

ENGINEER, PRINCIPAL ADMINISTRATIVE-TRANSPORTATION

KIND OF WORK

Advanced administrative engineering work.

NATURE AND PURPOSE

Under general direction, provides overall administration and operational direction to the planning, design, construction, maintenance, and state aid functions of a metro district for the Minnesota Department of Transportation.

Although functions performed by this class are similar to the Engineer, Senior Administrative, this class differs because dimensions in human and fiscal resources are substantially greater, and positions encounter unique urban transportation problems such as urban hydrology, demography, congested traffic. Positions are expected to utilize innovative design technologies and administrative techniques to resolve problems magnified by the urban setting (e.g., high occupancy vehicle lanes, ramp metering, computerized integrated signal systems, light-rail transit, incentive/disincentive bonus clauses).

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct and control a metro district's fiscal resources to efficiently meet program needs by reviewing and finalizing budget requests, determining fiscal priorities, conducting budget reviews, authorizing release of available unencumbered balances and evaluating effectiveness of the budget process.

Direct and control a metro district's human resources to ensure effective and efficient utilization of those resources in accomplishing district work programs by establishing district organization and determining personnel complements, assigning, monitoring and evaluating employees, monitoring and providing guidance in promotional ratings, promotions, achievement awards, disciplinary action and labor relations, employee selection and employee development, and by monitoring and guiding the Affirmative Action program objectives and the District Safety Program.

Direct urban transportation systems development to insure that an ongoing system plan is developed and maintained by monitoring, evaluating and prioritizing trunk highway needs, adjusting priorities, delegating the authority to represent the District Engineer to other staff, representing the Commissioner before various boards, committees, groups, recommending Highway Project Development Schedules for adoption, review of implementation of work programs and resolving deviations from planned schedules.

Direct the Location, Design, and Right of Way Acquisition phases of the Highway Planning and Development process to ensure that project development schedules are properly identified and met; social, economic, and environmental concerns are properly addressed; route locations and designs are accomplished in conformance with accepted engineering practices and standards; and rights of way are properly identified and acquired for all projects in the district's assigned Highway Improvement Program by endorsing and recommending approval of required project documents, conducting public hearings and other meetings, resolving disputes and initiating changes in design.

Direct the district's construction, maintenance and state-aid operations to insure conformance with established standards and policies by review of work programs and staffing patterns, formulation of joint programs with other districts, approval and evaluation of priorities.

Direct and control the District Public Information Process to insure that information is provided internally and to all publics by representing the Commissioner before groups, providing liaison with various groups and individuals, initiating news releases, affording opportunity for participation and involvement by public in the transportation planning process, evaluating the effectiveness of the Department's public relations effort and implementation of change where appropriate.

Serve on department and multi-agency committees, including participation in District Engineers and joint Office Director/District Engineers meetings so that policies reflect those insights gained from administering an operational division by participating in department policy formulation, delegating staff resources to review department policy, evaluation of policy and recommendation of policy changes.

Direct and control the formulation, implementation and evaluation of district goals, objectives, policies and procedures to insure all District operations are effectively and efficiently carried out by establishing district goals and objectives, establishing and approving District policies and procedures, conducting District staff meetings, monitoring progress and effectiveness of operations and work programs, ensuring compliance with statutes, rules, regulations and departmental policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of civil engineering sufficient to accomplish major operational objectives of the department involving extensive and diversified engineering tasks.

Department programs and policies sufficient to implement them in the district and to represent the department to the legislature, the public and the private sector.

Concepts and principles of Human Relations management sufficient to administer human resources in achieving the major objectives of the department.

Concepts and principles of Fiscal Resources management sufficient to administer fiscal resources of the district in achieving the goals of the department.

Ability to:

Communicate public policies and provide the guidance and direction regarding those policies in order to achieve decisions in the public sector.

Direct resources and manpower in the district toward development of projects that have the best chance of gaining all necessary external approvals and the best chance of being funded at a given time.

Direct the development of an overall marketing plan and/or promotional strategies for projects that are highly sensitive, highly visible and involve high occupancy, high volume roadways.

Initiate, develop and implement experimental programs in the district to address external pressures and demands caused by urban growth's effect on transportation systems.

Initiate, develop and implement alternative ways to design and administer construction contracts to address external pressures and demands caused by delays in the opening of a roadway.

Provide overall direction in the development of alternative design criteria and modes of transportation as means to deal with the demands of high volume traffic and limited new right of way on urban transportation systems.

Coordinate and provide overall direction in dealing with the transportation demands placed on existing systems by special events and large, complex civic development projects.

Provide direction for complex negotiations in situations where local governments are attempting jurisdictional tradeoffs of high volume roadways.

Initiate, develop and implement alternative methods of project management, such as the Corridor Manager concept, to facilitate the overall coordination and completion of transportation projects that are unique and multi-disciplinary, involving new transportation technology, coordinated systems planning, and complex overall coordination both internal and external.

Establish and maintain effective working relationships with public officials, special interest groups, and the general public to enhance communication.

Communicate orally and in writing to interpret and explain the laws, rules and policies of the state and department to subordinate staff and the public and to advocate law changes in the political sphere.

Represent the department in the legislative process to encourage passage of laws which benefit the state and people of Minnesota.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Licensure with the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID) under the provisions of M.S. 326.02 – 326.15.

Est.: 3/88
Rev.:11/08
Ckd.: 11/91

T.C.:
Former Title(s):