



Maryland Department of Transportation
**Assistant Manager of Contracts & Employee
 Development (Administrator III)**

SALARY	\$69,323.00 - \$112,044.00 Annually	LOCATION	Baltimore City
JOB TYPE	Full Time	JOB NUMBER	2588-MPA/2/25-CED
DEPARTMENT	Maryland Port Administration	OPENING DATE	02/11/2025
CLOSING DATE	2/26/2025 11:59 PM Eastern		

Description

Career Service

****OPEN TO ALL QUALIFIED CANDIDATES****

This is a position specific recruitment. The resulting list of eligible candidates will be used to fill this Maryland Port Administration (MPA) position/function only. All interested persons will need to re-apply for any future recruitment conducted for this classification.

The Maryland Port Administration (MPA) is a 210-employee transportation business unit within the Maryland Department of Transportation (MDOT) and is the public face of the Port of Baltimore. MPA was created by the Maryland General Assembly to increase waterborne commerce through the ports in the state. **The Port of Baltimore** plays an integral role as an economic generator and job creator, in addition to maintaining our nation's supply chain and moving vital goods to industries and consumers. As one of the nation's top ports for total cargo tonnage and overall dollar value of cargo, the Port of Baltimore is also one of the most diverse ports in the United States with over 140,000 jobs in Maryland linked to port activity.

For information on MPA, please go to: [MPA \(maryland.gov\)](https://www.maryland.gov/mpa)

General Role Description:

MPA is seeking a motivated, positive, and driven Contract Manager & Employee Development professional to join the MPA Facility Maintenance Division. The primary responsibility of this position is to assist in the management and oversight of the contracts and contractor employees assigned to the Facility Maintenance Division. The position will be tasked with ensuring all work being performed is in accordance with local, state, and federally mandated programs, laws, regulations, policies, and contract language. Additionally, the position will be responsible for the coordination and field evaluation of all maintenance related training.

Essential Duties and Responsibilities:

Some of the essential duties of this position include, but are not limited to the following:

- Perform field evaluations to ensure contractor employees are working in a safe manner and in compliance with all MPA requirements.
- Conduct quality control inspections of the work being performed by the employees of the contracted vendors to ensure compliance and adherence to the contract scope of work.
- Verify contractor employee time reports are accurate as applicable.

- Act as liaison between the contractor and Terminal Operations to ensure work being performed is scheduled and performed to minimize impact to cargo movement.
- Monitor workload, maintenance work order backlog, and scheduling issues with contractor employees to assure compliance with the department's mission.
- Ensure contractor employees are maintaining compliance with all federal, state, local and internally mandated programs
- Conduct training and field evaluations/demonstrations for MPA Facility Maintenance employees.
- Implement new training programs when necessary or as directed by senior management.
- Oversight of the daily activities of the Life Safety Department.
- Perform other duties as required in support of the division.

Employees in this position are considered essential employees and are subject to call 24 hours a day, as may be required in order to maintain continuous operation of a facility.

The current vacancy exists at the Dundalk Marine Terminal. This position reports directly to the Contract and Employee Development Manager.

MDOT offers a generous and competitive benefits package. You can learn about our amazing benefits here: [MDOT Benefits - MDOT \(maryland.gov\)](#)

- A selection of high-quality boots is provided with no out-of-pocket cost from the employee and continue to be covered for replacement once per year (the employee may choose to pay for boots outside of the covered options).
- Continued training and development is provided by the MPA.
- Tuition reimbursement is available per MPA policy.

Qualifications

Minimum Qualifications:

Education:

Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience:

Six (6) years of experience in administrative staff or professional work.

****Selective Qualification: Two (2) years of the required experience must include the oversight, coordination, or execution of Contract Management OR Employee Development processes/functions in an administrative staff or professional environment.**

**** SELECTIVE QUALIFICATION** recruitments are utilized when the position requires specific or additional bona fide occupational qualifications (knowledge, skills, and abilities). No substitutions are allowed for a Selective Qualification

Your placement on an eligible list 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*, please list each position that you held and the length of time that you held each position.

Notes:

1. Candidates may substitute 30 credit hours from an accredited college or university for each year up to four years of the required experience.
2. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and two years of experience in administrative staff or professional work for the required experience.
3. Candidates may substitute the possession of a Master's degree from an accredited college or university and one year of experience in administrative staff or professional work for the required experience.
4. 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 to a higher ranking commissioned officer on a year-for-year basis for the required experience.

Licenses & Certifications

1. Within the six month probationary period the employee in this position will be required to obtain the MDOT Contractor Manager Certification (CM101EE).
2. Employee will be required to obtain and maintain a Transportation Worker Identification Credential (TWIC) to gain unescorted access to Maryland Department of Transportation Maryland Port Administration facilities.
3. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland. **All applicants MUST list their driver's license number and expiration date on the application.**

Additional Information

1. Employees must be available for duty at such hours, day or night, weekends, and holidays, as may be required in order to maintain continuous MPA operations and are subject to call-in.
2. Employees are subject to being on call 24 hours a day and will be required to maintain a reliable communication link for the purpose of emergency call back requirements.
3. Candidates will be subject to pre-employment drug testing in accordance with the Transportation Code of Maryland Regulations 11.02.11, Testing for Illegal Use of Drugs.
4. Employees in this position are subject to substance abuse testing in accordance with the Transportation Code of Maryland Regulations 11.02.11, Testing for Illegal Use of Drugs.

APPLICATIONPROCESS:

Please apply on-line at <https://www.governmentjobs.com/careers/mdotmd>. **RESUMES CANNOT BE SUBSTITUTED FOR THE ONLINE EMPLOYMENT APPLICATION. Paper applications (Form DTS-1) will not be accepted for this recruitment.**

All applications must be received by 2/27/2025.

NOTES:

Please be advised that the State of Maryland is dedicated to a drug-free workplace, and as a result, employees are subject to the State's Substance Abuse Policy to include possible drug testing. Selected candidate(s) may be subject to

background and reference checks.

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

For education obtained outside the U.S., at the time of application you are required to provide proof of the equivalent American 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/>). This must be submitted as an attachment with the application of the position in which you are applying.

The Maryland Port 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 H1B Visa candidates from paying sponsorship fees, all sponsorship fees must be assumed by the potential employer.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. MPA 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.

MDOT has various careers for people of all experiences, backgrounds, and abilities who come together to contribute to one mission - connecting our customers to life's opportunities. Join us in serving our Maryland residents, visitors, and businesses!

Reasonable Accommodations for persons with disabilities will be provided upon request.

Appropriate auxiliary aids and services for qualified individuals with disability will be provided upon request. Please notify us in advance. MD Relay Service Number 1-800-735-2258 (TTY Number: 711). Bilingual applicants are encouraged to apply.

Issue Date: 2/13/2025

Employer

Maryland Department of Transportation

Address

See Job Posting for Specific
Address to Mail an Application
-----, Maryland, -----

Phone

See Job Posting

Website

<http://www.mdot.maryland.gov>

Assistant Manager of Contracts & Employee Development (Administrator III) Supplemental Questionnaire

***QUESTION 1**

Do you possess a high school diploma or a high school equivalency certificate?

☐ Yes

☐ No

***QUESTION 2**

Do you possess at least six (6) years of experience performing administrative staff or professional work?

☐ Yes

☐ No

***QUESTION 3**

Do at least two (2) years of that experience involve the oversight, coordination, or execution of Contract Management OR Employee Development processes/functions in an administrative staff or professional environment.

☐ Yes

☐ No

***QUESTION 4**

If you answered "yes" to questions 1 & 2, please explain how you obtained the experience. Please include your previous/current employer(s) name (s), position title(s), the dates you were employed at the noted previous/current employer(s), weekly average hours worked for each position, and the duties you performed in the position(s).

***QUESTION 5**

Did you provide your Driver's License information in the applicable fields of the application? If not, please be sure to include it in your application prior to submitting.

☐ Yes

☐ No

*** Required Question**