

HIGHWAY ENGINEER ASSOCIATE**Nature of Work**

Under general supervision, performs professional engineering work in the planning, design, construction, maintenance and operation of highways and their attendant facilities and structures. Work is performed within a defined framework of policy, but the incumbent independently makes engineering decisions within that framework and may make or assist in making broad decisions in setting objectives and goals. May supervise lower level employees. Performs related work as required.

Distinguishing Characteristics

The dual track career concept allows for progression to this level of the Highway Engineer series in recognition of (1) demonstrated expertise in a specialized area of transportation/civil engineering or (2) the assignment of administrative/supervisory duties as determined by the organizational setting of the position.

At this level applies theories, principles and practices of transportation/civil engineering to complex engineering problems in the area of assignment serving as a major project engineer or supervising the work of a major engineering unit with the division or serving as a staff assistant at the division or district level.

Examples of Work

- Reviews design plans for accuracy and completeness from conception to finish.
- Prepares special engineering reports for higher level executives.
- Trains and evaluates personnel to ensure quality work.
- Plans, schedules, and coordinates the activities of sections or groups.
- Evaluates the performance of subordinate engineers and other personnel.
- Serves as a district or division engineering head for a unit or functional area.
- Evaluates data collected by field personnel and incorporates same into studies and plans.
- Reviews contract plans, specifications, test results, and agreements from an engineering aspect for accuracy and completeness.

HIGHWAY ENGINEER ASSOCIATE (CONT'D)**Examples of Work (cont'd)**

Performs duties in a transportation engineering specialty such as concrete, steel, bituminous materials, environmental measurements, geotechnical evaluations, instrumental analysis, computer applications, structural analysis, electronics, metalography, corrosion, welding and mathematical analysis, transportation systems analysis, route location, project evaluation, transportation planning, design, pavement, hydraulics, or other related fields.

Knowledge, Skills and Abilities

Knowledge of the current principles, methods, and practices of civil engineering.
Knowledge of the laws, policies and regulations governing the area of assignment.
Knowledge and understanding of internal policies, procedures and practices of the Department.
Knowledge of the accumulated findings in the area of assignment.
Knowledge of engineering research techniques.
Ability to supervise and plan, organize, direct, and coordinate the activities of professional engineering staff.
Ability to establish effective working relationships with districts, divisions, industry, governmental units, public interest groups, and individuals.
Ability to communicate effectively both orally and in writing.
Ability to conduct successful applied research in a specialized branch of transportation engineering.
Ability to write professional quality papers, reports, research studies, and projects.

Minimum Qualifications

Training: Current license as a registered professional engineer in West Virginia.

Established: 3/20/08
Effective: 5/1/08