

DESCRIPTION: Under general to limited supervision, manages and coordinates all field based aspects of construction projects ranging from routine to the most complex, where one or more projects are assigned; directs daily project construction engineering functions in accordance with requirements of plans and specifications; supervises assigned professional, paraprofessional, and technical employees; performs related work as assigned.

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

Positions in this job class plan, schedule, administer, and coordinate multiple phases of large projects and/or multiple projects of moderate scope. These positions understand and apply engineering practices and standards, and agency policies during construction, rehabilitation, or other maintenance to state administered highways, structures, and facilities. Positions resolve a variety of complex construction difficulties such as conflicting design requirements, changes in alignment, grade control, and unsuitability of conventional materials, requiring adaptation of engineering plans and specifications and reaching consensus between contractor needs and professional engineering standards.

The Highway Project Manager class is distinguished from routine construction or maintenance projects overseen by paraprofessional engineering positions by the scope and complexity of these projects. The projects assigned to this class typically have larger dollar values and greater impact on local surroundings. The projects require decision-making, public outreach, and coordination of multiple functions to facilitate their completion. The Highway Project Manager will typically supervise teams of assigned paraprofessional and technical engineering workers.

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.)

Plans, coordinates, and supervises all survey and inspection activities related to highway construction projects or a number of highway construction projects.

Coordinates engineering activities with the contractor's construction schedule.

Prepares and maintains complete, accurate records of materials tested and used, operations and qualities of work performed, compliance with contract special provisions, and recording information as permanent project record.

Interprets specifications, standards, and manuals in the resolution of highway project problems.

Directs major, complex highway projects.

Trains assigned employees, and enforces public safety practices and procedures requirements.

Prepares project records, reports, and estimates as required.

Oversees, reviews, and documents the measurement and computation of final pay quantities.

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

Knowledge of: practical engineering concepts; all aspects of construction operations during assigned projects; modern methods and techniques of highway construction, maintenance, and materials operations; legal responsibilities and ramifications associated with work assigned; federal and agency design standards, specifications, and procedures; federal and state laws and regulations applicable to the function performed; surveying and material testing; engineering properties of materials and surfacing types; rehabilitation and maintenance techniques; pavement management.

Ability to: understand, interpret, and implement State and federal laws and regulations, and agency standards, policies, and procedures; understand, interpret, and evaluate engineering plans and specifications; understand all levels of project design; organize, analyze, and evaluate available information and draw reasonable conclusions; develop procedures and determine the logical flow of work during a project; plan, organize, assign and direct the work of assigned employees; evaluate the professional and/or technical skills of assigned employees and assign work accordingly; communicate information clearly and concisely; prepare, interpret, use, and explain civil engineering plans, maps, specifications and standards and reports, communicate with the public, contractors, consultants, agency employees at all levels, and local government officials; interact with assigned employees, other agency employees, local government representatives, contractors, consultants, and the public.

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

Experience performing and/or overseeing engineering work, involving various areas such as construction, maintenance, rehabilitation, planning, designing, or contract administration.

Valid driver's license is required.

SPECIAL NOTE:

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).