



DOT-ENGINEER III

CHARACTERISTICS OF WORK:

This is professional engineering work of an administrative or technical nature. Incumbents in this class may be resident supervisors over complex highway construction projects, one or more project engineers, multiple design squads, or an engineering section in a division of the Department of Transportation. In all cases, the work is characterized by a variety and complexity of engineering problems. This affords an opportunity for participation in the determination of departmental policy and for ensuring adherence to established policies and procedures. The work is performed under the general direction of an assistant district engineer or an assistant division head. Supervision is generally exercised over a number of professional engineering assistants and may include supervision, through subordinate engineers, over the activities of a large field force or multiple design squad; the incumbent may act as the engineer in charge of a section of a division. Incumbents in this classification exercise independent judgment over all activities of handling small or moderate-sized engineering problems.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Licensure:

Possession of a certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers;

AND

Experience:

Two (2) years of experience as a registered Professional Engineer.

Documentation Required:

Applicant must attach a valid copy of his/her certification as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to stand; walk; and sit. The incumbent is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills

to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Technical Proficiency: Reads, comprehends, evaluates, interprets, and implements federal, state, and local laws, policies, mandates, and regulations relating to professional and technical engineering work in connection with the development, construction, and maintenance of roads, bridges, and highways.

Reads, evaluates, develops, and interprets technical documents and design drawings. Exhibits an understanding of, compliance with, and implementation of safety rules and regulations. Exhibits the ability to identify alternatives and make technical decisions. If the situation requires, makes the best decision based on incomplete and conflicting information. Effectively utilizes enterprise-wide data and technical software needed to perform specific duties. Recognizes the need for continued professional and technical development. Demonstrates proficiency in applicable technical areas based on the application of acquired technical knowledge.

Engineering Analysis: Conducts analysis and evaluation of projects, studies, and/or surveys related to engineering activities within the Department of Transportation.

Directs or consults in furnishing technical services in making surveys and in supervising construction and maintenance work. Conducts and analyzes special studies of road usage including origin and destination of traffic volume. Performs engineering analyses of fiscal activities of government agencies.

Supervision and Administration: Supervises, coordinates, and directs business functions, resource allocation, and production.

Directs or consults in the preparation of designs, plans, and specifications for major construction projects. Provides technical, administrative, and functional assistance to supervisory personnel. Directs or consults in the preparation of yearly work programs, cost estimates, and other reports associated with engineering activities.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards

team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises subordinate personnel.
2. Supervises and designs projects and/or studies, as assigned.
3. Calculates cost estimates and budgets.
4. Performs administrative and managerial functions.
5. Provides technical/professional engineering services in areas of expertise.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Assists in administering certain phases of engineering work in a district or division of the agency.

Directs or consults in the preparation of designs, plans, and specifications for major maintenance and construction work.

Directs or consults in furnishing technical services, in making surveys, and in supervising construction and maintenance work.

Directs or consults in the preparation of yearly work programs, cost estimates, and other reports associated with engineering activities.

Assures compliance with state laws, regulations, and directives.

Receives complaints and notices of violations and assists in instituting corrective measures to alleviate same; represents the agency in public, civic, technical, professional, and private hearings, conferences, and seminars.

Acts as a resident engineer supervising multiple construction projects, design squads, or an engineering section in a division of the agency.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.