

Transportation District/Division Engineer G55210

DESCRIPTION OF OCCUPATIONAL WORK

This classification is specific to the Nebraska Department of Transportation (NDOT). Positions in this classification perform highly responsible administrative and professional engineering work at the District head or Division head level with the Department of Transportation. Positions in this class are the most senior-level professional engineers within NDOT.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class perform both managerial and engineering work requiring the combined application of general administrative management and professional engineering knowledge, skills, and abilities. The engineering work assigned involves complex planning, designing, coordinating and/or other functional activities involving roadway, bridges, traffic, right-of-way, intermodal planning, materials, research, and/or on-going maintenance operations. Responsible for ensuring that district/division functions are carried out effectively and efficiently; in accordance with relevant laws, regulations, policies and NDOT agency district/division program goals. Will supervise professional engineer managers, professional engineers, and other high-level professional staff members.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Administers the total work of one of several major functional divisions such as roadway design, construction, traffic, bridge, right-of-way, intermodal planning, materials, and research, etc. or administers the total work of one of several major functional districts within NDOT.

Establishes the structure of the District/Division and reviews, modifies, or rejects changes in function and staffing levels proposed; develops operational control measures to obtain necessary program information and data necessary for decision making.

Develops the one-year and six-year highway program and the biennial budget for the assigned District; approves the maintenance work plan for the District; develops long range program goals and objectives; monitors and evaluates organizational and employee performance data in meeting established program goals and objectives.

Oversees Local Project Agency (city and county) engineering projects within the assigned district to ensure compliance with Federal and State requirements. Monitors district engineering and maintenance operations to ensure conformance to Federal and State environmental commitments and requirements.

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Oversees the selection, evaluation, recognition and discipline of assigned managers and other key staff members of the District/Division; develops plans to ensure personnel policies and practices on equal opportunity, career development, safety, performance evaluation, employee recognition, counseling, and other human resource practices, are implemented by managers and supervisors.

Resolves problems not covered by established policies, procedures, and/or precedents; reports on program accomplishments and justifies critical and far reaching program changes; collaborates with the agency head, deputy directors, other District/Division Engineers, and Division Managers on operational programs and problems; recommends policies, solutions, and management actions for operational effectiveness, including the need to modify, start, or discontinue major projects and/or programs; provides input on new or revised legislation, regulations, policies, and procedures.

Confers with senior managers and staff of NDOT divisions regarding project programming, scheduling, design, and feasibility of construction; develops working relationships with a broad spectrum of key officials outside of the NDOT and serves on agency and inter-agency committees where decisions made could impact the operation of critical government programs; collaborates with other senior managers to address issues of an agency-wide nature; represents the District/Division and/or NDOT with the media, public and private interest groups; other governmental entities, State Senators, the Highway Commission, and the public.

Serves as a member of the agency leadership team.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: State and federal laws, regulations, policies, and procedures relative to assigned District/Division; current literature, trends and development in transportation and civil engineering; agency budgetary and fiscal policies, procedures, and practices.

Skill in: Engineering principles, practices, and techniques; management principles, techniques, and methods such as personnel and organizational management, budgeting, and employee supervision pertinent to investigating and resolving problems and issues impacting district/division operations; developing or revising policies and standards to carry out work objectives more efficiently, safely and cost effectively; establishing district/division goals to effectively utilize available resources.

Ability to: Meet NDOT agency and district/division goals; comply with State and federal regulations; express ideas, concepts, regulations, practices and procedures to present, persuade, negotiate, and defend positions; make clear and convincing group presentations; listen to others and facilitate exchange of information; lead others and work cooperatively as a team; improve personal and staff performance; coordinate and integrate the work activities of diverse units and individuals; interact with the public, elected and appointed officials, public interest groups, contractors, consultants, and agency employees at all levels within and throughout the agency; develop and maintain cooperative working relationships with multiple city, county, state, and other local governmental entities; provide leadership by example; and carry out responsibilities with high ethical and professional standards.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in an engineering discipline and two years of experience performing highly advanced, progressively responsible transportation engineering which includes leading and managing a complex engineering operation with responsibility for public relations, budgeting, and management of human resources. Must possess a Professional Engineer (P.E.) license at the time of application and be licensed by the Nebraska Board of Engineers and Architects at time of employment or be able to obtain such license within 90 days of employment.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Positions in this class may be subject to Title 110, Nebraska Administrative Code, Chapter 2 – Engineering. The basic requirement is registration as a Professional Engineer (P.E.) by the Nebraska Board of Engineers and Architects; or be able to obtain such registration within 90 days of employment. [Neb. Rev. Stat 81-3451.]

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Supplemental pre-employment educational and work history may be required for specific positions assigned to this class series.

Bachelor’s degrees outside of the United States must be ABET accredited at the time of application. Will also consider applicants with a Master’s Degree or PhD in Engineering from an ABET accredited institution in the United States.

Specific positions may require an academic degree and/or professional license in a discipline of engineering. Recognized engineering fields include but are not limited to environmental, agricultural, chemical, civil, electrical, hydrologic, hydraulic, industrial, mechanical, and structural.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: <2/22>

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date