

ENGINEER, SENIOR ADMINISTRATIVE

KIND OF WORK

Highly responsible administrative engineering work.

NATURE AND PURPOSE

An employee in this class serves as a district engineer having responsibility for all highway construction and maintenance programs in his district; or, as a section chief on the central office staff, having responsibility for providing specialized engineering services to the field districts. Work is performed with considerable independence subject only to the limitations of departmental policy.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs all highway maintenance and construction activities in an assigned district.

Directs the technical and administrative activities of one of the central office staff sections.

Inspects specialized field projects and resolves problems that may exist.

Prepares and executes policies and procedures to accomplish programs assigned to his particular section.

Assists in developing and executing departmental engineering policies and procedures.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the principles and practices of civil engineering with particular reference to the activities of the section involved.

Extensive knowledge of the departmental programs, policies and applicable state and federal regulations.

Thorough knowledge of the principles of management and effective supervision.

Ability to:

Plan, organize and direct all technical and administrative activities of employees in a staff section or field district.

Develop, adapt and execute policies and procedures to accomplish specific departmental engineering activities.

Establish and maintain effective working relationships with department administrative officials, the general public and officials of other jurisdictions.

Express ideas clearly and concisely, orally and in writing, and to speak effectively in explaining an agency's program.

Critically review and interpret complex technical reports.

LEGAL OR LICENSURE REQUIREMENTS

Licensure with the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID) under the provisions of M.S. 326.02 – 326.15.

Est.: 7/67
Rev.: 11/08
Ckd.: 8/92

T.C.:
Former Title(s):