



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 2019

Phone: (701) 328-3290

---

**TRANSPORTATION ENGINEERING SERVICES MANAGER**

GRADE N

**SCOPE OF WORK:**

Work involves activities associated with managing the engineering services function of the Department of Transportation's Maintenance and Engineering Services Division, providing technical and engineering services to the Department's various divisions and districts.

**DUTIES PERFORMED:**

- Provide research, analysis, and consultative services to divisions and districts on any construction or maintenance subject; devise solutions and prepare special reports and studies; make recommendations for top-level management approval prior to implementation.
- Research, develop, and update construction and maintenance specifications including materials and equipment; implement mechanisms to review and monitor effectiveness of specifications.
- Participate in and coordinate selection process for consulting engineers for construction and maintenance projects.
- Represent the Department in dealings with contractors, equipment and material suppliers, Tribal Employment Rights Ordinance offices, and consulting engineers.
- Develop contract specifications including equipment and other material requirements; provide interpretation of contract requirements; write and negotiate contracts; monitor evaluation of consultants upon completion of projects.
- Negotiate terms of agreements with tribes and prepare memorandums of understanding.
- Oversee the Quality Control/Quality Assurance Program, maintaining the framework within which the program is managed throughout the Department.
- Provide supervision to professional-level engineering services staff.

**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 bachelors degree with a major in engineering or construction management, and four years of professional-level engineering-related work experience. Or,

An associates degree in civil engineering technology and six years of professional-level engineering-related work experience. Or,

Ten years of professional-level engineering-related work experience. A bachelors degree in a field other than engineering or construction management may substitute for two years of the work experience.

Eff. Date: 11/98

Rev: 11/04 – Revised min quals at request of DOT

Rev: 07/12 – Conversion to Hay System