

**TRANSPORTATION SERVICES MANAGER 3****Nature of Work**

Under administrative direction, manages a specialized organizational unit within the Department of Transportation. The scope of responsibility includes planning and organizing work procedures and directing the work of engineers or other technical/professional employees. This includes developing employees, evaluating unit operations, developing budget needs, researching new work procedures and interpreting standards, statutes, regulations and policies. Serves as an upper-level manager assisting the Transportation Systems Director or Highway Engineer 5 and provides supervision to a team of engineers or other technical/professional employees in the area of assignment. Performs related work as required.

**Distinguishing Characteristics**

Positions in this class have responsibility for a specialized engineering or para-professional engineering, or professional section in the area of assignment within the Department of Transportation. Positions in this class will report directly to a Transportation Systems Director or Highway Engineer 5 who utilizes the position as a professional resource. Managerial work at this level requires specific expertise in the area of assignment. This class is distinguished from the Transportation Services Manager 2 by the complex, technical and specialized nature of the work and the reporting relationship.

**Examples of Work**

- Directs the activities of the section in the area of assignment.
- Develops and recommends policies and procedures in the area of assignment.
- Monitors unit activities to ensure compliance with state and federal regulations, policies and work standards.
- Supervises and trains staff.
- Communicates with other state and federal officials in the review and assessment of agency actions and programs.
- Conducts interviews for prospective employees and makes recommendations regarding the selection of staff.
- Prepares reports reflecting the operational status of the unit and/or agency programs.
- Analyzes data for the purpose of developing programs, procedures and technical manuals.
- May attend hearings or serve on committees requiring knowledge of the area of assignment.
- May provide technical expertise to engineering consultants or designers in the area of assignment.
- May develop and implement training/research programs for engineering, technical and/or administrative personnel in the area of assignment.
- May direct regional or other field staff.

**TRANSPORTATION SERVICES MANAGER 3 (CONT'D)**

**Knowledge, Skills and Abilities**

Knowledge of state and federal laws and regulations as well as policies and procedures in the area of assignment.

Knowledge of the mission, programs and organization of the agency.

Knowledge of the principles and practices in management which include planning, coordinating, directing, organizing and supervising.

Ability to plan, organize, coordinate and evaluate work activities in the area of assignment.

Ability to analyze facts and apply to the management of the unit.

Ability to develop effective policies and procedures for the unit.

Ability to direct and supervise the work of others.

Ability to present ideas effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with others.

**Minimum Qualifications**

**Training:** Bachelors degree from a regionally accredited four-year college or university in applied, physical or natural sciences, transportation, urban or regional planning, business administration, or public administration OR certification as a Transportation Engineering Technician – Senior (TRET SR) by the West Virginia Transportation Engineering Technician Certification Board.

**Substitution:** Experience as described below may substitute for the required training on a year for year basis.

**Experience:** Eight years of full-time or equivalent part-time paid administrative or supervisory experience in the area of assignment.

**Special Requirements:**

A valid West Virginia driver's license may be required.

For the Area of Assignment of Legal/Administrative Hearings, admission to the practice of law in the State of West Virginia is required and substitutes for the required training and experience. In addition, two years of full-time or equivalent part-time paid experience is required in the area of assignment and three years of full-time or equivalent part-time paid experience in a general administrative or supervisory capacity.

**8390**

**TRANSPORTATION SERVICES MANAGER 3 (CONT'D)**

**AREAS OF ASSIGNMENT:**

Construction  
Legal/Administrative Hearings  
Materials Control, Soils and Testing  
Occupational Safety and Loss Control  
Roadway Design  
Traffic Engineering  
Structures  
Project Control  
Transportation Planning

**Established:** 5/15/97

**Revised:** 1/15/99; 7/30/04, 12/2/10

**Effective:** 12/2/10