



ADMINISTRATIVE TRANSPORTATION ENGINEER

SCOPE OF WORK:

Work involves application of engineering concepts and methodologies in performing activities associated with managing administrative, planning, construction, and maintenance programs and projects within a district, division, or office of the Department of Transportation.

DUTIES PERFORMED AT ALL LEVELS:

- Interpret and implement engineering regulations and policies in relation to programs and projects.
- Participate in solving design, technical, and field problems relative to engineering projects.
- Provide guidance and direction to project engineers in project concepts development and project design.
- Recommend, develop, and implement administrative and operational policies and procedures of a district, division, or office; develop goals, objectives, and long-range plans for work units.
- Prepare and monitor program/project budgets and account for associated expenditures and revenues.
- Manage and evaluate the work activities of assigned technical, professional, and administrative personnel.
- Plan and schedule program/project assignments, assuring availability of human, fiscal, and materiel resources.
- Guide the development and periodic updates of strategic business plans for the office, division, or district in conformance with department guidelines and timeframes.
- Evaluate and monitor efficiency and effectiveness of programs and operations.
- Represent the district, division, or office in meetings with government officials, organizations, or the general public regarding transportation-related programs.

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

ADMINISTRATIVE TRANSPORTATION ENGINEER I

2024

GRADE P

LEVEL DEFINITION:

Individuals assigned to positions classified at this level perform work activities associated with assisting the district or division engineer with administrative operations. Individuals in the districts have charge of construction management and maintenance operations. Individuals in the divisions perform administrative tasks primarily associated with carrying out strategic business plans and human resource management, and with project development and consultative engineering assistance to the districts.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct and direct special studies
- Diagnose project issue, solve, or make recommendations for plan of action
- Manage DOT employees and consultant engineering firms on construction projects
- Conduct or assist with district or division staffing plans
- Negotiate large change orders or claims when stalemate is reached by project engineer and contractor/consultant
- Assist in solving complex/unique problems

MINIMUM QUALIFICATIONS:

Requires registration as a professional engineer in North Dakota and three years of supervisory or administrative transportation engineering work experience.

ADMINISTRATIVE TRANSPORTATION ENGINEER II

2025

GRADE R

LEVEL DEFINITION:

Individuals in positions classified at this level perform work activities associated with the overall administration of a district or division. Positions report to an Administrative Transportation Engineer III who serves as the regional engineer or as the director of an office comprised of divisions having different engineering functions.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Plan, implement, direct and evaluate activities associated with a district or division.

- Formulate, implement and enforce administrative and operational policies and procedures of a district or division.
- Develop and maintain a district or division strategic business plan; assure that goals and objectives are developed and met.
- Develop and execute district/division budgets.

MINIMUM QUALIFICATIONS:

Requires registration as a professional engineer in North Dakota and four years of administrative transportation engineering experience, two years of which included responsibility for management of staff and administration of a major engineering function.

ADMINISTRATIVE TRANSPORTATION ENGINEER III

2026

GRADE S

LEVEL DEFINITION:

Individuals in positions classified at this level are responsible for overall administration of one of the two Department's regions or for an office comprised of different divisions having engineering functions. Positions report to the Director of the Department of Transportation and have full authority within limits established through the department strategic business planning process, delegated authority, and established policies to use human, fiscal, and materiel resources to meet the needs of the region or office. Work activities are associated with the planning, design, construction, and maintenance of a transportation network that is consistent with the State's transportation plan.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop and maintain long-range regional or state transportation plan; participate in the development of local or state transportation plans.
- Provide direction to division directors or district engineers in updating their strategic business plan.
- Provide direction to division directors and district engineers for the development of preliminary concept reports and routine design work; approve concepts and designs performed by staff engineers and consultants.
- Oversee work activities of district or division administrative employees to ensure the practice of sound engineering, management, and transportation planning principles.
- Develop appropriate standards consistent with applicable engineering principles; oversee the development, testing, and implementation of new practices.
- Communicate, as a source of engineering expertise, with state and local officials, the media, and the general public.

MINIMUM QUALIFICATIONS:

Requires registration as a professional engineer in North Dakota and five years of administrative transportation engineering experience, three years of which included responsibility for management of staff performing diversified functions and administration of a major engineering function.

Eff. Date: 10/74 – Highway Engineer IV and V

Rev: 10/89 – Title changed to Administrative Transportation Engineer

Rev: 12/93 – Changed minimum qualifications

Rev: 10/96 – Rewritten in current format

Rev: 10/97 – Added third level as result of new organization structure

Rev: 12/11 – Revised minimum qualifications

Rev: 07/12 – Conversion to Hay System

Rev: 05/14 – For I level, revised scope, duties, factoring and increase grade.