

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

# TRANSPORTATION ENGINEER ADMINISTRATOR

---

---

## DEFINITION

Manages an office, supervising several program areas or engineering sections; manages maintenance, construction or development programs for a District; supervises professional engineer(s) or transportation planner(s); performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

## WORK EXAMPLES

Supervises and evaluates the work of engineers, first line supervisors, technicians and staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Assists an Office Director in planning and implementing the activities of the office; coordinates the day-to-day programs carried out by staff; manages funds, staffing, equipment, materials and related resources.

Manages projects and supervises staff in the development of plans for highway improvement design, highway location, preparation and letting of contracts for highway construction, materials inspection, and materials laboratory testing.

Provides direction, consultation and specialized services to field construction staff in areas concerning specifications, methods, techniques and policies in construction and inspection of highways and structures.

Coordinates, directs and supervises project development activities of interstate and primary highways; cities, counties, state parks; institutional road programs, and associated multi-modal systems within a District; provides professional engineering judgement and oversight for development of transportation related structures, facilities and processes; participates in statewide production scheduling.

Supervises and directs the engineering, inspection and administrative staff responsible for construction contract administration and materials inspections of transportation improvements within a District; manages resources of the District construction, materials and resident construction offices.

Administers and directs the maintenance engineering and management functions of a District; provides consultation and assistance to other governmental agencies on transportation system maintenance issues.

Manages a statewide technical engineering program of safety engineering or traffic engineering, including the development of policy and standards; directs statewide program of technical or fiscal assistance; or maintains and administers statewide systems for roadway inventory database, and all computer aided mapping programs for State, County and City map products, and critical incident/strategic information.

Assesses the performance, engineering achievements, and effectiveness of units supervised; recommends program changes; trains and instructs employees on the job in specific work methods, techniques, and subject matter.

Directs work assignments of engineering staff pertaining to the implementation of transportation related construction/maintenance projects; reviews and interprets project plans and specifications; investigates materials, work methods, and construction problems; negotiates with utilities, contractors, and other governmental agencies; investigates and resolves engineering problems caused by unforeseen circumstances (weather, accidents and materials).

Initiates the collection of transportation related data and the formulation of policies and plans to meet future needs; evaluates developmental plans and proposals submitted by employees; develops single or alternative plans, policies, programs, and recommendations based upon cost, benefits, and overall feasibility; presents program plans and proposals to higher level management, other agencies, public bodies, or other groups; evaluates program progress to obtain cooperation, assistance and assurance that plan objectives are realized.

Develops performance criteria, test and inspection methods, policies, procedures and related data to be used in evaluating products, services, materials, and methods; reviews project specifications prepared by others, including cities and consultant engineers; provides interpretation of standards and specifications to other staff members, consultants, or engineers of other jurisdictions to maintain the integrity.

### **COMPETENCIES REQUIRED**

Knowledge of general management principles, techniques, and methods such as personnel and organizational management, budgeting, and employee supervision as they relate to investigating and resolving problems and issues which impact on program operation.

Knowledge of the principles, practices, techniques associated with the assigned areas of specialization within the field of transportation engineering.

Knowledge of state and federal laws and regulations applicable to the area of assigned specialization.

Knowledge of the current literature, trends, developments, and specifications in transportation engineering specialization to which assigned.

Ability to express ideas and facts to individuals or groups effectively; make clear and convincing oral presentations; listen to others; facilitate an open exchange of ideas.

Ability to develop or revise methods, policies, procedures, and specifications to carry out work objectives more efficiently, safely, cost effectively.

Ability to reach goals improve performance; willingness to commit to achieving challenging objectives.

Ability to determine program/project budget requirements and monitor expenditures to include personnel, materials and equipment necessary to completion.

Ability to investigate and analyze engineering or related problems, and develop timely alternatives toward their resolution.

Ability to lead others and to objectively interact and discuss work related issues with employees to improve performance, counsel, or provide career enrichment for the individual involved.

Ability to coordinate and integrate the work activities of diverse units, sections, or squads to accomplish overall goals of the unit in a timely and efficient manner.

Ability to keep own emotions under control and restrain negative behaviors when provoked or when working under conditions of stress.

Ability to understand and appreciate different and opposing perspectives, to adapt own approach to changing situations and to change or easily accept changes in own organization or job requirements.

Ability to meet customer needs in a consistently helpful and courteous manner.

Ability to apply personal ethical standards such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy and cooperates with supervisors.

Fosters and facilitates cooperation, pride, trust, and group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Licensed as a professional engineer, and the equivalent of four years of full-time licensed professional transportation or related civil engineering experience, one year of which must have included supervisory/managerial responsibility. Must have, or prior to appointment, must obtain an active Iowa professional engineering license through the Iowa Professional Licensing Bureau – Engineering and Land Surveying Examination Board;

OR

employees with current continuous experience in the state executive branch that includes experience equal to two years of full-time experience as a Transportation Engineering Manager or Senior Transportation Engineer;

OR

a Masters degree in chemical, civil, construction, environmental, materials, structural or transportation engineering; or an area closely related to transportation engineering may be substituted for one year of the nonsupervisory required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to three years of full-time experience as a Transportation Engineer Specialist.

Effective Date: 8/14 SA