



DOT - ENGINEER BUREAU ADMINISTRATOR

CHARACTERISTICS OF WORK:

This is professional engineering and administrative Department of Transportation work in directing all engineering programs and related activities in a district or branch of the office of highways of the Mississippi. The work involves responsibility for planning, organizing, directing, and coordinating, through subordinate managers, activities of the various programs under the Administrator's jurisdiction within the district and committing resources to accomplish the Department's program objectives. Work is performed in accordance with modern principles and techniques of engineering and management and requires considerable contact with municipal and state governing bodies and with private citizens interested in the work of the Department. Incumbents work under the administrative direction of the Chief Engineer.

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 Land Surveyors;

AND

Experience:

Ten (10) years of work experience as a registered Professional Engineer, two (2) years of which must have been in a managerial capacity.

Required Documentation:

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

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 sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is regularly required to stand; and walk. The incumbent is occasionally required to 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:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, management, vendors and other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Responds to public complaints and determines corrective action.

Engineering Management: Maintains knowledge of engineering concepts, principles, and practices to direct engineering programs and related activities within the Mississippi Department of Transportation.

Directs all engineering and related programs in assigned district or branch of the office of highways. Directs the planning and implementation of highway construction programs. Directs the planning and implementation of highway maintenance programs.

Administration: Plans, coordinates, and executes business functions, resource allocation, and production.

Implements bridge replacement program. Implements interstate reconstruction/rehabilitation program. Administers and approves district or branch of the office of highways permit/encroachment program. Administers and approves district or branch of the office of highways information systems program. Administers district or branch of the office of highways asset management program. Plans resources.

Managing Human Resources: Plans, monitors, and evaluates work assignments and work performance and ensures that staff are appropriately selected, utilized, developed, and treated in a fair manner.

Administers district or branch of the office of highways personnel recruitment, professional development, training, and disciplinary action program. Provides professional engineering leadership for subordinates. Administers Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs.

MANAGEMENT COMPETENCIES:

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

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

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

Communicates organizational vision and understands effects of decisions on the organization and on other organizations as well as how external factors impact the organization. Acts as a change agent by initiating and supporting change within the agency. Understands and

appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

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

Recognizes and appreciates diversity. Creates synergistic teams using strengths of all team members. Delegates effectively, sharing both responsibility and accountability. Empowers employees and trusts others to perform without micro-managing. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others.

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. Uses change management skills to bridge the gap between current and desired performances. Pushes self and others for results.

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

Demonstrates ability to plan, prioritize, and organize. Works to develop and implement strategic planning for the agency. Assesses current and future staffing needs based on organizational goals and budget realities. Recruits, develops and retains a diverse workforce.

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. Directs all engineering and related programs in assigned district or branch of the office of the highways.
2. Serves as a primary contact person for all technical and non-technical matters in highway district or branch of the office of highways, including working closely with the public, the news media, industry associations, civic groups, professional organizations, and local and state government.
3. Administers district or branch of the office of highways human resources programs.
4. Directs fiscal and budgeting activities.

EXAMPLES OF WORK:

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

Directs all engineering and related programs in assigned district or branch of the office of highways.

Directs the planning and implementation of highway construction programs.

Directs the planning and implementation of highway maintenance programs.

Implements bridge replacement program.

Implements interstate reconstruction/rehabilitation program.

Administers and approves district or branch of the office of highways permit/encroachment program.

Selects and works with engineering consultants and land surveyors.

Administers and approves district or branch of the office of highways information systems program.

Works with counties and cities to implement transportation funding programs.

Works closely with all divisions and Transportation Commission to direct long term planning and goals for assigned district.

Works closely with elected and appointed officials to determine transportation safety and mobility needs.

Receives and responds to complaints.

Works with developers adjacent to highway right of way to ensure conformance to access and safety standards.

Attends public meetings to provide technical expertise on proposed construction projects

Monitors and stays informed on all highway matters in assigned district or branch of the office of highways to ensure the safety of traveling public.

Serves as primary contact in emergency operations.

Attends public functions concerning transportation issues.

Administers district or branch of the office of highways personnel recruitment, professional development, training, and disciplinary action program.

Provides professional engineering leadership for subordinates.

Administers Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs.

Administers district or branch of the office of highways asset management program.

Prepares annual budget.

Approves expenditures.

Plans resources.

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.