



TRANSPORTATION ENGINEER MANAGER/TEAM LEAD

GRADE O

SCOPE OF WORK:

Work involves activities associated with planning, designing, and supervising the construction, maintenance, and improvement of transportation facilities and associated items in accordance with established engineering standards and state and federal policy. Positions are responsible for managing an engineering section or overseeing multiple, complex projects.

DUTIES PERFORMED:

- Supervise section within a division; supervise staff engaged in a very complex major project or multiple projects.
- Develop staff goals and objectives, perform annual performance reviews, address disciplinary issues, coach and train employees.
- Plan and develop goals and objectives for a section within a major division.
- Prepare annual/biennial work plans, program budgets, and progress reports.
- Oversee development of assigned plans for division or district; plan and develop goals and objectives for project development; prepare and stamp engineering documents.
- Conduct engineering studies related to transportation planning and/or research.
- Oversee and/or prepare and present reports of engineering-related transportation information.
- Oversee and/or prepare plan and profile sheets, estimates, and detailed designs; develop specifications for transportation-related projects.
- Oversee and/or perform calculations to determine areas, quantities, and costs associated with transportation-related engineering projects.
- Oversee the coordination and inspection of construction activities for compliance and conformance to plans and specifications.
- Oversee the preparation of field notes, log books, reports, and other forms to comply with department procedures for project documentation.

<p>NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.</p>
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MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in engineering or construction management; four years of professional-level engineering work experience; successful completion of the Fundamentals of Engineering exam; and Professional Engineer designation.

Eff Date: 01/14