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| Maryland Department of Transportation Logo | **MARYLAND DEPARTMENT OF TRANSPORTATION****invites applications for the position of:****Team Leader, Environmental Design (Administrator IV)** |

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| **SALARY:** | $57,862.00 - $92,897.00 Annually |
| **OPENING DATE:** | 12/09/21 |
| **CLOSING DATE:** | 12/30/21 11:59 PM |
| **DESCRIPTION:** |
| **Maryland Department of Transportation State Highway Administration (OPEN)****Team Leader, Environmental Design (Administrator IV)Grade 19 (2589) SP# 21-61.5-07YOU MUST APPLY ONLINE TO BE CONSIDERED FOR THIS POSITION**[**http://www.governmentjobs.com/careers/mdotmd**](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 Environmental Design (Baltimore City)**is recruiting for a **Team Leader, Environmental Design (Administrator IV). 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 Team Leader will supervise and manage a team of project managers, including consultants, in the Environmental Programs Division (EPD) within the Office of Environmental Design (OED). The Environmental Programs Division is responsible for supporting MDOT SHA's capital and operating programs regarding environmental permitting, compensatory mitigation, and environmental regulatory compliance. The EPD is also 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.  The Team Leader will provide management support to the Division Chief and Assistant Division Chief of EPD. The Team Leader will be required to use effective communication, independent decision making and creative problem solving to acquire environmental permits through coordination with MDOT SHA offices, state and federal regulatory agencies and other stakeholders, such as property owners and elected officials. |
| **QUALIFICATIONS:** |
| **EDUCATION:**Possession of a bachelor's degree from an accredited college or university. **EXPERIENCE:**Five (5) years of experience in administrative or professional work. One (1) year 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 QUALIFICATIONS:**Two and one half (2 1/2) years of experience must have involved experience in federal and/or state wetland and waterways permitting and the management or design of Highway or Environmental projects.  ***\*A Selective Qualification 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 possess knowledge of basic wetland delineation.*****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:** |
| **NONE.**  |
| **ADDITIONAL INFORMATION:** |
| **TO APPLY:** All applicants must apply on online athttp:// 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. 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.**  **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 state of Maryland offers excellent health and leave benefits, 401k benefits, a pension plan, a free transit program, and advanced education and training opportunities.*  The incumbent in this position may be a member of a covered bargaining unit.****Please Note: The Maryland Department of Transportation 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**](http://www.naces.org/)**) or World Education Services: International Credential Evaluation (**[**https://www.wes.org/**](https://www.wes.org/)**).** **Applications must be submitted online by the closing date.** **If you have any questions, please contact the Recruitment and Examination Division at the number(s) listed below:** **410-545-5554** **Appropriate auxiliary aids and services for individuals with disabilities will be provided upon request. Please call at 410-545-5554 or the Maryland Relay Service at 1-800-735-2258. MDOT *SHA*is committed to complying with the letter and spirit of the Americans with Disabilities Act.****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: 12/09/2021**  |

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| **Team Leader, Environmental Design (Administrator IV) Supplemental Questionnaire** |

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| \* | 1. | Do you possess a bachelor's degree from an accredited college or university? |
|  | Yes Yes    No No |
|   |
| \* | 2. | Do you have five (5) years of experience in administrative or professional work? |
|  | Yes Yes    No No |
|   |
| \* | 3. | If you answered yes to question #2, 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\* |
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| \* | 4. | Do you have one (1) year of experience supervising employees, overseeing, and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures? |
|  | Yes Yes    No No |
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| \* | 5. | If you answered yes to question #4, 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\* |
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| \* | 6. | Do you have two and a half (2 1/2) years of experience in federal and/or state wetland and waterways permitting and the management or design of Highway or Environmental projects? |
|  | Yes Yes    No No |
|   |
| \* | 7. | If you answered yes to question #6, 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\* |
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| \* | 8. | 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 Yes    No No |
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| \* Required Question |