**8358**

# TRANSPORTATION ENGINEERING TECHNICIAN - SENIOR

## NATURE OF WORK

Serves in a senior level capacity performing advanced and/or expert duties, and supervisory duties associated with either the engineering or construction areas of highway and bridge construction and maintenance. Participates in a training program requiring 180 Technician Development Hours.

## DISTINGUISHING CHARACTERISTICS

Transportation Engineering Technician - Senior (level 4) is distinguished from Engineering Technician (level 3) in that level 4 performs senior level work requiring expert technical knowledge and supervises or coordinates functions or sub-units under direction of an engineering technologist or a registered professional engineer. In the field of survey, this level is reserved for the survey party chief.

## ESSENTIAL JOB FUNCTIONS (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Prepares complete bid proposal for complex projects including adequate provisions for compliance with all Federal, State, Local and AASHTO requirements, cost estimates, time estimates and bidding procedures.
Maintains project/design cost records, evaluate performance of subordinates, safeguards and assures good condition of materials and equipment and operates within requirements of agency, state, local and FHWA Technical and Administrative Programs.
Establishes effective working relations within unit and with units employed on similar work, as well as with consultants, suppliers, government agencies and municipalities.
Assures quality of all work performed or supervised.
Prepares comprehensive engineering and environmental reports.
Prepares reports, summaries and accident reports and compiles data required to permit effective management.
Prepares schedules of priorities for recurring maintenance operations and monitors compliance with established schedules.
Utilizes equipment and personnel effectively and assures the quality of all work supervised.
Performs initial review of major construction plans to insure that the latest principles of highway safety are being utilized.
Supervises and coordinates inventory and analysis of traffic control devices on all highways within area of responsibility.

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and understanding of standard statistical concepts.
Knowledge of the principles, practices and objectives of urban transportation planning.
Knowledge of and the ability to provide on-the-job implementation of OSHA, EEO, OJT, Environmental protection, Erosion Control, Traffic Maintenance and Davis-Bacon Requirements.

Knowledge of design of Bituminous and Portland Cement Concrete mixes.
Ability to supervise laboratory testing and ship or field inspections.
Ability to establish an effective and safe working relations with contractors, subcontractors, suppliers, consultants, utility companies, government agencies, municipalities, property owners, employees and the public.
Ability to prepare equipment maintenance, condition and utilization reports.
Ability to verify ship inspection of structural steel members.
Ability to recognize design deficiencies, mistakes or changed conditions in plans and specifications, and to recommend appropriate corrective action.
Ability to prepare and review contract change orders in final format for approval by a Contracting Officer.
Ability to recognize need for special training programs and to plan, arrange, and evaluate OJT and other programs.
Ability to work harmoniously with other employees.
Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**
Certification as a Transportation Engineering Technician - Senior by the West Virginia Transportation Engineering Technician Certification Board at BridgeValley Community and Technical College.

**Special Requirement**
Possession of a valid driver's license is also required.

**Substitution (New hires only)**
An associate degree in Civil Engineering Technology from a regionally accredited college or university, plus ten years of paid experience in a technical capacity in a civil engineering environment may be substituted for the Certification.

**AREAS OF ASSIGNMENT**
Engineering
Construction

Established: 10/21/93
Revised: 10/29/99, 3/3/00, 3/11/09, 12/14/11, 06/10/2014
Title Change: 3/3/00
Effective: 12/14/11