

CLASSIFICATION SPECIFICATION

FLSA:	VA	Job Code:	ACV75261
Job Class Code:	270	Salary Schedule:	ANONREG
EEO Category:	02	Grade:	S9
Workers Comp Code:	8601		
Job Code Established:	04/23/84	Effective Date:	
Job Code Revised:	12/04/02	Effective Date:	
Job Code Revised	06/21/05	Effective Date	01/01/05

JOB CODE SERIES: Civil Engineering and Related Series

JOB CODE TITLE: TRANSPORTATION ENGINEERING SPECIALIST

HRIS TITLE: TR ENGRG SPCT

CHARACTERISTICS OF THE JOB CODE: Under general supervision, this technical specialist performs a variety of engineering duties in the areas of highway location, project design, traffic engineering, materials testing lab supervision, maintenance or project construction. This class reviews accuracy and completeness of assigned information/task recommending approval or disapproval of work projects. Some positions may approve/disapprove work performed in the work unit and may direct activities of consultants or subordinate ADOT staff. Some positions may perform lead or supervisory duties such as prepare employee performance reports, approve leave, assign work, hire and exercise disciplinary authority as delegated.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties: Inspects and examines engineering project records, field notes, computations and other documentation to assure that methods of measurement and basis for payment are in accordance with projected trends, specifications, special provisions and change orders. Calculates land areas, earth forms, circular curves, material quantities, and other quantitative measurements using geometric and trigonometric computations. Reviews and analyzes electrical blueprints to ensure conformance to standards and specifications or to plan electrical installations. Examines legal descriptions and easement records to determine utility rights for highway projects. May review design projects for design clarity, accuracy, constructability and bid-readiness; write or review specifications and special provisions; prepare detailed cost estimates; review construction schedule and determine whether all supporting information has been obtained. Searches plans, blueprints, maps, charts, records, and diagrams for specific information regarding current facilities, buildings, construction, or other existing work performed on a site proposed for future work. Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions. Compiles information for work unit and writes periodic reports on assigned activities. Writes detailed reports based on research, investigation, or inquiry, using prescribed format or established forms. Attends work unit staff meetings; gives and receives information; participates in problem solving and decision making. Performs related work as required. For designated supervisory positions only: supervise assigned subordinate personnel or directs construction related activities performed by contractors or consultant, OR directs the activities of a laboratory performing a wide variety of testing of to materials used in highway construction projects. Evaluates assigned staff, prepares work schedules and assigns work, hires staff and takes disciplinary action as required.

WORK CONDITIONS: May be subject to the following conditions/physical requirements dependent upon area of assignment: Adverse weather conditions, lifting in excess of 50 pounds, extended walking over rough terrain, climbing over 10 feet, exposure to hazardous materials, continuous loud noises,

strenuous physical activity and /or proximity to large construction equipment. Overnight travel away from home base may be required.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of: principles and practices of civil engineering, as applied to the area of assignment. Computational and adjustment factors to be applied in the review and analysis of engineering data and land description data related to the area of assignment. Materials testing procedures and requirements as prescribed by AASHTO, ASTM, ADOT specifications and testing procedures. Federal and State statutes. Agency standards, policies, and procedures applicable to the area of assignment. Computer programs applicable within the work unit. Principles of supervision and related rules, policies and procedures.

Skill in: analyzing and evaluating a wide variety of engineering data. Researching, reading and interpreting a variety of technical engineering documents such as survey data, highway plans, blueprints, specifications, materials testing data and computer generated data. Oral and written communications. Specification and technical writing. Organizing and prioritizing work assignments. **Project Management** Interpersonal relations and supervision (Supervisory positions only).

Ability to effectively: use computational and adjustment factors. Use mathematical computations. Analyze electrical blueprints. Communicate written and orally.

Special Selection Factors:

None