

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Roads Administrative Supervisor
Bureau of Roads Operations
An Equal Opportunity Employer

Roads Administrative Supervisor – Bureau of Roads Operations

\$24.09 hourly (Grade C12), 40 hours per week

Hours are typically Monday through Friday 8:00 am to 5:00 pm

Apply by 5:00 pm on **Friday, August 28, 2020.**

The Bureau of Roads Operations (Roads) is seeking a self-motivated individual to be the Roads Administrative Supervisor for Carroll County.

The Roads Administrative Supervisor is the professional responsible for performing a variety of administrative management functions related to communication, record-keeping and daily operation of County roads, in accordance with Federal, State, and local laws and regulations. This position is also responsible for the preparation of work schedules/logs, bid documents, scope of work, concurrence papers, and other traffic and transportation related Roads functions.

The ideal candidate for this opportunity will be a self-motivated, independent worker who will also work well with the Roads team and other offices, bureaus, and departments to ensure a safe and efficient transportation network.

Click [here](#) for the full job description

Qualifications:

1. High school diploma or GED preferred
2. Six years roads operations, maintenance or construction experience; three years supervisory experience*
3. DOT Physical Card
4. State of Maryland Flagging Certification (or must obtain within 6 months of employment)
5. Traffic Control Manager Certificate (or must obtain within six months of employment)

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

8/6/2020
(21-15)

The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.