



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 2015
2016

TRANSPORTATION MANAGER

Individuals assigned to positions in this series are responsible for work related to planning, designing, and supervising the construction, maintenance, and alteration of roads and other transportation related projects and programs in accordance with established engineering standards and state and/or federal policy. Responsibilities include supervising employees and activities of a construction project or engineering division subsection. Supervises work performed on highway construction projects. Supervises and participates in the completion of project final records. Supervises and participates in various highway planning and research programs. Supervises construction materials testing activities within a division or district. Prepares bridge and roadway plans and specifications. Participates in traffic engineering studies and activities. Performs other related engineering duties as assigned.

The levels in this series are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only those elements that distinguish level of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be considered in assigning grade levels. No specific task or combination of tasks should be construed to mean any one the specific levels.

MINIMUM QUALIFICATIONS FOR ENTRY TO SERIES:

Requires an associate degree in civil technology and five years of related highway/transportation construction and engineering experience.

The employing agency, at its discretion, may substitute paraprofessional or technical work experience for a formal education requirement. The amount and type of work experience that will be substituted will be defined by the employing agency at the time of recruitment.

TRANSPORTATION PROJECT MANAGER

015

GRADE K

Responsibilities associated with this class consist of duties that may vary depending on circumstances and are accomplished through the use of a variety of procedures, processes, or methods. Decisions involve analysis of the circumstances to determine tasks involved and selection of appropriate procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and

direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with transportation engineering and construction. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

TRANSPORTATION SENIOR MANAGER

2016

GRADE M

Responsibilities associated with this class consist of duties that may vary depending on circumstances and are accomplished through the use of a variety of procedures, processes, or methods. Decisions involve analysis of the circumstances to determine tasks involved and selection of appropriate procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of others involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with transportation engineering and construction. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

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