

Job Family Description

Jobs whose primary duties generally involve engineering and/or planning activities. Individuals in this family are responsible for consultation, investigation, evaluation and planning, design, design review and approval, and/or determination of environmental and safety impacts of work processes and products (buildings, utilities, systems, sites, mapping, or infrastructures); may provide project management oversight, which may include supervision.

SC4001	Engineering & Planning Svcs I	Grade 102
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Level Definition:

Work at this level includes the performance of a variety of basic technical duties in the completion of project and programs according to engineering standards and practices, under close supervision.

Jobs at this level include:

Engineering Technician I

Knowledge Skills & Abilities

Knowledge of appropriate techniques and procedures to do the job. Ability to apply general rules to specific problems. Ability to complete work assignments accurately and with attention to detail. Entry level knowledge of and ability to use tools necessary for assigned work. Basic verbal and written communication skills. Demonstrated knowledge of fundamental math skills. Basic knowledge of engineering standard and practices.

Minimum Education & Experience

High School diploma or GED. Hiring agency may specify additional education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC4002	Engineering & Planning Svcs II	Grade 103
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Level Definition:

Work at this level includes the performance of a variety of basic technical duties in the completion of project and programs according to engineering standards and practices, under general supervision. May be assigned lead role under supervision.

Jobs at this level include:

Engineering Technician II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to prepare and maintain records and reports. Ability to complete assignments on time. Proficient level knowledge of and ability to use tools necessary for assigned work. Ability to interact with team members/customers in professional manner. Demonstrated knowledge of higher-level math skills.

Minimum Education & Experience

High School or GED plus experience related to the agency and position. College-level coursework and/or degree in an engineering field or related field may substitute for work requirement on a year-for-year basis. Agency may specify additional qualifications, licenses, or experience to substitute for education depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC4003	Engineering & Planning Svcs III	Grade 104
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Level Definition: Work at this level involves performing more complex technical assignments in the coordination of single projects and programs; conducting studies, preparing reports, and assisting higher level planners or surveyors on project feasibility; entry level appraisal and negotiation activities of property and right of way access. May involve participation in determination of project objectives and outcomes. Work is normally performed under general supervision after initial training period. May provide task-specific training and guidance to staff.

Jobs at this level include:

Engineering Technician III, Planner I, Surveyor I-II, Realty Officer I

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to handle difficult situations with composure. Skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Ability to devise solutions to operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Ability to interact effectively both verbally and written. Knowledge of basic survey principals or more advanced engineering principles and practices.

Minimum Education & Experience

Associates degree in related field and agency designated experience; or high school diploma (or GED) and agency specified experience, or Bachelor’s degree. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment

SC4004	Engineering & Planning Svcs IV	Grade 105
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Work at this level involves performing more complex technical assignments in the coordination of multiple projects and programs; conducting studies, preparing reports and developing & coordinating planning; complex survey work; basic level appraisal and negotiation activities of property and right of way access; supervision, under general supervision, of water management applications and ensuring water management projects follow established engineering standards. Some positions may involve providing supervision or technical guidance to others. Therefore, work at this level is of a highly complex and requires a high degree of knowledge, skills, and abilities and/or specialization in specific subject matter. Work activities involve decision-making within parameters of approved policies and procedures.

Jobs at this level:

Transportation Engineer I, Water Resource Engineer I, Engineering Tech IV, Healthcare Facility Plans Reviewer, Military Facilities Realty officer, Planner II, Surveyor III, Transportation Project Mgr, Water Resource Project Mgr, Environmental Engineer I, Realty Officer II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Ability to set priorities and determine workflow. Skill in evaluating alternative solutions, conclusions, or approaches to problems. Ability to apply general rules to specific problems. Skilled at conducting and analyzing extensive research and communicating results. Ability to analyze and solve work related problems. Ability to accurately prepare and maintain records.

Minimum Education & Experience

Associates degree in related field and agency designated experience; or high school diploma (or GED) and agency specified experience, or Bachelor’s degree plus experience. Hiring agency may specify education, experience

and/or additional qualifications depending on the position to be filled. Agency may specify that college level coursework in a directly related field may substitute for required work experience on a year-for-year basis. The agency will specify the nature of qualifying work experience at time of recruitment.

SC4005	Engineering & Planning Svcs V	Grade 106
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Level Definition:

Work at this level involves performing more complex engineering assignments in the coordination of multiple projects and programs; conducting studies, preparing reports and developing & coordinating planning; complex survey work; higher level appraisal and negotiation activities of property and right of way access; supervision, of water management applications and ensuring water management projects follow established engineering standards. Work is multi-disciplinary, and assignments address complex issues, problems, and/or systems. Work involves the review and evaluation of existing data and research. Provides technical guidance to others. Often manages the work of others. Work at this level involves a comprehensive understanding of all basic, intermediate, and advanced services and programs being provided within an agency.

Jobs at this level include:

Environmental Engineer II, Transportation Engineer II, Water Resource Engineer II, Installation & Facilities master planner, Planner III-IV, Construction Coordinator (NG), Surveyor IV, Transportation SR Mgr, Water Resource SR Mgr, Realty Officer III-IV

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced knowledge of engineering and planning principles. Advanced skill in use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Skilled in mediation and dispute resolution. Ability to handle difficult situations with composure. Skill in the ability to devise solutions to administrative or operational problems. Ability to make sense of, combine, and organize information into meaningful patterns. Ability to communicate effectively in writing. Ability to interact effectively with others. Skill in collecting, analyzing and organizing data. Ability to use tools necessary for assigned work. Ability to develop, interpret, and evaluate policies and procedures. Ability to plan, assign, and/or supervise the work of others.

Minimum Education & Experience

Associates degree in related field and agency specified experience; or high school diploma (or GED) and agency specified certifications plus experience; or Bachelor's degree plus experience. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. Agency may specify that college level coursework in a directly related field may substitute for required work experience on a year-for-year basis. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC4006	Engineering & Planning Svcs VI	Grade 107
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Level Definition:

Work at this level involves performing complex engineering assignments in the coordination of multiple projects and programs; conducting studies, preparing reports and developing & coordinating planning; complex survey work; basic level appraisal and negotiation activities of property and right of way access; supervision of water

management applications and ensuring water management projects follow established engineering standards. Defines, directs, and provides leadership for highly complex and challenging programs or projects. Most often manages the work of others either directly or indirectly.

Jobs at this level include:

Environmental Engineer III, Facility Construction Engineer, Healthcare Facilities Engineer-Architect, Transportation Engineer III, Transportation Engineer Mgr/Lead, Transportation Engineering Svs Mgr, Water Resource Engineering III, Water Resource Engineer Mgr I, Facility Construction Engineer, HWY Maintenance Coordinator, HWY Maintenance Superintendent, Mgr Right Of Way Section, SR Enviro Engineer I, Construction Svs Mgr (DOT), Transportation Construction Administrator, HWY Materials Coordinator, Administrative Transportation Planner, Survey Manager, Transportation Programming Mgr

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Advanced ability to develop, interpret, apply, and evaluate policies, regulations, and procedures. Highly refined ability to handle difficult situations with composure. Advanced skill in the use of analytical tools and data analysis methods. Ability to work effectively within a complex work environment. Expert level engineering and planning skills. Ability to direct the preparation of work plans, project budgets, and program status reports.

Minimum Education & Experience

A bachelor's degree and agency specified additional years of experience. Certain jobs may allow substitution of specified years of experience for the education requirement. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. If an agency allows substitution of specified years of experience for an educational requirement, said experience must substantiate that the subject employee has demonstrated equivalent knowledge, skills, and abilities. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

SC4007	Engineering & Planning Svcs VII	Grade 108
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Level Definition:

Individuals at this level perform work activities associated with division assistance in 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 an engineering division of an agency. Manages the work of others either directly or indirectly.

Jobs at this level include:

Administrative Transportation Engineer I

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels – Advanced knowledge of principles involved in strategic planning, resource allocation, and coordination of people and resources. Ability to develop, interpret, and evaluate policies and procedures. Ability to devise solutions to administrative problems. Ability to implement new systems and evaluate their effectiveness. Ability to solve program or service-related problems; determine actions to be taken in unusual circumstances within parameters established by formal policy, procedures, and standards. Mastery level engineering and planning skills. Extensive ability to implement new and ongoing program initiatives.

Minimum Education & Experience

A bachelor’s degree and agency specified additional years of experience and associated certifications plus professional registration with the state. In addition to minimum requirements defined for lower levels, hiring agency may specify education, experience and/or additional qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment.

SC4008	Engineering & Planning Svcs VIII	Grade 109
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Level Definition:

Work at this level involves application of the highest level of engineering concepts and methodologies in performing activities associated with managing administrative, planning, construction, environmental, and maintenance programs and projects within a district, division, or office of an engineering division of an agency. Defines, directs, and provides leadership for these highly complex and challenging programs or projects. Regularly has end-to-end responsibility for major projects or programs and has full authority within limits established through department policy. Manages the work of others either directly or indirectly. Develops and maintains long-range planning.

Jobs at this level include:

Administrative Transportation Engineer II-III, Asst State Engineer, Water Resource Engineer Mgr II, SR Environmental Engineer II

Knowledge Skills & Abilities

The following are in addition to KSAs for lower levels - Ability to champion employee, customer, and stakeholder driven ideas. Ability to provide leadership on best practices to address a wide range of complex and interrelated programs and issues. Ability to work intra-agency to create efficiencies. Skilled at improving organizational efficiency by developing, planning, and implementing multi-tiered solutions to complex or unprecedented problems. Master skill level in strategic and long-range planning.

Minimum Education & Experience

A bachelor’s degree in engineering, agency specified additional years of experience, and associated certifications and or/professional state registrations. In addition, hiring agency may specify additional education, experience, supervisory experience, and/or qualifications depending on the position to be filled. The agency will specify the nature of qualifying work experience at time of recruitment. Certain jobs types may have additional bona fide occupational qualifications that are either traditionally or legally required. The minimum qualifications stated for the classification do not replace such bona fide requirements.

Job family descriptions are not to be used as the sole determinant for classification assignment. Classification analysis includes a review of the job family description, comparisons to other state-wide positions, review of the job description and classification request, organizational structure, and agency information.