	Information Ordering
Engineering & Technology	Operation & Control	Inductive Reasoning
Safety & Environmental	Reading Comprehension	Visualization



Employers prefer applicants with college or technical training.

Supervisor

Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. **SOC Code: 51-1011**



High school diploma or equivalent




\$16.93 – \$26.87 per hour


TOP COMPETENCIES NEEDED

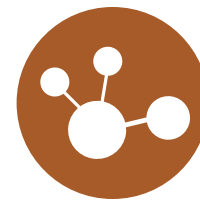
KNOWLEDGE	SKILLS	ABILITIES
Production & Processing	Active Listening	Deductive Reasoning
Mechanical	Speaking	Oral Comprehension
Administration & Management	Coordination	Oral Expression
Personnel & Human Resources	Critical Thinking	Problem Sensitivity
Engineering & Technology	Management of Personnel Resources	Written Comprehension

Supply Chain and Logistics Analyst

Analyze product delivery or supply chain processes to identify or recommend changes. May manage route activity, including invoicing, electronic bills, and shipment tracing. **SOC Code: 13-1081.02**

 Bachelor's degree

 \$17.26—\$27.29 per hour




TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
English Language	Reading Comprehension	Problem Sensitivity
Administration & Management	Complex Problem Solving	Written Comprehension
Mathematics	Critical Thinking	Deductive Reasoning
Transportation	Systems Analysis	Inductive Reasoning
Computers & Electronics	Systems Evaluation	Oral Comprehension

Warehouse Operator

Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified. **SOC Code: 53-7062**

 High school diploma or equivalent

 \$8.32 – \$11.82 per hour

TOP COMPETENCIES NEEDED

KNOWLEDGE	SKILLS	ABILITIES
		Static Strength
		Multi-limb Coordination
		Trunk Strength
		Control Precision
		Manual Dexterity



**NOW
WHAT?**

**IF YOU'VE CHOSEN AN OCCUPATION IN THE CONSTRUCTION,
OIL AND GAS, OR PLASTICS AND POLYMERS INDUSTRIES,**
you'll want to research that occupation on O*NET (onetonline.org/) and/or ShaleNET (shalenet.org/), then:

go on to **STEP 4** to find out about

TRAINING PROVIDERS

including apprenticeship programs, community colleges,
universities, and career/technical schools.

Step 4



Get the **CERTIFICATION**
degree or license

Now that you have selected your occupation, you need to get the **PROPER TRAINING** or **CERTIFICATION**.

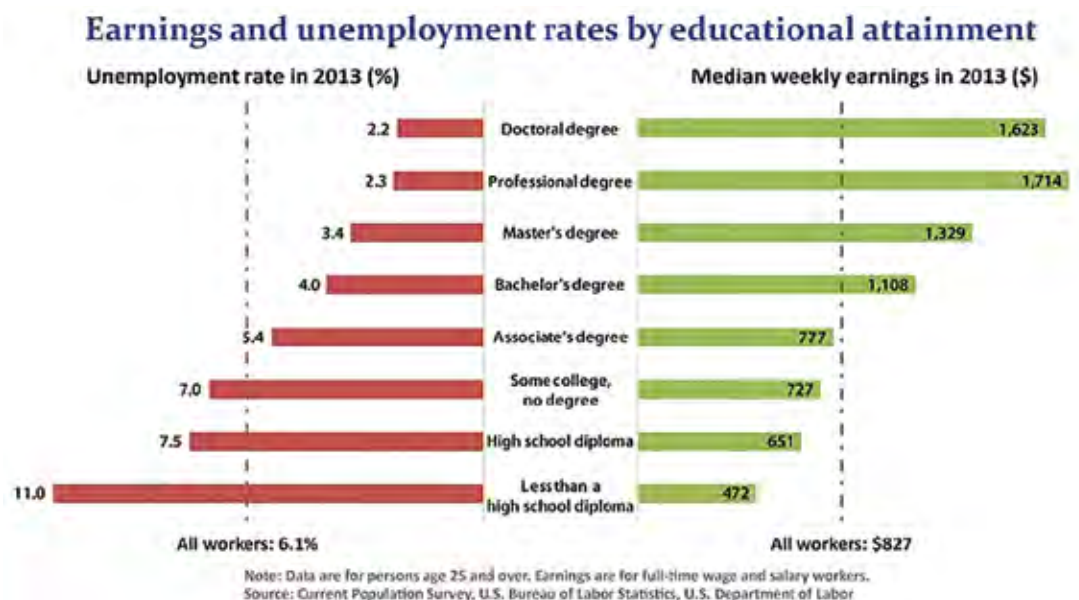
This section of the Employment Guide provides you with information about where you can receive the formal training required for your chosen occupation and includes apprenticeship programs, community colleges, universities and career/technical schools.

Educational Level & Pay

Generally speaking, jobs that require high levels of education and skill pay higher wages than jobs that require fewer skills and less education. Statistics from the Department of Labor's Bureau of Labor Statistics (BLS) validate this viewpoint by revealing that the unemployment rate among people who have a professional degree is significantly lower than that of people who have a high school diploma or less than a complete high school education. In addition, earnings increase significantly as a worker's degree of education rises.



dol.gov/dol/topic/wages/educational.htm



www.bls.gov/emp/ep_chart_001.htm

FOR MORE INFORMATION ON EDUCATION, OCCUPATIONS AND LIFETIME EARNINGS, SEE:



georgetown.app.box.com/s/ctg48m85ftqm7q1vex8y

Find a **TRAINING PROGRAM** and provider

This section of the Employment Guide will show you the training available at various institutions in the area for the occupations listed in this guide. There are other training providers available both inside and outside of the area and you are encouraged to contact them.

Each institution will be listed with contact information and the training they offer *related to the three industries and occupations* listed in this guide.

Contact the training provider of your choice to get more detailed information on the length of training, the classes you will need to take, the cost and the type of credential you will have upon completion. Questions you should ask are on the next page.

Apprenticeship program information is included for many construction occupations. Contact the “local” for detailed information.

Information for training providers in these counties is listed on the following pages.

In West Virginia	
Braxton	Mason
Cabell	Nicholas
Calhoun	Pleasants
Clay	Putnam
Doddridge	Ritchie
Fayette	Roane
Gilmer	Tyler
Jackson	Wirt
Kanawha	Wood

In Ohio	
Athens	Meigs
Gallia	Monroe
Lawrence	Washington

There may be other training providers who offer the training you need to become employed in your chosen field. We encourage you to look for them and explore all of your options in training.





Math and reading skills are important in most occupations.

Training provider questions

When choosing a training provider, you need specific information about your program.

HERE ARE SOME QUESTIONS YOU SHOULD ASK BEFORE SELECTING YOUR TRAINING PROVIDER/PROGRAM OF STUDY:

- How long will I be in school? When will I be in class (day, night, weekend)?
- What kind of credential/degree/diploma/certificate will I have when I complete training?
- What is the least amount of training I need to become employed in my field of choice (certificate/associate/bachelor's)?
- How much does it cost?
- Is financial aid available? How do I apply? When will I know if I receive financial aid?
- Is the cost of the training offset by the wages I will earn?
- How will I support my family while I am in training? Will I need to work while in training?
- Is there an internship/externship with the training? Is it a paid experience?
- What is the completion rate of the training program? What percentage of trainees become employed in the field after completion?
- Is there an apprenticeship program available? Is it accepting applications?
- When does the next apprenticeship class start?
- Does the program offer job placement service—will it help you find a job in your field of study?

Where do I find the answers?

VISIT THE SCHOOL: Talk to people in the program you are researching.

GO ONLINE: Review school websites, look for reviews of programs, talk to people who have taken the training.

SEARCH FOR FINANCIAL AID ONLINE AT:



fafsa.ed.gov

(official website—no cost)

TALK TO PEOPLE ABOUT FINANCIAL AID.

A list of contact information for training providers begins on **PAGE 62**.

About the training providers listed

The training providers listed offer training in the occupations or industries in this guide.

They may offer training in other programs, and there are other training providers in the area that are not listed in this guide who offer additional programs.

If you did not find your career interest in this guide, explore and research other training providers to find the best match for you and the training you desire.

Don't think you're ready for college?

Begin with **HIT THE GROUND RUNNING**.

Call **WorkForce West Virginia** at 866-420-4531 or your local Adult Education center.

**TAKE
NOTE**

*MyStateMyLife.com
... explore options in
careers and training.*

WEST VIRGINIA

High School Students



Vocational Technical Centers offer training in many of the occupations listed in this guide and teach skills you need in the workplace.

Check out the career/technical school in your area.

BEN FRANKLIN CAREER CENTER

benfranklinctc.weebly.com

500-28th Street
Dunbar, WV 25064
304-766-0369

Electrical Technology, Heavy Equipment Operations, HVAC - evening program, Plumbing, Welding

CABELL COUNTY CAREER AND TECHNOLOGY CENTER

ccctc.cabe.tec.wv.us

1035 Norway Avenue
Huntington, WV 25705
304-528-5106 | 304-528-5108

Heating, Ventilation, Air Conditioning, Electricity, Machine Trades, Industrial Electricity

CALHOUN-GILMER CAREER CENTER

www.edline.net/pages/Calhoun_Gilmer_Center

5260 East Little Kanawha Highway
Grantsville, WV 26147
304-354-6151

Building Construction, Natural Resource Management, Welding

CARVER CAREER & TECHNICAL CENTER

www.carvercareercenter.edu

4799 Midland Drive
Charleston, WV 25306
304-348-1965

Carpentry, Electrical, Heating, Ventilation, Air Conditioning, Plumbing, Welding

FAYETTE INSTITUTE OF TECHNOLOGY

fit.faye.tec.wv.us

300 West Oyler Avenue
Oak Hill, WV 25901
304-469-2911

Building Construction, Electrical Technology, Masonry, Pre-Engineering, Welding

MASON COUNTY CAREER CENTER

masoncountycareercenter.webs.com

281 Scenic Drive
Point Pleasant, WV 25550
304-675-3039

Building Construction Trades, Industrial Maintenance, Precision Machinery, Welding Technology

MID-OHIO VALLEY TECHNICAL INSTITUTE

www.edline.net/pages/movti

2134 North Pleasants Highway
St. Marys, WV 26170
304-684-2464

Welding





NICHOLAS COUNTY CAREER TECHNICAL CENTER

ncctc.nich.tec.wv.us/index.htm

215 Milam Addition Road
Craigsville, WV 26205

304-742-5416

Pre-Engineering, Welding, Carpentry,
Masonry

PUTNAM CAREER & TECHNICAL CENTER

www.pctc.edu

300 Roosevelt Blvd.
Eleanor, WV 25070

304-586-3494

Electrical Technology, Plumbing Technology,
HVAC/R, Carpentry, Welding Technology,
Masonry, Diesel Technology

ROANE-JACKSON TECHNICAL CENTER

www.roane-jacksontechnicalcenter.com

9450 Spencer Road
Leroy, WV 25252

304-372-7335

Carpentry, Welding

WOOD COUNTY TECHNICAL CENTER

wcv.t.wood.tec.wv.us/WCTC/WCTC.htm

1511 Blizzard Drive
Parkersburg, WV 26101

304-420-9501

Building Construction Technology, Welding
Technology



OHIO High School Students



Vocational Technical Centers offer training in many of the occupations listed in this guide and teach skills you need in the workplace.

Check out the career/technical school in your area.

BUCKEYE HILLS CAREER CENTER

bhcc.k12.oh.us/default.asp

51 Buckeye Hills Road
Rio Grande, Ohio 45674
740-245-5334

Building Trades, Electronics, HVAC, CNC,
Welding

COLLINS CAREER CENTER

collins-cc.edu

11627 State Route 243
Chesapeake, Ohio 45619
740-867-6641 | 1-888-999-7601

120 Marion Pike
Coal Grove, Ohio 45638
740-532-7405

Building Maintenance, Carpentry, Electricity,
HVAC, Welding, Commercial Truck
Equipment, Auto Mechanics Technician

SWISS HILLS CAREER CENTER

swissohio.k12.oh.us/shcc.html

46601 State Route 78,
Woodsfield, OH 43793
740-472-0722

Auto Technology, Construction Trades,
Electronics, Welding

TRI-COUNTY CAREER CENTER

tricityhightech.com

15676 State Route 691
Nelsonville, OH 45764
740-753-3511

Construction Trades, Electrical Trades,
Power Line Technology, Diesel/Ag
Technology

WASHINGTON COUNTY CAREER CENTER

thecareercenter.net

21740 State Route 676
Marietta, OH 45750
740-373-2766

Building Technology-Carpentry, Diesel Truck
Mechanics, Electricity, Heavy Equipment &
Natural Resources, Masonry, Welding



TRAINING Providers

LISTED ALPHABETICALLY



BELMONT COLLEGE

belmontcollege.edu

120 Fox-Shannon Place
St. Clairsville, OH 43950
740-695-9500 | 800-423-1188

Industrial Electronics Process Technician/
Technology, Heating, Ventilation, Air
Conditioning, Welding, Power Plant
Technology



BEN FRANKLIN CAREER CENTER

benfranklinctc.weebly.com

500 28th Street
Dunbar, WV 25064
304-766-0369

Electrical Technology, Heavy Equipment
Operations, HVAC – evening program,
Plumbing, Welding



CABELL COUNTY CAREER AND TECHNOLOGY CENTER

ccctc.cabe.tec.wv.us

1035 Norway Avenue
Huntington, WV 25705
304-528-5106
304-528-5108

Carpentry, Heating, Ventilation, Air
Conditioning, Electricity, Machine Trades,
Industrial Electricity



BRIDGE VALLEY COMMUNITY TECHNICAL COLLEGE

kvctc.edu/bridgevalley/bridgevalley-ctc

2001 Union Carbide Drive
South Charleston, WV 25303
304-205-6700

Chemical Operations, Pre-Engineering,
Sustainable Building Technology,
Applied Process Technology, Power Plant
Technology



CARVER CAREER & TECHNICAL CENTER

carvercareercenter.edu

4799 Midland Drive
Charleston, WV 25306
304-348-1965

Carpentry, Electrical, Heating, Ventilation,
Air Conditioning, Plumbing, Welding



COLLINS CAREER CENTER

collins-cc.edu

11627 State Route 243
Chesapeake, OH 45619
740-867-6641
1-888-999-7601

BUCKEYE HILLS CAREER CENTER

bhcc.k12.oh.us/default.asp

351 Buckeye Hills Road
Rio Grande, Ohio 45674
740-245-5334

Hydraulic/Pneumatic, Industrial
Maintenance, Industrial Motor Control-
Variable Drive, Power Plant, Mechanical
Systems, Pump Maintenance, Welding



120 Marion Pike
Coal Grove, OH 45638
740-532-7405

Electricity, HVAC, Industrial Maintenance,
Welding

FAYETTE INSTITUTE OF TECHNOLOGY**fit.faye.tec.wv.us**

300 West Oyler Avenue
Oak Hill, WV 25901
304-469-2911

Building Construction,
Electrical Technology,
Masonry, Pre-Engineering, Welding

GLENVILLE STATE COLLEGE**glenville.edu**

200 High Street
Glenville, WV 26531
304-462-7361
800-924-2010

Chemistry,
Environmental Science,
Land Surveying, Landman Technology,
Natural Resource Management

HOCKING COLLEGE**hocking.edu**

3301 Hocking Parkway
Nelsonville, OH 45764
740-753-3591
877-462-5464

Architectural & Mechanical Design,
Construction Management-Carpentry/
Commercial & Residential Electricity, Heavy
Equipment Management

ITT TECHNICAL INSTITUTE**itt-tech.edu**

5183 US Route 60
Building 1, Suite 40
Huntington, WV 25705
304-873-8700

Electrical Engineering Technology

MARIETTA COLLEGE**marietta.edu**

215 Fifth Street
Marietta, OH 45750
800-331-7896

Environmental Studies, Land and Energy
Management, Petroleum Engineering,
Chemistry, Geology, Environmental Science

MARSHALL UNIVERSITY**marshall.edu marshall.edu/movc**

One John Marshall Drive
Huntington, WV 25755

One John Marshall Drive
Point Pleasant WV 25550

Carriage Pointe Office Building, Suite 101
4038 Teays Valley Road
Hurricane, WV 25526

1-800-642-3463

Chemistry, Energy Management,
Engineering, Environmental Science

MID-OHIO VALLEY TECHNICAL INSTITUTE**edline.net/pages/movti**

2134 North Pleasants Highway
St. Marys, WV 26170

304-684-2464

Carpentry/Building Construction, Oil and
Gas Technologies, Welding

**MOUNTWEST COMMUNITY
TECHNICAL COLLEGE****mctc.edu**

One Mountwest Way
Huntington, WV 25701
304-710-3140 | 866-676-5533

Inland Waterways, Electronics Technology,
Engineering Design Technology, MT/CNC
Technology, Welding Technology, Industrial
Management

**NICHOLAS COUNTY
CAREER TECHNICAL CENTER****ncctc.nich.tec.wv.us/index.htm**

215 Milam Addition Road
Craigs ville, WV 26205
304-742-5416

Pre-Engineering, Welding, Carpentry,
Masonry





OHIO UNIVERSITY

ohio.edu

1 Ohio University
Athens, OH 45701

740-593-1000

Chemical Engineering, Civil Engineering, Electrical Engineering, Engineering Technology & Management, Environmental Chemistry/ Geography/ Geology/ Health Sciences, Industrial Technology, Mechanical Engineering, Production Design & Technology



PUTNAM CAREER & TECHNICAL CENTER

pctc.edu

300 Roosevelt Blvd
Eleanor, WV 25070

304-586-3494

Electrical Technology, Plumbing Technology, HVAC/R, Carpentry, Welding Technology, Masonry, Diesel Technology

ROBERT C. BYRD INSTITUTE

rcbi.org

100 Angus E Peyton Drive
South Charleston, WV 25303

1050 Fourth Avenue
Huntington, WV 25701

800-469-7224

Machinist Technology/CNC, Welding Technology, Manufacturing Technology, CNC Specialist, Industrial Electrician, Maintenance/Repair, Machinist, Production/Manufacturing Engineer, Quality/Lean Manager

SWISS HILLS CAREER CENTER

swissohio.k12.oh.us/shcc.html

46601 State Route 78
Woodsfield, OH 43793

740-472-0722

Auto Technology, Construction Trades, Electronics, Welding

TRI-COUNTY CAREER CENTER

tricityadulthoodcareercenter.org

15676 State Route 691
Nelsonville, OH 45764

740-753-3511

Industrial Welding, CDL



OHIO VALLEY TRUCK DRIVER TRAINING

ohiovalleytruckdrivertraining.com/index.htm

1341 Highland Avenue
Williamstown, WV 26187

304-375-4140 | 866-813-9106

CDL Class A and Class B



OHIO VALLEY UNIVERSITY

ovu.edu

1 Campus View Drive
Vienna, WV 26105

877-446-8668

Energy Management, Production Engineering



PIERPONT COMMUNITY TECHNICAL COLLEGE

pierpont.edu

1201 Locust Ave
Fairmont, WV 26354

304-367-4892

Petroleum Technology



PITTSBURGH INSTITUTE OF AERONAUTICS

pia.edu/jumpstart/locations/#charleston-wv/

500 28th Street
Dunbar, WV 25064

888-565-4846

CDL Class A



UNIVERSITY OF RIO GRANDE / RIO GRANDE COMMUNITY COLLEGE

rio.edu

P.O. Box 500
Rio Grande, OH 45674
800-282-7201

Electronic Technology, Environmental
Science, Industrial Automation &
Maintenance, Industrial Technology, Power
Plant Mechanical Maintenance

WASHINGTON COUNTY CAREER CENTER

mycareerschool.com

21740 State Route 676
Marietta, OH 45750
740-373-6283

Certified Production Technician, Chemical
Operator, Chemical Technician, HVAC/R,
Heavy Equipment Operator, Heavy
Equipment Systems & Maintenance
Technician, Instrumentation & Electricity,
Maintenance Mechanic & Millwright,
Welding/Pipe Welding, Electrical/Plumbing

WASHINGTON STATE COMMUNITY COLLEGE

wsc.edu

710 Colegate Drive
Marietta, OH 45750
740-374-8716

Auto/Diesel Technologies, Engineering
Technology, Geoscience, Geotechnical
Drafting, Mechanical Engineering
Technology, Instrumentation, Control &
Electrical, Industrial Technology, Online
Chemical Operator, Petroleum Technology,
Process Technician, Welding

WEST VIRGINIA STATE UNIVERSITY

wvstateu.edu

P.O. Box 1000
Institute, WV 25112-1000
800-987-2112

Energy Management, Engineering

WEST VIRGINIA UNIVERSITY AT PARKERSBURG

wvup.edu

300 Campus Drive
Parkersburg, WV 26104
304-424-8000 | 1-800-WVA-WVUP

Occupational Development, Electronics
Engineering Technology, Machining
Technology, Multi-Craft Technology, Welding
Technology, Electricity and Instrumentation,
HVAC/R, Industrial Maintenance,
Residential/Commercial Electricity,
Chemical/Polymer Operator and various
Workforce Community Education Industrial
Technology programs



**TAKE
NOTE**

"...earnings increase significantly as a worker's degree of education rises."

www.dol.gov/dol/topic/wages/educational.htm

HOW DO I PAY for school?

Financial Aid is available for Post Secondary Education at colleges, universities, and technical schools. Grants and scholarships are available for people of all ages, backgrounds and even grade point averages. Visit your school's financial aid page to find out what scholarships and grants may be available.

Definitions

GRANTS/ SCHOLARSHIPS: This form of financial aid does NOT have to be repaid, may be based on academic performance, financial need or other criteria. Many states and the federal government offer grants.

LOANS: Refer to money borrowed that MUST be paid back. There are loans through the federal government that do not have to be paid back until you are no longer in school. More information is available at the school's financial aid office.

WORK-STUDY: This refers to student employment, usually on the Federal Work-Study program. Students must qualify, and then will usually be placed in jobs on campus. Talk to the financial aid office for more information.

To receive financial aid, you will be required to complete the FAFSA.

Free Application for Federal Student Aid (FAFSA)

 fafsa.ed.gov/

Visit the website (above) to determine what information you will need to gather before completing the form. You do not have to pay to fill out or submit the fafsa, this is a free application.

Below are a few websites that list scholarships:

 pacfwv.com/scholarships

 oasfaa.org/docs/toc_students_parents.html

 fastweb.com

 ohiohighered.org/students/pay-for-college

 finaid.org

 ed.gov/finaid/landing.jhtml?src=ln

 secure.cfwv.com

APPRENTICESHIP Programs

TAKE NOTE

Apprentices earn as they learn!

Apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation.

The registered apprenticeship system provides a wide array of benefits.

For apprentices, benefits include improved skills and competencies that meet the specific needs of the employer; incremental wage increases as their skills improve; on-the-job training and occupation-focused education; career advancement; industry issued, nationally recognized credentials; and articulation agreements between certain apprenticeship training programs and 2- and 4-year colleges that create opportunities for college credit and future degrees.

Apprenticeship programs are operated by employers, employer associations, or management and labor groups (unions). The related classroom instruction is usually given in the program sponsor's training facility.

Most trades require 3-5 years to complete a program.



Wages

APPRENTICES EARN AS THEY LEARN! The pay scale for apprentices is based on wages of journeyman (workers who have completed the program), and may start at about 35 percent to 50 percent of the journeyman rate. Apprentices receive pay increases as they advance through the program. Such increases may occur every six months or every year. Additionally, there are fringe benefits, such as vacation, health and pension plans.

WHO PAYS? Apprenticeship programs are operated at little or no cost to each apprentice. Many apprentice programs have special entry options for veterans. Skilled trade apprenticeships are for everyone. Increasingly, women are entering construction as a career. For those interested, a pre-apprenticeship program is available to help individuals gain general construction skills, explore apprenticeship opportunities, and prepare for apprenticeship entrance exams.

For more information visit West Virginia Women Work at



wwwwomenwork.org.

APPRENTICESHIP IS A PROVEN SYSTEM OF TRAINING THAT BENEFITS WORKERS, COMPANIES AND OUR COMMUNITIES.

Apprenticeship program information

On the following pages you will find apprenticeship programs listed by trade. You will find trades listed from Kentucky, Ohio, and West Virginia because they serve the area. Call the trade office closest to you for information about that specific trade, even if it is out of state. Construction trades may require you to live within their service area to be eligible for training. Some trades have a training center at a central location while other trades offer training at their local offices.

Apprenticeship programs may only start one class per year depending on area need.

Contact information is provided for each trade and each trade has specific requirements that must be met beginning on page 69. Below is a list of questions you should have answers for in order to make an informed decision about training.

Additional information can be found on the web at:



wvapprenticeships.com/



jfs.ohio.gov/apprenticeship/index.stm

Questions to ask about an apprenticeship program

- When does the next class start?
- Is there a deadline to get into the next class?
- Do I have to live in the service area/jurisdiction?
- What are the requirements for the program?
- Are you taking applications?
- Where do I apply?
- What should I bring with me when I apply?
- How long is the training program?

NOTICE

**THIS IS A
DRUG-FREE
WORKPLACE**

Expect random drug testing and background checks..

Apprenticeship program list

BOILERMAKERS

Southeastern Area Joint Apprenticeship Committee

sajac-boilermakers.org/How_to_Apply.html

Boilermakers Local Lodge 667
1873 Winfield Road
Winfield, WV 25213

304-755-5611

An applicant must pick up his or her application at above address in person and sign the applicant registry. The application must be returned to the SAJAC office with proof of age and education to be considered.

BRICKLAYERS AND ALLIED CRAFTWORKERS

District Council Of West Virginia

www.wvbricklayers.com

Bricklayers District Council
Apprenticeship Program
19 Middletown Road
White Hall, WV 26554

304-363-9250

Apply the 3rd Friday of the month at any WorkForce West Virginia office (8 a.m. – noon / 1 – 4 p.m.)

Southern Ohio District Council of Bricklayers

5989 Radford Road
Athens, OH 45701

740-592-5182

Call for application information.

CARPENTERS

Mid-Atlantic Regional Council Of Carpenters

wvcarpenter.com/aboutus/carpenters/learnmore.php#applicationinfo

WV Carpenter Training Center
110 Boyles Lane
Parkersburg, WV 26104

304-428-1891 | 866-428-1891

Applications are accepted at all WorkForce West Virginia offices.

Regional Council Carpenters Local #356—Ohio

311 Second Street Lower Level
Marietta, OH 45750

740-373-4033

Call for application information.

CEMENT MASONS/PLASTERERS

Local #132

936 Slocum Avenue
Lancaster, OH 43130

740-689-9004

Call for application information.

Local #926

PO Box 23
Davisville, WV 26142

304-422-4901

Call for application information.





INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS [IBEW]

IBEW 968 – Parkersburg

wvapprenticeships.com/ibew-968/

1845 East Seventh Street
Parkersburg, WV 26101

304-485-7412

Applications accepted every Tuesday from 8:30 – 11 a.m., and 1 – 3:30 p.m. at the above address.

IBEW 596 – Clarksburg

wvapprenticeships.com/ibew-clarksburg-joint-apprenticeship-committee-announcement/

1001 North 12 Street
Clarksburg, WV 26301

304-622-0151 ext. 12

Applications accepted the first Tuesday of each month from 9 a.m. – 4 p.m. at above address.

IBEW 466 – Charleston

wvapprenticeships.com/ibew-466/

Apprenticeship Office
810 Indiana Avenue
Charleston, WV 25302

304-345-5166

Applications taken on the third Thursday of each month from noon – 8 p.m. for Inside Wireman, Telecommunications Installer, and Residential Wireman.

IBEW 317 – Huntington

huntingtonjatc.org/Applicants.html

1850 Madison Avenue
Huntington WV

304-429-3841

Applications taken on the fourth Monday of each month from 8 a.m. – 3 p.m. at the above address, or you can complete the application online at the website above.

LOCAL #972 – Marietta, OH

50 Sandhill Road
Reno, OH 45773

740-373-5054

Call for application information.

INSULATORS

Heat And Frost Local 80

wvapprenticeships.com/insulators-80-apprenticeship/

awlu80.com/about-apprenticeships

Joint Apprentice Training Center
Winfield covers WV, OH, KY, and VA

7901 St. Rt. 34

Winfield, WV 25213

304-586-4780 | 740-843-1017

Call the 740-843-1017 to find out when to apply. Apply at the Charleston, Huntington, or Parkersburg WorkForce West Virginia office.

Insulators 2 – Clinton, PA

covers some West Virginia counties

wvapprenticeships.com/insulators-2/

1057 Clinton Road
Clinton, PA 15026

724-695-3902

Call the above phone number for application instructions.



High school diploma/
equivalency required
for apprenticeship
programs.

IRON WORKERS**Local 787 – Parkersburg**

wvapprenticeships.com/iron-workers-787/

303 Erickson Boulevard
Parkersburg, WV 26101
304-485-6231

Call for application information.

Local 301 – Charleston

ironworkers301.com/untitled2.html

2425 Hampshire Drive
Charleston WV
304-342-5354

Applications accepted Monday – Friday
8 a.m. – 4 p.m. at the above address.

Local 172

ironworkers172.com/apprentice%20acceptance.htm

2867 S High Street
Columbus, OH 43207
614-497-0550

Accepting applications on the last Saturday
of the month from 8 a.m. to noon.

Local 769 – Ashland KY

ironworkerslocal769.com/index_files/Page376.htm

12010 Virginia Blvd.
Ashland, KY 41102
606-929-9656

Call for application information.

Local 549 – Wheeling

wvapprenticeships.com/iron-workers-549/

2350 Main Street
Wheeling WV 26003
304-232-2660

Call for application information.

LABORERS**WV Laborers Training Center**

wvapprenticeships.com/wv-laborers-training-center/

wvcll.org/apprenticeship.htm

307 Tracewell Road
Mineral Wells, WV 26150
304-489-9665

Apply on the third Friday of the month at
WorkForce West Virginia.

Local #639

PO Box 639
Marietta, OH 45750

740-373-5859

Call for application information.

MILLWRIGHTS**Local 1755 – Parkersburg**

wvapprenticeships.com/millwrights-1755/

304-422-7697

Applications accepted the first Thursday of
each month; call for application information.

OPERATING ENGINEERS**Local 132**

http://www.iuoe132.org/?page_id=35

Apprenticeship Training School
3377 Medina Road
Ravenswood, WV 26164

304-273-4852 | 800-376-4852

Applications are taken at the WorkForce
West Virginia offices when openings are
available.



LiUNA!



Construction work is physically demanding and is done outdoors in all weather conditions.



Construction workers are required to wear safety gear while on the job.



PAINTERS

District Council 53

Joint Apprenticeship & Training Committee

wvapprenticeships.com/iupat-district-council-53-jatc/

paintersuniondistrict53.org/

District Council Office
115 Spring Street
Charleston, WV 25302

For further information, contact 304-343-8250 ext 10

Painters Local 91, 438, 804

117 Label Lane
Weston, WV 26452

Painters Local 1072

2001 Pine Street
Kenova, WV 25530

Painters Local 93 & 1144

512 33rd Street
Parkersburg, WV 26101

Applications are accepted daily from 7:30 a.m. to 4 p.m. year round. You may obtain an application and information at the above locations.

PLUMBERS & STEAMFITTERS

Local 565 – Parkersburg

wvapprenticeships.com/plumbers-steamfitters-565/

593 Cedar Grove Road
Parkersburg, WV 26104

304-485-5202

Call for application information.

LOCAL 168 – Marietta OH

201 Front Street
Marietta, OH 45750

740-373-7965

Call for application information.

Local 152 – Morgantown

wvapprenticeships.com/plumbers-pipefitters-152/

304-292-7562

Applications are taken in June. Call for additional information.

Local 625 – Charleston

wvapprenticeships.com/plumbers-pipefitters-625/

3601 James Street
Charleston, WV 25387

304-546-8811

Call the above phone number for when to apply. There is a \$35 application fee.

Local 521 – Huntington

wvapprenticeships.com/plumbers-fitters-521/

2584-86 Guyan Avenue
Huntington, WV 25703

304-523-8489

Watch newspapers for announcements of application season, the committee only takes applications at certain times of the year, determined as needed. Apply at West Virginia Job Service Offices in the following counties: Cabell, Mason, Logan, Mingo or McDowell.

ROOFERS**Local 242 – Parkersburg**

wvapprenticeships.com/north-central-jac-roofers-local-242/

728 Tracewell Road
Mineral Wells, WV 26150
304-489-2111

Call for application information.

Local 185 – Charleston

wvapprenticeships.com/roofers-185/

PO Box 770
Elkview, WV 25071
304-346-9234

Call for application information.

SHEET METAL WORKERS**Local 33 – Charleston/Parkersburg/Clarksburg**

wvapprenticeships.com/sheet-metal-workers-33-parkersburg-district/

4601A Camden Avenue
Parkersburg, WV 26101
304-422-5549

Apply at any WorkForce West Virginia office; applications accepted year round.

Local 24 – South Point, Ohio

wvapprenticeships.com/sheet-metal-workers-24/

smw24.org/col/index.htm

3031 Lamb Avenue
Columbus, OH 43219
877-862-1368

Call the above phone number for application information.



Apprenticeship training can lead to an academic degree.

Contact your local community college for more information.





**NOW
WHAT?**

Now that you have received the proper training or certification

It's time to perfect your
JOB-SEEKING SKILLS

STEP 5 will help you improve and learn more of these skills.

Step 5



Perfect your
JOB SEEKING skills

**TAKE
NOTE**

According to the Bureau of Labor Statistics, those who have a high school diploma, including a TASC™ or GED® earn \$7,400 more per year than those who did not graduate from high school.

Prepare your **JOB SEARCH TOOLS**

This section of the Employment Guide will provide you with information and resources to help you:

- Correctly fill out a **JOB APPLICATION**
- Write a **GREAT RESUMÉ**
- Prepare an **EFFECTIVE COVER LETTER**
- Perfect your **INTERVIEW SKILLS**
- Access additional **JOB SEARCH ASSISTANCE**

Websites to assist with your job search



career-advice.monster.com



indeed.com



jobsearch.about.com/od/findajob/



quintcareers.com/job_applications.html



workforcewv.org



Completing a job application

TAKE NOTE

WorkForce WV offers FREE Job Search Workshops every month!

Application tips

- Your application should be complete (there are no blanks) and signed.
- Use your most relevant and transferrable skills when completing a company application.
- List the jobs you have held for the last 10 years in reverse chronological order (current job first).
- Write neatly, spell correctly and use accurate information!
- DO NOT LIE — this is cause for immediate termination.
- Emphasize that you have the required skills, experience and education for the position.
- Contact three professional references and ask them if you can list them on your application. Verify their correct contact information and job title(s).
- Follow up with the employer! Contact the employer in a reasonable amount of time and ask if they are still hiring for the position. If not, see if they keep resumés on file, and if they expect to fill any other positions in the near future.
- Carry a sample application with you and you will have all or most of the information you need at your fingertips.

Online application tips

- Some companies divide their applications into separate pages. If you reach the bottom of a page, and if the option to “save application” is there, click. Do not click “continue” until you save your application. If you click “continue” before clicking “save,” you could experience a computer glitch and all your progress might be lost. After you click “save application,” click “continue.”
- Do not click your browser’s back button. If you need to revisit a previous page, click the application’s “previous” page. Look for “previous” buttons in the upper-left or lower-left corner. If you use your browser’s back button, you might lose all of your information.
- Complete all the pertinent information. Double-check your work. If you don’t submit complete information, the page may refresh and you’ll receive an error message. After you proceed past the error message, you’ll notice all your information is cleared, and you will have to start again.

READ MORE:



[ehow.com/how_6068607_complete-online-job-application.html](https://www.ck12.com/learn/online-job-application/)

Developing your RESUMÉ

A good resumé is the key to landing a job interview!

YOUR RESUMÉ AND COVER LETTER ARE YOUR PERSONAL MARKETING MATERIALS

- A resumé should be kept to one page, two at the most.
- Your resumé should be a reflection of your skills, ability, education and work history. It should show an employer in the top 1/3 of the page that you have the specific qualifications required.
- Employers are interested in your accomplishments — describe what you have accomplished in your previous jobs.
- Your resumé should highlight the skills you have that match the employer's needs.
- A good resumé can easily be adjusted for a specific job listing.
- Always check grammar, spelling, and capitalization. Ask one or two people you trust to read over your resumé and recommend changes!
- Use an appropriate email address, even if you have to create a new account. "wildthing@xxxmail.com" is not appropriate. Your initials with your last name would be a better choice.
- Never lie or include negative information on your resumé.
- There are different formats for resúmes — find the resumé format that works best for you: contact your local WorkForce West Virginia or OhioMeansJobs office.
- **REMEMBER** not all resumes look the same! This is just one format.

YOUR CONTACT INFORMATION

So the employer will know how to contact you

YOUR SKILLS

So the employer will know you have exactly what they want

YOUR WORK HISTORY

So the employer will know you have relevant experience

YOUR EDUCATION

If you went to college, you don't need to list high school. You do not have to list the year, but you can. If your education is most important to the employer, move it to the top.

• Your Name
 Your Address Phone Number APPROPRIATE Email address ONLY

SKILLS AND QUALIFICATIONS

- Your resumé should show your skills in the top 1/3 of the page
- This lets you tell the employer that you have EXACTLY what they want
- You can name this section different things – Skills, Qualifications, Relevant Experience, etc.
- Soft skills, like communication skills or team player, can be listed here
- Hard skills like computer knowledge, forklift experience, or CPR certificate also can be listed here
- You can use the job listing as a cheat sheet to know what skills you should list here for each job you apply for
- Notice no periods at the end of these phrases? You choose if you use them or not, but be consistent
- Make sure your resumé is easy to read, using white space to your advantage
- Always use spell check, proper grammar, and capitalization and have someone else check for mistakes

EXPERIENCE

Company Name City, ST
 My Job Title 2009 – Present

- List what your job responsibilities were in this area
- Think about the skills you used that may be transferrable to other jobs as well
- Don't list everything, but do list things that may be important to your next job
- Show the variety of things you did
- 8 to 10 years worth of work history is generally sufficient in a resumé

Other Company Name City, ST
 My Job Title January 2006 - March 2009

- Notice years in one section, but month and year in another. You can list them either way. DON'T mix these — just be consistent!
- If have you had a short-term job or jobs, list them in years so you don't draw attention to length of employment
- You can also hide gaps in employment by using just years
- Some employers would rather see month and year, but you should use the best format for you
- You want to list jobs that are relevant to the jobs for which you are applying
- It's OK to leave off jobs that are not relevant, but don't leave big gaps in your history if you can avoid it
- Remember, these are guidelines. Your resumé should be a reflection of you

EDUCATION

Post-Secondary School Degree
 High School or GED Program Diploma or GED

Writing an effective COVER LETTER

The purpose of the cover letter is to capture the attention of the employer so they will read your resumé and call you for an interview. Your cover letter can be used to inquire about job openings or apply for known vacancies.

A cover letter should be targeted to a specific recipient and not be a mass-mailed, generic document. It should be addressed to a specific person, and, if possible, it should mention a specific job with the company.

To the right is a sample that highlights important aspects of a good cover letter.

Not all employers expect or require a cover letter; follow the employer's instructions.

Cover letter tips

- Use correct grammar, punctuation and spelling.
- Have a second pair of eyes review your letter.
- Focus on what you can do for the company, not what the company can do for you.
- Don't overuse the word "I" throughout the letter.
- Be clear and brief, but give the employer enough information to know that you are qualified.

SALUTATION

Address a specific person, not "Dear Sir" or "HR Manager"

INTRODUCTION

You should begin by telling them the position for which you are applying and how you heard about the opening.

BODY

The body should tell them why you are a good fit for the position. Give examples of your talents. Refer to, but don't repeat, your resumé.

CLOSING

In closing, request an interview.

SIGNATURE

Sign the letter boldly. Using blue ink shows the employer that the letter isn't a photocopy.

Tammy Job Seeker
304 Lakeview Center, Parkersburg, WV 26101
304-555-1212
appropriate@email.com

Today's Date

Mr. David Davis
A1 Insurance Company
123 Riverview Drive
Parkersburg, WV 26101

Dear Mr. Davis,

This letter is in reply to your advertisement in the Parkersburg News & Sentinel for a Customer Service Representative.

As you can see by my enclosed resumé, I have experience as a counter clerk and customer service representative. My experience in customer service allowed me to develop a very successful manner of dealing courteously with the public. Even under stressful or busy circumstances, I have the ability to remain polite and unruffled, and still get the job done.

Having looked at your website, it is clear that A1 Insurance provides a wide variety of services to its clients. Though I would be new to the insurance industry, I am a quick learner and am confident that I can master the information about which your clients have questions. I have been complimented on my ability to understand and meet customer needs in the past, and I would like to bring that energy and commitment to your company.

I am available for an interview at your convenience and am looking forward to discussing my qualifications with you in person.

Thank you for your time and consideration.

Sincerely,

Tammy Job Seeker

Tammy Job Seeker

Enc.: resumé

Preparing for your **INTERVIEW**

Your resume preparation has paid off, and now it's time to get ready for the interview!

PREPARATION IS THE KEY. Here are a few tips that are important for any interview:

- Prepare for the interview by reviewing practice interview questions. Call your local Career Center and ask to schedule a mock interview.
- Know where you are going. If you aren't sure about directions, do a trial run the night before.
- Dress one step above the position for which you are interviewing! Jeans and a T-shirt are never appropriate for a job interview. Show the interviewer that you care enough to look the part!
- Turn off your cell phone or leave it in the car. Don't let a ringing phone or a text alert throw you off your game!
- Be ready with questions to ask your interviewer. Don't talk about salary at the first interview unless the employer brings it up, but do have appropriate questions ready for the end of the interview.
- Thank your interviewer for their time! Get business cards from each person who interviews you and send each one a thank you. Email is perfectly acceptable, and no matter how you send a thank you, send it within 24 hours.
- Evaluate your interview. Figure out what you did right and what you did wrong so you can be ready for your next interview.
- Follow up with the interviewer after an appropriate amount of time.



Interview questions

“TELL ME ABOUT YOURSELF”

- This can be one of the toughest questions at an interview!
- It's easy to over-share information that is not relevant to the job or your skills.
- Preparing an “Elevator Speech” or a “30-Second Sales Pitch” can help keep you on track!

A GOOD “ELEVATOR SPEECH” OR “30-SECOND SALES PITCH” WILL:

- Make a good first impression on an employer
- Convey to a potential employer your skills and abilities
- Explain the direction your career is going and why they should hire you

WHAT SHOULD YOUR “SALES PITCH” CONSIST OF?

- Your educational and employment background
- Relevant skills, abilities and accomplishments
- Your job objective/goal
- Why you stand out among your peers, and most important
- Why you are the perfect candidate for the job

**TAKE
NOTE**

Once you've prepared your Sales Pitch, find a friend and practice it!

Practice interview questions

- Tell me about yourself.
- Why are you interested in working for this company?
- Tell me about your education.
- Why have you chosen this particular field?
- Describe your best/worst boss.
- In a job, what interests you most/least?
- What is your major weakness?
- Give an example of how you solved a problem in a previous job.
- What are your strengths?
- How do others describe you?
- What do you consider your most important contribution to your last job?
- Where do you see yourself in three years?
- How do you think you will fit into this operation?
- If you were hired, what ideas/talents could you contribute to the position or our company?
- Give an example where you showed leadership and initiative.
- Give an example of when you were able to contribute to a team project.
- What have you done to develop or change in the last few years?
- Do you have any questions for me?
(Make a note of four or five questions and take them with you!)

The INTERVIEW

The key to a good job interview is to **BE PREPARED** — make the most of the opportunity.

Before the interview

- Research the company and industry.
Make sure you know some facts about the company, the products or services they offer and the industry they serve.
- Memorize your “Sales Pitch.”
Be ready to sell yourself with a summary of your education, achievements, skills and goals. It should sound natural, but it’s important to practice.
- Be prepared for “dangerous” questions.
Know in advance how you will answer questions about lack of experience, job-hopping history and gaps in employment. Prepare positive answers to these sometimes negative questions.
- Think about three to five examples of times when you have excelled.
Be prepared to tell the interviewer about goals you met, problems you solved, or times that you were able to shine on the job, individually or as part of a team.

The interview

DO	DON'T
<ul style="list-style-type: none"> • Go alone. • Arrive 15 minutes early. • Be clean and well groomed. • Bring extra copies of your resume, references and a pen. • Address the interviewer by name. • Smile and shake hands firmly. • Listen carefully and be interested. • Maintain good eye contact. • Take time to think about your answers to questions. • Speak clearly and use proper grammar. • Ask for clarification if you don't understand a question. • Be positive. • Stress your qualifications for the job. • Express your readiness to undertake the job duties. 	<ul style="list-style-type: none"> • Speak too fast. • Interrupt the interviewer. • Smoke or chew anything, even if invited to do so. • Say, “I’ll take anything.” • Ask about salary. • Criticize your former employers or co-workers. • Discuss personal or financial problems. • Provide information that is not true. • Beg for the job or hang around after the interview. • Sit down until you are asked.



JOB SEARCH assistance

Need help writing an effective resumé? Need tips or practice on your interview skills?



WorkForce WEST VIRGINIA Career Centers

CABELL COUNTY

2699 Park Avenue Suite 240
Huntington, WV 25704
304-528-5525

NICHOLAS COUNTY

830 Northside Dr. Suite 123
Summersville, WV 26651
304-872-0820

ROANE COUNTY

321 Market Street
Spencer, WV 25276
304-927-0955

HARRISON COUNTY

16 Sterling Drive
Bridgeport, WV 26651
304-872-0820

PUTNAM COUNTY

#19 Putnam Village
Shopping Center
Teays Valley, WV 25569
304-757-7270

WETZEL COUNTY

257 North State Route 2
New Martinsville, WV 26155
304-455-0902

JACKSON COUNTY

206 Stone Ridge Road
Ripley, WV 25271
304-373-0313

WOOD COUNTY

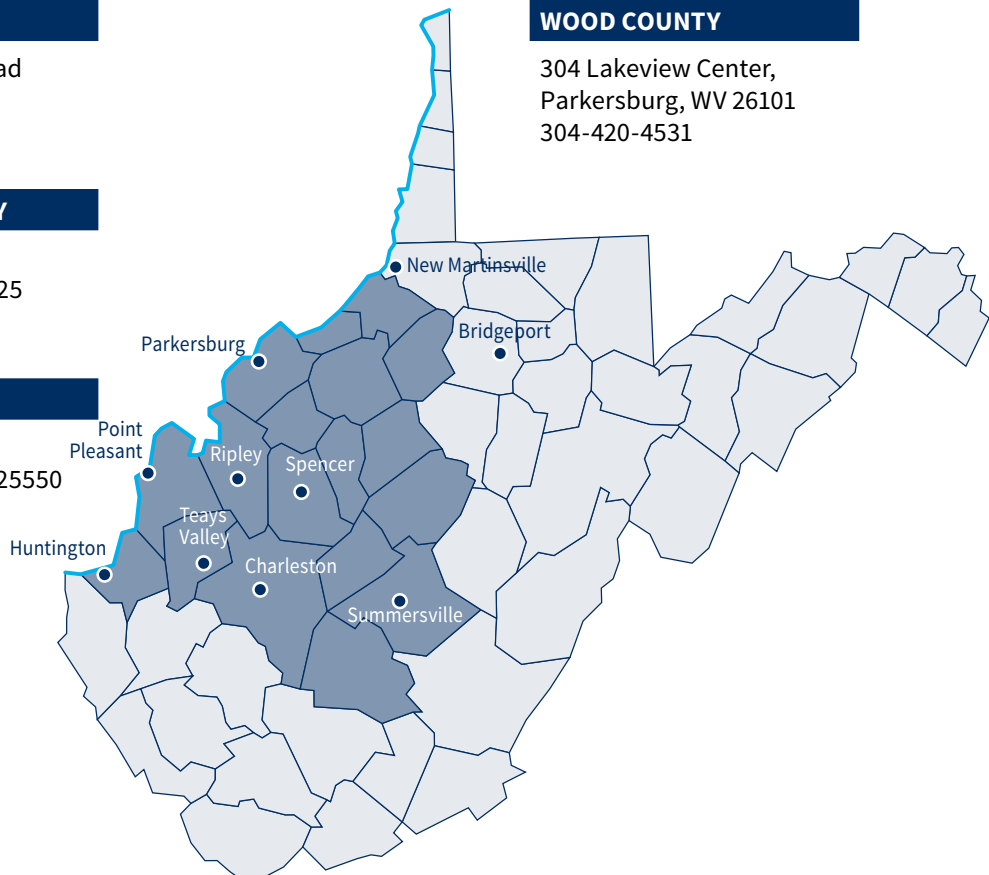
304 Lakeview Center,
Parkersburg, WV 26101
304-420-4531

KANAWHA COUNTY

1321 Plaza East
Charleston, WV 25325
304-558-0342

MASON COUNTY

404 Main Street
Point Pleasant, WV 25550
304-675-7726



TAKE NOTE

Equal opportunity
employer/program.
Auxiliary aids and
services available upon
request to individuals
with disabilities.



Ohio MEANS Jobs Centers



ATHENS COUNTY

70 N. Plains Road, Suite C
The Plains, OH 45780
740-797-1405

MEIGS COUNTY

150 Mill Street
Middleport, OH 45760
740-992-2117

GALLIA COUNTY

848 Third Avenue
Gallipolis, OH 45631
740-446-3222

MONROE COUNTY

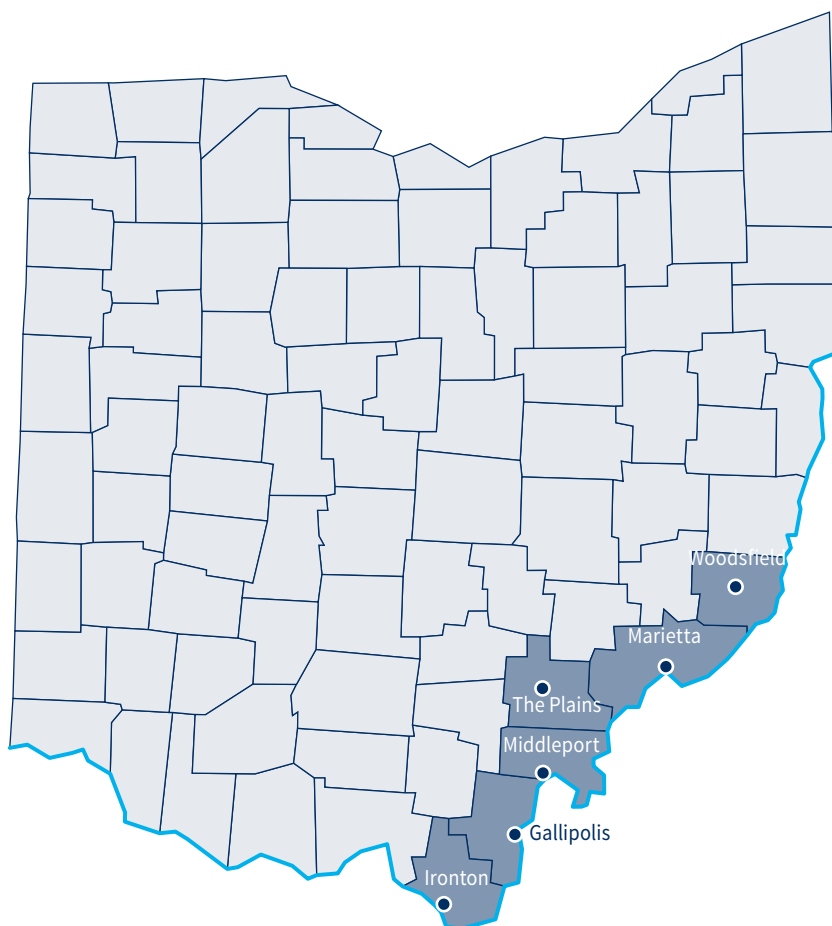
100 Home Avenue
Woodsfield, OH 43793
740-472-1602

LAWRENCE COUNTY

120 N. 3rd St.
Ironton, OH 45638
740-532-3140

WASHINGTON COUNTY

218 Putnam Street
Marietta, OH 45750
740-373-3745



TAKE NOTE

Also check
local colleges,
ABE / ABE sites for
assistance.





Assistance with EMPLOYMENT CHALLENGES

WV DIVISION OF REHABILITATIVE SERVICES (DRS) assists people with physical or mental conditions prepare for and maintain employment. DRS helps those with physical or mental disabilities address the barriers that are interfering with their ability to work. You will work with a rehabilitation counselor to develop an individualized plan for employment (IPE) that describes the services needed to reach your employment goal.

The following services may be available to ELIGIBLE persons: training, assistive technology, physical and mental therapeutic series and placement services.

Contact the office nearest you for additional information.

BECKLEY DRS

800 New River Town Center
Beckley, WV 25801
304-256-6900

CLARKSBURG DRS

107 Cambridge Place
Bridgeport, WV 26330
304-842-2951

CHARLESTON DRS

4701 MacCorkle Avenue SE
Charleston, WV 25304
304-356-2371

HUNTINGTON DRS

2900 Park Avenue, Suite 200
Huntington, WV 25704
304-528-5585

OAK HILL DRS

549 Mall Road
Oak Hill, WV 25901
304-465-3025

PARKERSBURG DRS

State Office Building
400 5th Street
Parkersburg, WV 26101
304-420-4580

POINT PLEASANT DRS

209 5th Street
Point Pleasant, WV 25550
304-375-0867

RIPLEY DRS

206 Stone Drive
Ripley, WV 25271
304-373-0336

SISTERSVILLE DRS

714 Wells Street
Sistersville, WV 26175
304-652-2354

SPENCER DRS

321 Market Street
Spencer, WV 25276
304-927-0954

SUMMERSVILLE DRS

830 Northside Drive, Suite 113
Summersville, WV 26651
304-872-0813

WHEELING DRS

Central Union Building
40-14th Street, Suite 102
Wheeling, WV 26003
304-238-1092

OPPORTUNITIES FOR OHIOANS WITH DISABILITIES/BUREAU OF VOCATIONAL REHABILITATION and BUREAU OF SERVICES FOR THE VISUALLY IMPAIRED assist persons with physical or mental disabilities in preparing for and helping to maintain employment. OOD helps those with physical or mental disabilities address the barriers that are interfering with their ability to work. You will work with a rehabilitation counselor to develop an individualized plan for employment (IPE) that describes the services needed to reach your employment goal.

The following services may be available to ELIGIBLE persons: training, assistive technology, physical and mental therapeutic series and placement services.

Contact the office nearest you for additional information.



ATHENS OFFICE

86 Columbus Rd
Suite 102
Athens, OH 45701
740-592-4411 | 800-248-4378

Serves the following Ohio counties: Athens, Gallia, Hocking, Jackson, Meigs, Vinton, Washington.

CANTON OFFICE

816 30th St. NW
Canton, OH 44709
330-438-0500 | 800-248-4391
TTY: 330-438-0555

Serves the following Ohio counties: Belmont, Carroll, Guernsey, Harrison, Holmes, Jefferson, Monroe, Noble, Stark, Tuscarawas, Wayne.

PORTSMOUTH OFFICE

4304 Old Scioto Trail
Portsmouth, OH 45662
40-354-7951 | 800-637-9341
TTY: 740-354-7956

Serves the following Ohio counties: Fairfield, Lawrence, Pickaway, Pike, Ross, Scioto, Vinton.



Background checks

It is not unusual for companies to require background checks on their potential employees. A pre-employment background check may save a company money and help protect their business.

There are several types of background checks, including credit checks, drug tests, criminal background checks and driving records.

A potential employer must have your permission prior to running most background checks.

When employers conduct a check of your background (credit, criminal, past employer) using a third party, the background check and your rights are covered by The Fair Credit Reporting Act (FCRA).

TYPE	GENERAL INFORMATION	HOW WILL IT AFFECT ME?
Criminal record	Criminal background checks normally go back five years, but, with red flags, may go back further. FBI checks may go back as far as 15 years or your 18th birthday.	A criminal record will not prevent your employment in many industries. A felony record will likely exclude employment in a chemical plant, but may not affect employment in the labor trades or in the oil and gas industry.
Credit checks	Your credit history generally reflects the past seven years. Bankruptcies and judgments may be listed longer. Record of bankruptcy cannot be used against an applicant for employment.	Poor credit history may affect your ability to get a job working with money or in a position where you are responsible for other people's resources. If you are not hired based on your credit report, an employer is required to provide you a copy of the report and information on how to challenge the report through the FCRA.
Education certification or license check	Many certifications and licenses are public record and are easily verified by an employer. College transcripts are often verified by the school.	Falsifying education or certification on an application can result in dismissal in any position. If you have documentation to verify your information, you may want to offer proof to an employer if requested.
Drug screening	Employers cannot discriminate based on a physical or mental impairment or request an employee's medical records. Businesses can inquire about an applicant's ability to perform specific job duties.	If you are taking a prescription for something normally checked on a drug test, like pain killers or medication for ADHD, you will be required to provide proof that it is a legal prescription. You can take your prescription bottle with the information attached to your drug screening appointment.

I have a criminal record, now what?

WILL HAVING A CRIMINAL RECORD BE A PROBLEM?

The reality is yes. If you have a criminal record, it might take you longer to find the job you want, and different employers will look at your background in different ways. Having a criminal record can be overcome though. Your general attitude and the way you talk to an employer will make a huge difference. If an employer gets a positive impression of you and your work ethic, if they know that you are motivated, that you are clean and going to stay that way, and that you want an opportunity to prove yourself, they will be more likely to “take a chance” on you.

<p>Free Fidelity Bonding Program Contact any WorkForce West Virginia Office or call 800-252-5627</p>	<p>Fidelity Bonding is a business insurance policy that protects the employer from the risk of hiring an employee. There is no cost to the employer or applicant. Typical coverage is \$5,000 and is issued for a six-month period. It is great for ex-offenders, recovering substance abusers, people with poor credit history, dishonorable discharged military, and those who lack a work history.</p>
<p>Work Opportunity Tax Credit Contact any WorkForce WV Office or call 800-588-5050</p>	<p>Employers receive tax credits for hiring and retaining workers from eligible groups, reducing federal tax liability by as much as \$9,600 per employee hired. Employers complete two forms and provide required documentation. Great opportunity for ex-offenders, vocational rehab referrals, summer youth employees, SNAP recipients and others.</p>
<p>Kanawha Institute for Social Research & Action KISRA 304-699-6743</p>	<p>The Second Chance Mentoring Program is designed to help former offenders reenter our community, stabilize their lives and achieve self-sufficiency. It is also designed to enhance community safety by reducing the chances that they will return to prison in the future. A supportive, positive role model at this crucial time in their lives can mean all the difference in making that goal a reality.</p>

For jobs that require a background check it is important to talk with the employer in person. Discuss the fact that you made a mistake in the past and how you have made changes in your life. This is a good time to give your employer a letter of reference from someone who knows the changes you have made and can back-up the fact that you are doing well.

Provide potential employers with information about the Federal Bonding Program and the Work Opportunity Tax Credit. These can help you become the most attractive candidate for the position!

These jobs **DON'T APPEAL** to me

If the jobs that are listed in this Employment Guide don't appeal to you,
DON'T PANIC! There are many other opportunities in the Mid-Ohio Valley for
employment and training.

You can explore occupations here:



WORKFORCEWV.ORG



iogawv.com



MyStateMyLife.com



secure.cfwv.com/



westvirginia.strategiccompass.com



workforcemov.org



wvapprenticeships.com



OHIOMEANSJOBS.COM



jfs.ohio.gov/apprenticeship/index.stm



oogeep.org

Additional Resources



careeronestop.org



www.mynextmove.org



onetonline.org



shalenet.org

workforcemov.org

NOTE: Information contained in this document is specific to the Mid-Ohio Valley.

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

Equal opportunity employer/program.

Auxiliary aids and services available upon request to individuals with disabilities.