



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 2014

CONSTRUCTION SERVICES MANAGER, DOT

GRADE N

SCOPE OF WORK:

Work involves managing the business operations functions of the Construction Services Division of the Department of Transportation. Functions include personnel, budget, procurement, training, and highway construction-related Disadvantaged Business Enterprise program activities.

DUTIES PERFORMED:

- Determine and manage the Department's highway construction staffing needs; partner with Human Resource Division in recruiting, interviewing, and selecting engineers, engineering technicians, and engineering-maintenance personnel.
- Develop and maintain relationships with universities and colleges and other sources of engineering talent.
- Work with regional technical colleges to help create and promote enrollment in civil technology programs.
- Develop, manage, and monitor highway construction budget.
- Manage Construction Pool staff; develop and implement work standards; implement performance measures; provide for training; determine work assignments.
- Ensure program and/or contract compliance for highway construction-related Disadvantaged Business Enterprise projects; conduct evaluations and investigations to ensure compliance with regulations; conduct special investigations of irregularities in program operations.
- Implement and administer a Department-wide training program for all engineers, engineering technicians, and engineering-maintenance personnel; coordinate their training and development.
- Attend meetings and events and/or serve on committees with individuals, groups, or organizations; provide information and solicit input regarding the business of the Division.
- Participate in the Division's operational planning process.
- Manage Construction Services Division's procurement process for various District needs; approve purchases and expenditures and recommend major equipment purchases.
- Serve as contact with State Fleet Services for Division's vehicle needs.

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

MINIMUM QUALIFICATIONS:

A bachelor's degree with a major in engineering or construction management and four years of professional-level engineering-related work experience that included management of engineering-related staff. Or,

An associate's degree in civil engineering technology and six years of professional-level engineering-related work experience that included management of engineering-related staff. Or,

Ten years of professional-level engineering-related work experience that included management of engineering-related staff. A bachelor's degree in a field other than engineering or construction management may substitute for two years of the work experience.

Eff. Date: 6/06

Rev: 7/12 – Conversion to Hay System