

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
TRANSPORTATION ENGINEER EXECUTIVE

DEFINITION

Administers a statewide engineering program; develops policies and makes operating decisions for a division, which impact department-wide operations; manages diverse programs and oversees the coordination of functions with internal and external customers and stakeholders; 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 engineering managers 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.

Directs and administers statewide engineering programs employing managers and engineers; oversees the coordination of office functions within the department and with other state agencies, and cities and counties; provides technical engineering expertise.

Assists the department director in achieving program objectives; provides recommendations and technical information for division director in program and management areas; participates in long-range planning and in problem resolution.

Prepares office budget of salary, staffing and equipment, including the flexibility to adjust positions to workload; manages resources to ensure achievement of objectives.

Represents the division and department with the media, the public, and federal, state and local governments in the program areas administered.

Oversees the development and implementation of transportation program standards, policies and procedures to ensure quality and safety of transportation projects and activities; participates on committees and task forces to identify priorities and ensure uniformity of standards and quality of projects and programs; provides leadership in current trends and innovative technical engineering methods.

COMPETENCIES REQUIRED

Knowledge of management practices and principles including personnel management, organizational management, budgeting, and employee supervision as they relate to investigating and resolving problems and issues impacting on program operations.

Knowledge of state and federal laws, regulations, policies, and procedures applicable to the areas of assigned specialization.

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

Knowledge of the current literature, trends, and developments in transportation engineering.

Ability to read, write and speak the English language clearly and concisely, both orally and in writing, to present, explain, persuade, negotiate or defend positions taken by the department.

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

Ability to establish program objectives and performance goals to effectively utilize available resources, meet departmental goals, and comply with state/federal requirements.

Ability to lead others and to work cooperatively in a team environment.

Ability to act before being required to act by events, improve job performance, avoid problems and find or create new opportunities.

Ability 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 such that the overall goals of the program area are accomplished in a timely and efficient manner.

Ability to interact with members of the general public, public interest groups, contractors and legislators.

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

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 six 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

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 non-supervisory required experience;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year as a Transportation Engineering Administrator.

Effective Date: 8/14 SA