

CLASS TITLE:

**CHIEF, OFFICE OF
INTERMODAL PROGRAMS (DOT)**

Class Code: 02555600

Pay Grade: 39A

EO: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the administration, operation, formulation and development of various plans and programs in the field of intermodal transportation operations, and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgment; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of professional, technical and clerical staff assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for the administration, operation, formulation and development of various plans and programs in the field of intermodal transportation operations.

To assist the agency responsible for state planning; to prepare long-range plans of state transportation operations guide, functional plans, area plans, improvement programs, and implement programs which are consistent with the state guide plan.

To be responsible for studies necessary to support the work of the department including undertaking, feasibility, and facility needs.

To be responsible for the collection and analysis of statistical and other data involving all types of mass transportation needs and facilities and incorporate such data in the formulation and development of plans and programs in the field of transportation planning.

To be responsible for the administration of several state-wide programs such as the state highway operations program and involving such activities as: regional mass transportation planning; the collection and validation of traffic data for use in a variety of traffic planning and engineering activities including operation feasibility studies; the development of design criteria comprehensive transportation planning and traffic demand forecasts developed from socio-economics projects; and providing guidance and assistance to departmental personnel, municipal personnel, and the public on matters relating to the standards and objectives of the state mass transit planning program.

To coordinate the planning activities of the program with overall departmental programs as well as other agencies within the state involved in state activities.

To evaluate the effectiveness of the various plans and programs administered by the office within the field of transportation operations and to initiate improvements and/or changes where necessary.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of transportation operations and the ability to apply such knowledge in the formulation, development and administration of various plans and programs; a thorough knowledge of departmental administrative and technical policies and practices; a familiarity with the principles, practices and

techniques of civil engineering and the ability to apply such knowledge in the preparation of functional and area plans, project plans, improvement and implementation programs consistent with the long-range state plans as well as conducting various engineering studies involving corridors, route locations, feasibility, facility needs and other similar studies required to support the work of the department; the ability to collect and analyze statistical and other data on all types of transportation needs and facilities; the ability to read and interpret all types of plans and specifications; the ability to evaluate the effectiveness of the various plans and programs and to effect improvements and/or changes when needed; the ability to establish and maintain relationship with associates, superiors and subordinates, and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in civil engineering, transportation planning or a closely related field; and

Experience: Such as may have been gained through: employment in a highly responsible position involving the administration of programs in such specialty areas as, highway design, highway planning; or employment in a highly responsible supervisory position in the field of intermodal transportation planning involving participation in the formulation and development of rail transportation operation plans and programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 1, 2012