

**CLASS TITLE: DEPUTY CHIEF ENGINEER (DOT)**

**Class Code: 02969600**  
**Pay Grade: 45A**  
**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To oversee the administration and operation of a major sub-divisional transportation engineering program within the Department of Transportation: Design, or Construction Management Sections; to perform highly difficult and responsible administrative work of a professional engineering nature in assisting in the coordinating and directing of major civil engineering activities; to serve as acting Chief Engineer in his/her absence; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Chief Engineer with wide 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 a subordinate divisional staff engaged in carrying out a statewide transportation engineering program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To oversee the administration and operation of a major sub-divisional engineering program within the Department of Transportation: Design, or Construction Management Sections.

To serve as the acting Chief Engineer in case of the absence or inability of the Chief Engineer to discharge the powers and duties of the position.

To perform highly difficult and responsible work of a professional civil engineering nature in directing divisional engineering activities.

To review and discuss work of the division and assistants and subordinates.

To review and approve or reject materials, equipment requisitions and work orders of the various sections.

To inspect the work of the division's projects and activities in the field.

To consult with the Chief Engineer on matters of policy, special projects and other matters affecting the state transportation program and, as required, to provide professional engineering advice on such matters.

To evaluate present programs as to their effectiveness and efficiency in attaining their objectives; to prepare future plans and to budget allocations based on this evaluation.

To coordinate program planning and development with state and local agencies and with private organizations.

To make recommendations to the Chief Engineer on program planning and implementation, on budget requirements, and on staffing needs.

As required, to assist the Chief Engineer and Director in labor relations and other personnel administration matters.

To maintain an effective public relations program which will provide an understanding of divisional policy and of the functions and objectives of the various programs and activities.

To review existing laws, proposed legislation, rules and regulations and to make recommendations.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices, procedures, materials and methods of road and bridge design, construction and highway maintenance; a thorough knowledge of transportation engineering problems and techniques peculiar to the state; a high degree of skill and administrative ability in organizing, directing and coordinating a state highway engineering program; the ability to establish and maintain cooperative relations with federal, state and local officials, 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; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative engineering capacity in transportation engineering, design, construction and highway maintenance.

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

**SPECIAL REQUIREMENT:** At the time of appointment, must possess a certificate of a Registered Professional Engineer (P.E.) issued by the Rhode Island State Board of Registration for Professional Engineers, and must maintain such certification as a condition of employment.

Class Revised: March 26, 2000

Editorial Review: March 15, 2003

Class Revised: July 1, 2012