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| Maryland Department of Transportation Logo | **MARYLAND DEPARTMENT OF TRANSPORTATION** **invites applications for the position of:**  **Section Chief - Environmental Programs (Administrator V)** |

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| **SALARY:** | $73,787.00- $118,953.00 Annually |
| **OPENING DATE:** | 11/13/23 |
| **CLOSING DATE:** | 12/04/23 11:59 PM |
| **DESCRIPTION:** | |
| **OPEN RECRUITMENT**  **State Highway Administration**  **Section Chief - Environmental Programs (Administrator V) Grade 20 (3184) SP#23-61.5-14**  **YOU MUST APPLY ONLINE TO BE CONSIDERED FOR THIS POSITION**        [**http://agency.governmentjobs.com/mdotmd**](http://agency.governmentjobs.com/mdotmd)  **THE RECONSIDERATION PERIOD FOR THIS RECRUITMENT IS THREE (3) BUSINESS DAYS**  The State Highway Administration's (SHA) Office of Environmental Design (OED) is currently recruiting for a Section Chief - Environmental Programs (Administrator V) in Baltimore City. 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 vacancy only. You will need to reapply for any future recruitment conducted for this job classification.  **Job Duties**:  The primary responsibility of the Section Chief is to assist the Assistant Division Chief with the management of the Environmental Programs Division (EPD) within the Office of Environmental Design (OED).   The Section Chief is responsible for leadership and management support to a Division responsible for supporting SHA’s capital and operating programs regarding environmental permitting, compensatory mitigation and environmental regulatory compliance. Primary responsibilities of this position include developing, managing and delivering OED’s mitigation program.  The EPD is the lead division responsible for the avoidance and minimization of impacts to regulated natural resources (wetlands & waterways/Critical Area) and for the planning, design, advertisement, monitoring, adaptive management, and remediation of all compensatory mitigation and stewardship projects.  This position also oversees the Project Development Maintenance Permitting Program.  MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here**:**[**MDOT Benefits Guide**](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.mdot.maryland.gov%2Ftso%2Fpages%2Findex.aspx%3Fpageid%3D152&data=04%7C01%7Camoreira%40mdot.maryland.gov%7C21cf3b99217e427fbd4708d90a336b98%7Cb38cd27c57ca4597be2822df43dd47f1%7C0%7C0%7C637552038381842301%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=msSzajd%2FiGKJUTsPm1Rna75VMqc3z0jQgTL52ovPHRQ%3D&reserved=0).  Logo  Description automatically generated with medium confidence  *“The State Highway Administration (SHA) has been named a Training magazine Training APEX Awards winner for the fourth consecutive year."* | |
| **QUALIFICATIONS:** | |
| Minimum Qualifications: Education:  Possession of 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.  Selective Qualification:  Two (2) years of experience must include work in environmental permitting, compensatory mitigation, environmental regulatory compliance, or wetlands and waterways delineation.    *\*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 abilities).  No substitutions are allowed for a selective qualification.*  Preferred Qualifications:  *The ideal candidate should have experience in one or more of the following:*   * Knowledge of Ecological Performance Standards for Mitigation * Knowledge of the 2008 Final Federal Mitigation Rule by the U.S. Army Corps of Engineers (USACE) and the U.S. Environmental Protection Agency (EPA) * Experience in geographic information systems (GIS)   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:** | |
| 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: 410-545-5554**  **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 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**](http://www.naces.org/)**) or World Education Services: International Credential Evaluation (**[**https://www.wes.org/**](https://www.wes.org/)**).**  **The incumbent in this position may be a member of a covered bargaining unit.**  **WE ARE AN EQUAL OPPORTUNITY EMPLOYER. 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: 11/13/23** | |

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| **Section Chief - Environmental Programs (Administrator V) Supplemental Questionnaire** |

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| \* | 1. | Do you possess of a bachelor's degree from an accredited college or university? |
|  | | Yes Yes    No No |
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| \* | 2. | Do you have six (6) years of experience in administrative or professional work? |
|  | | Yes Yes    No No |
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| \* | 3. | If you answered YES to the previous question, please list the experience that you have. Also, include the name of the 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. Please do not list" see resume" or copy and paste information provided in the application. |
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| \* | 4. | Do you have two (2) years of experience involving one or more of the following areas? Please select ALL that apply: |
|  | | Checkbox Supervision of employees Checkbox Overseeing and coordinating general operations of a unit Checkbox Applying rules and regulations Checkbox Exercising responsibility for the development of policies and procedures Checkbox None of the above |
| \* | 5. | If you answered YES to the previous question, please list the experience that you have. Also, include the name of the 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. Please do not list" see resume" or copy and paste information provided in the application. |
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| \* | 6. | Do you have two (2) years of experience must include work in environmental permitting, compensatory mitigation, environmental regulatory compliance, or wetlands and waterways delineation? |
|  | | Yes Yes    No No |
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| \* | 7. | If you answered YES to the previous question, please list the experience that you have. Also, include the name of the 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. Please do not list" see resume" or copy and paste information provided in the application. |
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| \* Required Question | | |