

HIGHWAY ENGINEER SENIOR**Nature of Work**

Performs advanced level professional engineering and complex administrative work while responsible for all engineering and non-engineering operations of a district, or an engineering division with the Division of Highways. Exercises wide latitude and independent judgment in the application of departmental policies to operating problems and/or situations. Performs related work as required.

Distinguishing Characteristics

This class is distinguished from the lower levels of the Highway Engineer series by the advanced level of administrative duties assigned to position while serving as a district engineer or director of an engineering division.

Examples of Work

- Plans, organizes and reviews the engineering and administrative activities in a district.
- Plans, organizes and reviews the engineering and non engineering activities of an engineering division.
- Oversees the application of and adherence to all departmental regulations, policies, practices and standards.
- Plans and oversees staff development and training activities of the section.
- Monitors compliance with federal and state laws, regulations, agency policies and practices and professional standards.
- Oversees administrative functions to include payroll, accounting, procurement, records retention and public information.
- Oversees and recommends personnel and staffing changes to indicate selection, advancement, evaluation and termination of personnel.
- Maintains effective working relationships with federal transportation officials, contractors, state and local officials, advocacy/interest groups and the public.
- Assists in the formulation and implementation of departmental policy, and coordinates the activities of the design, construction, maintenance, realty and equipment elements of a district or section project.

HIGHWAY ENGINEER SENIOR (CONT'D)**Knowledge, Skills and Abilities**

Knowledge of the principles and practices of transportation engineering as it relates to the planning, programming, operation, and administration in the area of assignment.

Knowledge of the principles and practices of civil engineering in the area of assignment.

Knowledge of the laws and regulations governing the divisions and/or sections in the area of assignment and of the inter relationships between these sections and divisions.

Knowledge of internal policies of the Department as they relate to the area of assignment.

Knowledge of the accumulated findings in the area of assignment.

Knowledge of engineering research techniques.

Knowledge of modern organizational leadership and management practices.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain good working relationships with superiors, subordinates, and counterparts in other agencies and other states.

Ability to plan, direct, and organize the activities of others, to delegate authority, to assign areas of responsibility and evaluate staff and work performance.

Ability to plan and conduct a successful staff development program.

Ability to apply abstract policy, technical and administrative theory in specific field situations.

Ability to provide broad direction and leadership for various Departmental activities.

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.

Experience: Nine years of professional highway engineering experience involving the design, construction, or maintenance of highways.

Note: The experience must have acquired after the bachelor's degree but may have occurred before or after registration as a professional engineer.

8223

HIGHWAY ENGINEER SENIOR (CONT'D)

Minimum Qualifications (cont'd)

Substitution: Master's of science degree in civil engineering from a regionally accredited college or university may be substituted for one year of the required experience. Non highway professional engineering experience may be substituted for the professional highway experience at the rate of two years of general experience for one year of highway related experience.

Established: 3/20/08

Effective: 5/1/08