

**HIGHWAY ENGINEER CHIEF****Nature of Work**

Performs advanced level professional engineering and complex administrative work responsible for a group of engineering and non-engineering divisions within the Division of Highways. Serves as a Staff Engineer to the Commissioner of Highways or as administrative and technical head of a group of divisions from the following: Construction, Materials, Maintenance, Traffic Engineering, Roadway Design, Structures, Right of Way, Enforcement, and Equipment. Coordinates the inter-agency and intra-agency operations of divisions engaged in either project development or engineering operations. Performs related work as required.

**Examples of Work**

- Plans, organizes and reviews the engineering and non engineering activities in the 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 division.
- Monitors compliance with federal and state laws, regulations, agency policies and practices and professional standards.
- Oversees the administrative function of the division 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 division 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 division project.

**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.

**HIGHWAY ENGINEER CHIEF (CONT'D)****Knowledge, Skills and Abilities (cont'd)**

- 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.
- 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:** Eleven years of professional highway engineering experience involving the design, construction, or maintenance highways.

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

**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