



DOT-ENGINEER DIVISION ADMINISTRATOR

CHARACTERISTICS OF WORK:

This is professional engineering and administrative work in directing activities of an engineering division of the Mississippi Department of Transportation. The work involves responsibility for planning, organizing, and coordinating activities of the division and directing a specific phase of the transportation program. Incumbents exercise supervision over subordinate engineers and technical specialists and work under the administrative direction of an Engineer Bureau Administrator.

EXAMPLES OF WORK:

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

Prepares equipment specifications and reviews bids for compliance with specifications.

Establishes material quality standards and reviews testing and inspection methods to ensure compliance.

Directs transportation research program and report preparation.

Directs environmental assessments and report preparation necessary for project approval.

Directs right-of-way acquisition activities.

Directs long-range planning efforts to determine three (3) year project schedule.

Directs preparation and reviews field application of construction specifications.

Reviews traffic operational and safety problems and devises corrective action.

Directs the preparation of plans and designs for road and bridge construction projects.

Directs issuance of proposals and ensures correctness of contractor payments.

Directs materials and testing program and report findings.

Directs maintenance programs and reports findings.

Determines personnel needs and staffing patterns to accomplish division's mission.

Provides input on matters relative to departmental policy determination.

Establishes maintenance standards for agency budget preparation and control.

Directs preparation of division budget and controls expenditures.

Performs related or similar duties as required or assigned.

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: 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. Meets deadlines. Work product is of a high quality. Follows through on assigned tasks until they are completed correctly. Takes ownership of tasks and duties.

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

Seeks to understand and meet and/or exceed 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. Obtains first-hand customer information and uses it to improve projects and/or services.

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 for 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. 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.

Encourage 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. Continuously evaluates, adapts, and copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

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 issues. Encourages others through positive reinforcement. Expresses facts and ideas both verbally and in writing in a clear, convincing and organized manner, helping others translate vision into action. Models appropriate behavior. Recognizes and develops potential in others; mentors. Builds constructive and effective relationships.

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

Receives nonverbal 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 and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns as well as outcomes and progress throughout the course of an activity. Provides thorough and accurate information. Can accurately restate the opinions of others even when he/she disagrees.

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. Is committed to and actively works to continuously improve himself/herself.

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 risks appropriate to one's 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 and makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands the effects of decisions on the organization and on other organizations.

Acts as a change agent by initiating and supporting change within the agency when necessary.

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 know 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.

TECHNICAL COMPETENCIES:

Technical Proficiency: The ability and willingness to exhibit competency in the technical areas needed to do a specific job.

Reads, comprehends, and correctly applies all rules, regulations, and policies applicable to work assignments. Performs work with a minimum amount of supervision in areas that are familiar. Adheres closely to AASHTO and FHWA requirements when developing state highway design policies. Knows how to accurately interpret all FAA design requirements for all airport types. Effectively regulates all projects built by MDOT standard specifications with limited supervision. Regularly attends professional classes, workshops, etc. to build his/her knowledge base. Actively researches the latest advances and developments in his/her area of expertise. Actively researches the latest advances and developments in his/her area of expertise. Demonstrates a sound working understanding of how other MDOT divisions and district functions apply to his/her specific division. Demonstrates a sound working understanding of basic highway construction design principles and practices. Effectively ensures that his/her staff is knowledgeable and 'up to speed' on compliance rules, SOPs, and related laws. Follows proper procedures when analyzing budget reports and planned needs to ensure adherence to fixed budgets. Effectively conveys the importance of continuous learning to his/her staff.

Workflow Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Operates under specific time constraints and within specified deadlines. Effectively prioritizes tasks in order to meet deadlines. Works on appropriate priorities to get the job done. Provides effective oversight to his/her staff to ensure that project/task time lines are met. Processes FAA grant applications in a timely manner in accordance with funding deadlines. Effectively coordinates pre-construction duties among district personnel to insure that projects are 'bid ready' on time. Effectively manages resources to insure the most efficient use of funds for completion of planned work within the constraints of the given fiscal year. Establishes appropriate measurable milestones in each area of responsibility and maintains an effective record of when such milestone are met. Knows how to effectively multi-task. Effectively takes into account employees' strengths when assigning work activities. Insures that meetings with team members are scheduled enough in advance for results to be accomplished on time. Responds to project-related questions and/or concerns in a timely manner. Holds his/her staff accountable for their actions. Assigns and structures staff duties in a manner that is most efficient and provides the greatest potential benefits for the agency.

Problem Solving/Decision Making: The ability and willingness cooperate with other employees in identifying and solving problems in order to effectively and efficiently complete assigned tasks.

Exhibits ability to identify and address issues. Ensures that all problems encountered are addressed at the appropriate level and communicates all relevant information on a timely basis with accuracy and completeness. Exercises sound reasoning. Displays the ability and willingness to work with other offices or other divisions in order to collectively complete assigned tasks or problems as that arise. Actively solicits input from staff and clients when attempting to solve problems. Knows how to accurately determine which project(s) are eligible for funding when discretionary funds are involved.

Serves as an effective mediator among project office personnel, division personnel, and contractors when addressing unusual construction project problems. Addresses problem situations in a direct but professional manner. Demonstrates professionalism and patience when dealing with difficult people. Provides effective division-specific expertise to agency wide issues/problem situations that arise. Follows the proper chain-of-command when addressing and reporting problem situations. Effectively researches and gather relevant information about problems before deciding on specific problem solving solutions. Addresses minor problems before they become major problems.

Stakeholder Relations: The ability and willingness to interact and communicate effectively with stakeholders.

Proactively provides stakeholders with proper information in an effort to reduce occurrences of future problems. Supports the agency mission and goals in all interactions with internal and external stakeholders. Acts as an advocate for agency policy. Responds promptly to information requests from other division/agency personnel. Collaborates effectively with all public and local officials during public meetings and hearings. Demonstrates the ability and willingness to establish effective working relationship with a range of key stakeholders (e.g., Mayors, county engineers, county supervisors). Demonstrates sound political savvy. Utilizes proper channels (per MODT policies and regulations) when providing important information to stakeholders. Serves as an effective advocate for the agency when performing all job-related tasks. Represents the department/agency effectively in court.

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. Reviews inspection methods and equipment specifications to ensure compliance.
2. Plans, organizes and coordinates specific phases of the Mississippi Department of Transportation.
3. Establishes and prepares budget standards.

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.

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.

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

Accommodation: Ability to adjust focus.

Speaking/Hearing: 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 sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Certification:

Possession of a certificate of registration as a Professional Engineer, one (1) year of which must have included direct line supervision.

Experience:

Five (5) years of work experience in engineering as a Registered Professional Engineer,

AND

Licensure, Certification, and/or Registration:

Possession of a certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers and Land Surveyors.

Required Document:

Applicant must attach a valid copy of his/her certificate of registration as a Professional Engineer from the Mississippi State Board of Registration for Professional Engineers and Land Surveyors.

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.

Additional essential functions and behavioral anchors may be identified and included by the hiring agency.