

To find job postings and apply online:

- 1) Go to the Department of Human Resources Website (DHR) <http://humanresources.vermont.gov/careers>).
- 2) Click on "Job Seekers."
- 3) For external applicants, click on Job Seekers, Search for Jobs & Apply Online, and follow the instructions.
- 4) For internal applicants, click on Current Employees, Search Jobs and Apply Online. Log in to VTHR. Select Main Menu> Self Service> Recruiting Activities> Careers. The most recent postings will populate. To search for additional postings click on "Job Search" and select your search criteria.

When the list comes up you can either:

- Select the job posting you are interested in by clicking the "Select" box then click "Apply Now". This will bring you to the online job application.

Or

- See job information by clicking on the job title. This will bring to you the job posting where you can apply by clicking the "Apply Now" button.

## **AGENCY OF TRANSPORTATION POSITION POSTING**

**Job: AOT Manager II**

**Job Opening 623633**

**Position Number: 861913**

**Job Code: 147300**

**Division: Highway / Construction & Certification / Berlin**

**Status: Permanent / Full Time / First Shift**

**Pay Grade: 27**

**Application Deadline: 8/7/18**

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### **General Information**

This position, (**AOT Manager II, Job Opening # 623633**), is open to all State employees and external applicants.

If you would like more information about this position, please contact Callie Ewald @ (802) 828-1235.

Resumes will not be accepted via e-mail. You must apply online to be considered.

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## **Overview**

The Geotechnical Section is looking for a motivated and experienced individual to lead the Geological Services Unit. This unit combines resources in the fields of geology and aggregate, and the incumbent will be responsible for planning, directing, coordinating, and implementing activities to meet the geological needs of the Geotechnical Section's customers. The manager of this unit will be directly responsible for managing the aggregate group, the rock slope management program, and providing technical expertise in the field of pavement foundation design, which will include activities such as test pit coordination, geophysical investigations for subsurface voids, and providing subgrade soil properties and characteristics.

The incumbent will be responsible for leading a program that ensures the quality of aggregates used on construction projects through testing, maintaining a programmatic source list, and development and review of technical specifications. The incumbent will also be responsible for directing and overseeing rock slope design and construction and the implementation and use of the rockfall hazard rating system. Significant time will be spent supporting staff and providing high level administrative and technical review as well as developing and maintaining a strategic plan and budget for the unit. This position is a supervisory position and will report directly to the Geotechnical Section Manager.

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## **General Job Description**

This is the second level of executive engineering responsibility within the civil engineering class structure of the Agency of Transportation. Class incumbents direct small to medium, highly technical and specialized engineering sections within the Vermont Agency of Transportation, such as Rail, Contract Administration, Traffic and Safety, and Engineering Services. An incumbent may be assigned to Maintenance Division. Duties are managerial in nature, and include assigning and reviewing projects as well as managing an Agency-wide program to achieve division objectives. A class incumbent is also a technical expert in more than one phase of transportation engineering. Incumbents receive managerial direction from an administrative supervisor and are fully accountable for the activities of their division.

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## **Minimum Qualifications**

Master's degree in civil engineering or closely related engineering or physical science field AND four (4) years or more of technical or professional civil or transportation

engineering work that involved participation in the management of a program, section or unit in one or more of the following areas: (a) development of program rules and policies; (b) development of long- and short-range goals and plans; (c) program evaluation; or (d) budget preparation INCLUDING two (2) years or more of experience in a supervisory capacity.

OR

Bachelor's degree in engineering AND five (5) years or more of technical or professional civil or transportation engineering work that involved participation in the management of a program, section or unit in one or more of the following areas: (a) development of program rules and policies; (b) development of long- and short-range goals and plans; (c) program evaluation; or (d) budget preparation INCLUDING two (2) years or more of experience in a supervisory capacity.

OR

Associate's degree in an engineering field AND seven (7) years or more of technical or professional civil or transportation engineering work that involved participation in the management of a program, section or unit in one or more of the following areas: (a) development of program rules and policies; (b) development of long- and short-range goals and plans; (c) program evaluation; or (d) budget preparation INCLUDING two (2) years or more of experience in a supervisory capacity.

OR

Registration as a Professional Engineer (PE) AND five (5) years or more of technical or professional civil or transportation engineering work that involved participation in the management of a program, section or unit in one or more of the following areas: (a) development of program rules and policies; (b) development of long- and short-range goals and plans; (c) program evaluation; or (d) budget preparation INCLUDING two (2) years or more of experience in a supervisory capacity.

Some positions may require registration as a Professional Engineer (PE).

**SPECIAL REQUIREMENTS:**

n/a

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**Submission of Application**

Should you submit an application for this job opening, you certify that all information entered is correct and complete to the best of your knowledge. By submitting an

application, you acknowledge and understand that the State of Vermont may verify information, and that untruthful or misleading answers are cause for rejection of this application, and/or dismissal if employed with the State of Vermont.

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### **Equal Employment Opportunity**

The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

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