



Job Opportunities

Heavy Equipment Maintenance Technician

1380182

- The position is the advanced level of repair and maintenance work on motor vehicles and/or construction/maintenance equipment. Employees are responsible for performing routine repair work, standard preventive maintenance services, and assisting with major automotive repairs.
- Employees are responsible for performing major mechanical repairs, diagnosing various system malfunctions, and extensive overhauls of all types of major automotive and equipment components, assemblies, and sub-assemblies.

Recruitment & Selection Analyst

1380203

- Performs a full range of recruitment duties to include designing and conducting recruitment strategies, including the development of job announcements, reviewing applications for minimum and/or selective qualifications.
- Conducting job analysis; planning, developing, administering, and scoring examinations; performing currency analysis; writing technical reports to document each testing project in accordance with the Uniform Guidelines on Employment Selection Procedures, and obtaining and analyzing all necessary statistics for each testing project.

Controller

1380226

- The Controller oversees the seven functional areas of the Office of Finance.
- Overseeing accounting operations, financial reporting, payroll processing, budget development, and monitoring, and maintaining the integrity and reliability of the accounting and payroll systems.

HOW TO APPLY:

Veterans are encouraged to apply! Go to www.mwejobs.maryland.gov and placing the appropriate job order number on job search tab and following the hiring instruction.

Expiration Date: 07/19/2021



Whether you are just beginning your career or have years of experience, MDOT offers jobs for every skill level and interest. Generous health care coverage, great vacation and scheduled holidays, training and education, solid retirement plans – if this sounds good to you then check our job listings to find a career that is right for you!

MDOT offers a wide range of entry level positions. If you are looking for experience, great training, and chance to move up, MDOT is the perfect place for you to begin an exciting career in transportation.

Come Join Team MDOT!

Denise Bice
Local Veteran Employment Representative

Denise.bice@maryland.gov
(443) 955-9085



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Assistant District Engineer - Traffic (Administrator VII)

SALARY:	\$70,280.00 - \$112,848.00 Annually
OPENING DATE:	06/07/21
CLOSING DATE:	06/21/21 11:59 PM
DESCRIPTION:	

Executive Service Position

This position serves at the pleasure of the Appointing Authority

Assistant District Engineer - Traffic (Administrator VII)

YOU MUST APPLY ONLINE TO BE CONSIDERED FOR THIS POSITION
<http://agency.governmentjobs.com/mdotmd>

****THIS IS A COMPETITIVE RECLASSIFICATION LIMITED TO DISTRICT 1 EMPLOYEES ONLY****

THE RECONSIDERATION PERIOD FOR THIS RECRUITMENT IS THREE (3) BUSINESS DAYS

(A competitive reclassification is not used to fill a vacancy. The selected individual will be reclassified into the above classification. All candidates must still meet the minimum qualifications or applicable substitutions in order to be considered for reclassification. Contractual and Temporary Employees are not eligible for Competitive Reclassification).

The Maryland Department of Transportation State Highway Administration's (MDOT SHA) District 1 is conducting a competitive reclassification for an **Assistant District Engineer - Traffic (Administrator VII) Executive Service position. This position is located in District 1's Office (Wicomico County).** This is a competitive reclassification **limited to current employees within District 1 only** who meet the **minimum qualifications*** listed below.

Nature of Work: The Assistant District Engineer-Traffic (ADE- Traffic) directs, coordinates, and supervises a staff of traffic engineers, technicians, administrative professionals, and consultants to manage the investigation of all traffic control problems. This position ensures that traffic control devices, Work Zone Traffic Control, geometric design, and other safety features are placed in accordance with State and Federal standards and guidelines. This position will manage the District's highway safety program (Fund 76) to reduce accident rates in general and at candidate

safety improvement locations in particular, by identifying and implementing safety countermeasures. This position is also responsible for identifying congestion mitigation measures for intersections in highway segments that are operational failing (Fund 87). The ADE- Traffic also identifies modest safety and operational improvements that can be implemented relatively quickly (Fund 30).

This position is responsible for major objectives and strategies in SHA's and District 1's local business plans. This position is responsible for the development and implementation of the timely resolution to traffic control problems and addressing the traffic safety and operational concerns of elected officials, communities and the general public. The ADE position will develop and manage various budgets (staff, consultant services, traffic counts, area-wide signing, District administered signing, RPM, and other specialized budgets). This position will also be required to attend evening public meetings on behalf of the SHA.

QUALIFICATIONS:

Preferred Qualifications:

Education: A Bachelor's degree from an accredited college or university.

Experience: Six (6) years of experience in administrative or professional work. Two (2) years of this experience must have involved one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.

Candidate may possess one or more of the following:

- *Professional Engineering experience*
- *Effective written and communication skills*
- *Ability to formulate and interpret policies, procedures, engineering standards and principles*

LICENSES & CERTIFICATIONS:

Candidates must possess a driver's license valid in the State of Maryland **with less than four (4) points.**

ADDITIONAL INFORMATION:

Special Requirements:

This position is considered essential. Candidates are subject to call-out and must be available to work 24 hours/day – 7 days/week.

TO APPLY: All applicants must submit an application online at <http://www.governmentjobs.com/careers/mdotmd> (use of this option allows the application to be saved).

Resumes will not be accepted in lieu of a completed application. To receive credit for your work history and credentials you must list the information in the online DTS-1 application form. You may refer to a resume only to expand on information offered in the body of the online DTS-1 application.

Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.

If you have held more than one (1) position at the same employer, you must list each position that you held, the length of time that you held each position, and the corresponding duties.

Applications must be submitted online by the closing date.

If you have any questions, please contact the Office of Administration at the number(s) listed below:
410-545-5566

The selected candidate may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply.

The State of Maryland offers excellent health and leave benefits, 401k benefits, pension plan, a free transit program, and advanced education and training opportunities.

Please Note: The Maryland State Highway Administration is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please call at 410-545-5554.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

The incumbent in this position will not be a member of a covered bargaining unit.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT SHA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital

status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 06/07/21

Assistant District Engineer - Traffic (Administrator VII) Supplemental Questionnaire

- * 1. Are you currently an MDOT SHA District 1 employee?
- Yes No
- * 2. Do you have a bachelor's degree from an accredited college or university?
- Yes No
- * 3. Do you have six (6) years of experience in administrative or professional work?
- Yes No
- * 4. If you answered yes to question #3, please describe your experience below. Provide employer, dates of employment, title and description of duties. This experience must also be reflected in your application. If you do not possess this experience, type N/A.
Do Not Type See Resume
- * 5. Do you have two (2) years of experience in one or more of the following below? Please select all that apply.
- supervision of other employees
 overseeing and coordinating the general operations of a unit
 applying rules and regulations
 exercising responsibility for the development of policies or procedures.
6. if you selected one or more of the experiences from question #5, please describe in detail below. Provide employer, dates of employment, title and description of duties.

This experience must also be reflected in your application. If you do not possess this experience, type N/A. *Do Not Type See Resume*

* 7. Do you possess a driver's license valid in the State of Maryland?

Yes No

* 8. Do you possess a driver's license valid in the State of Maryland with less than four (4) points?

Yes No

* Required Question



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

HR Analyst Trainee

SALARY: \$39,768.00 -
\$62,882.00 Annually

OPENING DATE: 06/03/21

CLOSING DATE: 06/17/21 11:59 PM

DESCRIPTION:

INTERVIEW AND HIRE ANNOUNCEMENT
MARYLAND DEPARTMENT OF TRANSPORTATION STATE HIGHWAY ADMINISTRATION
Grade 13 (0694) HR Analyst Trainee 21-20-02
Contractual

THE RECONSIDERATION PERIOD FOR THIS RECRUITMENT IS THREE (3) BUSINESS DAYS

RECRUITMENT: The Maryland Department of Transportation State Highway Administration (MDOT SHA) is recruiting for an HR Analyst Trainee position. This is an **Interview and Hire** position that is **open to anyone who meets the minimum qualifications** listed below for this position.

If you indicate veteran status on your application, you must submit your DD-214 along with the completed DTS-1 (application).

Nature of Work: The Maryland Department of Transportation State Highway Administration (MDOT SHA) is seeking a Human Resources (HR) Analyst Trainee. The primary function of the position is to perform trainee level professional staff work in the administration of MDOT SHA Human Resources (HR) programs. The position may specialize in a specific HR management functional area such as employment services, classification and compensation, recruitment and selection, or may function as an HR generalist. The employee will develop into an expert within their respective area through experience gained. This position may also be assigned special projects and partners with different areas of the MDOT SHA to handle high priority initiatives. Employees in this classification receive close supervision from a designated higher-level HR professional.

QUALIFICATIONS:

Minimum Qualifications:

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: None.

Notes:

1. Paraprofessional HR experience or professional HR management work experience may be substituted on a year for year basis for up to four years of the required education.
2. Candidates may substitute equivalent U.S. Armed Forces military service experience on a year for year basis for up to four years of the required education.

LICENSES & CERTIFICATIONS:

Candidate must possess a motor vehicle operator's license valid in the State of Maryland.

ADDITIONAL INFORMATION:

TO APPLY: All applicants must submit an application online at <http://www.governmentjobs.com/careers/mdotmd> (use of this option allows the application to be saved).

Resumes will not be accepted in lieu of a completed application. To receive credit for your work history and credentials you must list the information in the online DTS-1 application form. You may refer to a resume only to expand on information offered in the body of the online DTS-1 application.

Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.

If you have held more than one (1) position at the same employer, you must list each position that you held, the length of time that you held each position, and the corresponding duties.

Applications must be submitted online by the closing date.

**If you have any questions, please contact the Office of Administration at the number(s) listed below:
410-545-5566**

The selected candidate may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply.

The State of Maryland offers excellent health and leave benefits, 401k benefits, pension plan, a free transit program, and advanced education and training opportunities.

Please Note: The Maryland State Highway Administration is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please call at 410-545-5554 or the Maryland Relay Service at 1-800-735-2258.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

The incumbent in this position will not be a member of a covered bargaining unit.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MDOT SHA does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Issue Date: 06/03/21

HR Analyst Trainee Supplemental Questionnaire:

* 1. Do you possess a bachelor's degree from an accredited college or university?

Yes No

* 2. Do you possess a motor vehicle operator's license valid in the State of Maryland?

Yes No

* Required Question



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Survey Field Team Leader (Transportation Engineer III)

SALARY: \$50,971.00 - \$81,596.00
Annually

OPENING DATE: 05/12/21

CLOSING DATE: 06/14/21 11:59 PM

DESCRIPTION:

Maryland Department of Transportation State Highway Administration (OPEN)
Survey Field Team Leader (Transportation Engineer III)
Grade 17 (0117) SP# 21-60-04

YOU MUST APPLY ONLINE TO BE CONSIDERED FOR THIS POSITION
<http://agency.governmentjobs.com/mdotmd>

THE RECONSIDERATION PERIOD FOR THIS RECRUITMENT IS THREE (3) BUSINESS DAYS

The Maryland Department of Transportation State Highway Administration's (MDOT SHA) Office of Office of Highway Development (Baltimore City) is recruiting for a **Survey Field Team Leader (Transportation Engineer III) position**. This position is open to anyone who meets the **minimum and selective qualifications* listed below**. This is a position specific recruitment. The resulting list of eligible candidates will be used to fill this MDOT SHA position or function only. You will need to reapply for any future recruitment conducted for this job classification.

The main function of this position is to supervise a Plats and Surveys Division (PSD) field survey team consisting of two to four Transportation Engineer Technicians and/or Transportation Engineers. This team will use the various modern Global Navigation Satellite Systems (GNSS), electronic and computerized survey equipment, and conventional field surveying equipment and methods to perform the following: establish horizontal and vertical survey control; field locate topographic features and changes in terrain to produce base two and three dimensional mapping and plans that a Surveyor, Engineer or designer can use to design transportation projects; compute construction baseline geometry to verify the geometric accuracy of a proposed or existing baseline; physically establish and monument baselines of construction on the ground for the contractors building transportation systems; compute and set baseline references outside of the

limits of disturbance for future baseline recovery; locate existing baseline references, boundary monuments and evidence so that Geomatics Engineers and Land Surveyors can determine boundary lines, establish existing and proposed rights of way; and perform any other field land surveying tasks as may be assigned. The information collected in the field is the foundation for the creation of Computer Aided Design and Drafting (CADD) maps, right of way plats and engineering drawings to be used in the planning, design and construction of all transportation projects. This position will perform static GNSS sessions, Real Time Kinematic (RTK) surveys, conventional surveys, post processing, control traverse adjustments, coordinate geometry calculations, preliminary CADD processing of field survey data, and digital terrain modeling to produce topographic mapping for review and processing by the PSD CADD Section. Once the mapping is produced, this position may evaluate the field data collection surveys and the mapping produced for quality assurance and accuracy.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

EDUCATION: Possession of a bachelor's degree in engineering from an accredited college or university.

EXPERIENCE: Possession of two (2) years of experience in professional engineering.

SELECTIVE QUALIFICATIONS: One (1) year of experience in land surveying under the supervision of a surveyor in one or more of the following: (1) supervising a field crew performing topographic, boundary, right of way, and construction stake out surveys for transportation or land development projects or; (2) conducting Global Navigation Satellite Systems (GNSS) surveys and managing a survey team performing GNSS surveys or; (3) experience analyzing and adjusting control traverse data, processing field survey data in a MicroStation or AutoCAD platform, and creating electronic mapping products from the field data.

This statement contains a selective qualification, which is more focused in scope than the minimum qualifications for this classification. Selective qualifications are utilized when the position requires specific or additional bona fide occupational qualifications (i.e., knowledge, skill or ability).

PREFERRED QUALIFICATIONS: The ideal candidate should have the following:

Experience working with various modern surveying equipment performing Static, Real Time Kinematic (RTK), and Post Processed kinematic (PPK) surveys; Post-processing software for static data; Various data collectors (TDS, Carlson, etc.) and their supporting software; Various total stations (Topcon, Trimble, Sokkia, Leica); Data collector programs typically used by the Plats and Surveys Division and Consultants (Carlson SurvCE and TDS Survey Pro) for SHA projects; Routine Field Programs (COGO or Coordinate Geometry, Corpscon, etc.); and differential leveling. Precise Leveling experience is also desired.

Proficiency in accurate layout and adjustment of Horizontal and Vertical Control networks; Establishing traverse route and control point locations suitable for Topographic, Boundary, Construction and Baseline Stakeout surveys; Use of Scientific Calculators or computer software

utilizing Coordinate Geometry functions to compute: Traverse Closure and adjustment, Simple, compound and reverse curve elements and deflections, inverse lengths and bearings, Coordinate computation and conversion, closed traverse area and closure error.

Equipment: responsible for routine maintenance and periodic adjustment of all assigned Survey equipment, both mechanical and electronic, inventory of all consumable field supplies and the proper use of all Safety equipment for all site-specific hazards and conditions. The ideal candidate will also be proficient with the various configurations necessary to perform the various types of surveys and know how to change the configurations in the equipment and software as needed.

NOTES:

1. Additional work experience in professional engineering, or in technical engineering at the journey level or above, may be substituted on a year for year basis for the required education.
2. Possession of a Master's Degree in engineering may be substituted for one year of the required experience.
3. Persons currently registered as Professional Engineers in the State of Maryland, or in a state with comparable requirements, are considered to have met the education requirements.

LICENSES & CERTIFICATIONS:

Candidates must possess a motor vehicle operator's license valid in the State of Maryland with less than four (4) points (position will be assigned an state vehicle).

All applicants must list their license number and expiration date on the application.

ADDITIONAL INFORMATION:

SPECIAL REQUIREMENTS:

- Must be able to travel anywhere in the state, Monday through Friday.
- Occasionally night work or weekend work may be required.
- Physically capable of carrying equipment, routinely up to 50 lbs., climbing hills and rough terrain, swinging a maul or brush axe and being outdoors in all types of weather conditions.

TO APPLY: All applicants must submit an application online at <http://agency.governmentjobs.com/mdotmd>. Resumes will not be accepted in lieu of completed applications. To receive credit for your work history and credentials you must list the information on the online DTS-1 application form. You may refer to a resume only to expand on information offered in the body of the online DTS-1 application. Applications must be submitted online by the closing date.

Consideration for employment may be based solely on the contents of your application; therefore, it is essential that you provide complete and accurate information. Please include all relevant experience on your application. This includes, but is not limited to, full or part time, volunteer, military, acting capacity, or any other experience that is relevant to the position you are applying for.

If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.

The selected candidate may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply.

The State of Maryland offers excellent health and leave benefits, 401k benefits, pension plan a free transit program, and advanced education and training opportunities.

The incumbent in this position may be a member of the collective bargaining unit.

PLEASE NOTE: The Maryland State Highway Administration is not sponsoring new employees in application of the H-1B Visa or providing an extension of an existing H-1B Visa, at this time, due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration Reform and Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

Applicants who have education obtained outside of the U.S. will be required to provide proof of the equivalent U.S. education as determined by a foreign credential evaluation service, such as the National Association of Credential Evaluation Services (<http://www.naces.org>) or World Education Services: International Credential Evaluation (<https://www.wes.org/>).

If you have any questions, please contact the Recruitment and Examination Division at: 410-545-5571

Appropriate auxiliary aids and services for qualified individuals with disabilities will be provided upon request. Please call at 410-545-5571 or the Maryland Relay Service at 1-800-735-2258.

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Issued Date: 05/12/2021

Survey Field Team Leader (Transportation Engineer III) Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree in engineering from an accredited college or university?
- Yes No
- * 2. If you do not possess a bachelor's degree, an additional four (4) years of experience in professional engineering work is required. This information must also be reflected in your application. If this statement does not apply to you, please type N/A.
- * 3. Do you possess two (2) years of experience in professional engineering?
- Yes No
- * 4. If you answered YES to the previous question, please list the experience that you have. Also, include the name of employer, job title, dates of employment, and hours worked per week. This information must also be reflected in your application. If you DO NOT possess experience in this area, type N/A in the box below. Please do not list "see resume" or copy and paste information provided in the application.
- * 5. Do you possess of one (1) year of experience with any of the following: (1) supervising a field crew performing topographic, boundary, right of way, and construction stake out surveys for transportation or land development projects or; (2) conducting Global Navigation Satellite Systems (GNSS) surveys and managing a survey team performing GNSS surveys or; (3) experience analyzing and adjusting control traverse data, processing field survey data in a Microstation or AutoCAD platform, and creating electronic mapping products from the field data?
- * 6. If you answered YES to the previous question, please list the experience that you have. Also, include the name of employer, job title, dates of employment, and hours worked per week. This information must also be reflected in your application. If you DO NOT possess experience in this area, type N/A in the box below. Please do not list "see resume" or copy and paste information provided in the application.
- * 7. Do you possess a motor vehicle operator's license valid in the State of Maryland with less than four (4) points?
- Yes No
- * 8. If you answered YES to the previous question, please provide license number and expiration date below. If no, please type N/A.

* 9. I read the job description, completed the application in its entirety, and answered the supplemental questions before submitting my application. I understand that failure to complete these steps will result in my application being disapproved.

* Required Question



MARYLAND DEPARTMENT OF TRANSPORTATION
invites applications for the position of:

Team Leader (Administrator II)

SALARY: \$50,971.00 - \$81,596.00
Annually

OPENING DATE: 06/01/21

CLOSING DATE: 06/30/21 11:59 PM

DESCRIPTION:

**Maryland Department of Transportation State Highway Administration (OPEN)
Team Leader (Administrator II)
Grade 17 (2587) SP# 21-60-05**

YOU MUST APPLY ONLINE TO BE CONSIDERED FOR THIS POSITION
<http://agency.governmentjobs.com/mdotmd>

THE RECONSIDERATION PERIOD FOR THIS RECRUITMENT IS THREE (3) BUSINESS DAYS

The Maryland Department of Transportation State Highway Administration's (MDOT SHA) Office of Highway Development – Engineering Resources Division (Baltimore City) is recruiting for a **Team Leader (Administrator II)** position. This position is open to anyone who meets the **minimum and selective qualifications* listed below**. This is a position specific recruitment. The resulting list of eligible candidates will be used to fill this MDOT SHA position or function only. You will need to reapply for any future recruitment conducted for this job classification.

The main function of this position is to work as the Team Leader for the Construction Advertisement Team or the Procurement Invoice Management Team in the Maryland Department of Transportation State Highway Administration's (MDOT SHA) Office of Highway Development (OHD) Engineering Resources Division (ERD). This position will directly supervise the Agency Procurement Specialists and Administrative or Temporary staff on the team. This position procures construction contracts for OHD and Project Development (PD) Teams from the seven districts to support the MDOT SHA transportation and facility programs. The team drives the Plans, Specifications & Estimate (PS&E), advertisement and addenda process for contracts lead by OHD and the PD Teams. In addition, this position may manage the review and posting of all invoices for all OHD procurements and agreements, including those for architectural and engineering contracts. The Team Leader serves as a project manager in the development, preparation, review, and final submittal of OHD's equipment, commodity, and service procurements, ensuring all procurement methods follow MDOT SHA, Code of Maryland Regulations (COMAR), state and federal procurement requirements and laws. This includes posting advertisements on eMaryland Marketplace Advantage (eMMA) and online bidding platforms, and the use of AASHTO ware products and financial software. This also includes responding to questions from vendors; research; and interdepartmental discussions with District personnel and vendors to ensure specifications are accurate and meet MDOT SHA requirements. This position is responsible for document management as required for procurement activities.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

EDUCATION: Possess a bachelor's degree from an accredited college or university.

EXPERIENCE: Possess four (4) years of experience in administrative or professional work.

SELECTIVE QUALIFICATIONS: Two (2) years of the required experience must include contract management or procurement experience, ensuring compliance with governmental procurement laws, and/or regulations.

PREFERRED QUALIFICATIONS:

- Government or public sector experience performing duties such as acquisitions, contract administration, interpreting contract language, developing and reviewing proposals and solicitations, and reviewing and processing invoices.
- Experience utilizing financial management software, spreadsheet, database, word processing, pdf, email, or web-based software.
- Working knowledge of Maryland Procurement Regulations.
- Excellent written and oral communication skills.
- Professional membership (National Institute for Governmental Procurement, Maryland Public Purchasing Association, National Contract Managers Association, etc.) or professional certifications (Public Purchasers Certification (ie. Certified Professional Public Buyer, Certified Public Purchasing Officer, etc.

NOTES:

1. Additional experience in administrative or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-to-year basis for the required general experience.
3. Candidates may substitute U.S. Armed Forces military service experience involving staff work related to the administration of rules, regulations, policies, procedures, and processes, or overseeing or coordinating unit operations or functioning as a staff assistant on a year-for-year basis for the required education and experience.

LICENSES & CERTIFICATIONS:

ADDITIONAL INFORMATION:

TO APPLY: All applicants must submit an application online at <http://agency.governmentjobs.com/mdotmd>. Resumes will not be accepted in lieu of completed applications. To receive credit for your work history and credentials you must list the information on the online DTS-1 application form. You may refer to a resume only to expand on information offered in the body of the online DTS-1 application. Applications must be submitted online by the closing date.

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If you have held more than one position at the same employer, please list each position that you held and the length of time that you held each position.

The selected candidate may be subject to background and reference checks. A conviction is not an automatic disqualification from employment. Bilingual applicants are encouraged to apply.

The State of Maryland offers excellent health and leave benefits, 401k benefits, pension plan a free transit program, and advanced education and training opportunities.

The incumbent in this position may be a member of the collective bargaining unit.

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Issued Date: 06/01/2021

Team Leader (Administrator II) Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree from an accredited college or university?
 Yes No

* 2. Do you have four (4) years of experience in administrative or professional work?

Yes No

* 3. If you answered YES to the previous question, please list the experience that you have. Also, include the name of employer, job title, dates of employment, and hours worked per week. This information must also be reflected in your application. If you DO NOT possess experience in this area, type N/A in the box below. Please do not list "see resume" or copy and paste information provided in the application.

* 4. Do you have two (2) years of experience in contract management or procurement experience, ensuring compliance with governmental procurement laws, and/or regulations?

Yes No

* 5. If you answered YES to the previous question, please list the experience that you have. Also, include the name of employer, job title, dates of employment, and hours worked per week. This information must also be reflected in your application. If you DO NOT possess experience in this area, type N/A in the box below. Please do not list "see resume" or copy and paste information provided in the application.

* 6. I read the job description, completed the application in its entirety, and answered the supplemental questions before submitting my application. I understand that failure to complete these steps will result in my application being disapproved.

Yes No

* Required Question