

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: VTrans Training Center Vermont Local Roads Branch Manager

Job Opening 619422

Position Number: 861894

Job Code: 137605

Division: Highway / VTTC / Berlin

Status: Permanent / Full Time / First Shift

Pay Grade: 27

Application Deadline: 6/27/16

General Information

This position, (**VTrans Training Center Vermont Local Roads Branch Manager, Job Opening 619422**), is open to all State employees and external applicants.

If you would like more information about this position, please contact Christine Hetzel @ (802) 828-5833.

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

Overview

Significant in state travel will be required for this position. Telecommuting opportunities will be discussed as part of the hiring process. Qualified individuals inside and outside of Central Vermont are encouraged to apply.

General Job Description

Plans, directs, management and consultative work at a professional level involving the Vermont Local branch for the Agency of Transportation's training center. Duties are performed under the general direction of the VTrans Training Center Program Manager.

Minimum Qualifications

EDUCATION AND EXPERIENCE:

Five (5) years or more of experience in transportation administration or highway maintenance or construction INCLUDING two (2) years or more in a managerial/administrative capacity which included supervision of technical and administrative staff and budget management.

Preferred:

Working knowledge of the following: roadway engineering and design, structures (bridges and culverts), hydraulics, roadway materials and treatments, traffic operations, construction equipment and machinery or right-of-way acquisition.

SPECIAL REQUIREMENTS:

Completion of the VTrans Training Center's AOT Fundamentals of Supervision (FOS) required. Newly hired employees at this level must be scheduled to attend the next pre-approved FOS program, if not already completed.

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.

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.
