

CLASS TITLE: STATE HIGHWAY MAINTENANCE OPERATIONS ENGINEER

Class Code: 02975800
Pay Grade: 47A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, to be responsible for the administration, development, management and operation of the statewide highway and bridge maintenance programs of the State's ten year Transportation Improvement Plan (STIP) and beyond; to oversee the field operations and engineering of such programs; to perform highly difficult and responsible administrative work of a professional civil engineering nature; to work in collaboration with the Divisions of Project Management and Planning to plan, program, design and implement the transportation infrastructure asset management programs within scope, on schedule, on budget and to the highest quality; to serve as the State Highway Maintenance Operations Engineer; to coordinate such programs with overall departmental programs and to evaluate their effectiveness; may serve as Chief Engineer for Infrastructure in his/her absence; to monitor, assess and periodically report on the department's asset preservation and maintenance activities and to federal, state, legislative and community officials; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Engineer for Infrastructure with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules, regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of subordinate staff engaged in carrying out a statewide highway and bridge maintenance engineering program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, to be responsible for the administration, development, management and operation of the statewide highway and bridge maintenance programs of the State's Transportation Improvement Plan (STIP) and beyond; to oversee the field operations and engineering of such programs; to perform highly difficult and responsible administrative work of a professional civil engineering nature; to work in collaboration with the Divisions of Project Management and Planning to plan, program, design and implement the transportation infrastructure asset management programs within scope, on schedule, on budget and to the highest quality; to serve as the State Highway Maintenance Operations Engineer; to coordinate such programs with overall departmental programs and to evaluate their effectiveness; may serve as Chief Engineer for Infrastructure in his/her absence; to monitor, assess and periodically report on the department's asset preservation and maintenance activities and to federal, state, legislative and community officials.

To be responsible for the planning, operation, coordination and evaluation of the transportation operations center (TOC) staff and a statewide field operations staff engaged in maintenance programs such as winter and emergency operations, mowing and roadside

maintenance, sweeping and traffic operations.

To plan, organize, direct, coordinate and evaluate such asset management and maintenance engineering programs in the department as: pavement stripping, preservation and maintenance and repair for the state's highway network; statewide bridge inspection and maintenance; roadside beautification and control along the state's highway system; drainage and stormwater maintenance; installation and maintenance of traffic safety control signage, signals and lighting on the state's highway systems; and traffic safety control through physical alteration permits (PAPs) administration.

To oversee and direct staff to be responsible for all road maintenance assignments; to expedite and schedule the work to be done on a priority basis; to schedule movements of equipment and material efficiently; and to complete such assignments on schedule, within budget and to the highest quality.

To perform highly difficult and responsible administrative work of a professional civil engineering nature in directing all related engineering and operations technical activities of the transportation infrastructure asset preservation and maintenance programs. To oversee and review staff inspection work performed by state personnel and to inspect work done by private contractors on state maintained highways to insure compliance with maintenance regulations and specifications.

To oversee a maintenance management system and replacement schedule for all divisional heavy and lite fleet field equipment.

To coordinate program planning and development for asset preservation with other governmental agencies, including the Department of Administration, the USDOT Federal Highway Administration (FHWA) and local municipal public works agencies.

To oversee subordinate supervisory personnel and continuously inform them of the changes to departmental policies and updates to the latest developments or trends in road maintenance practices.

To assess and make periodic reports on activities concerning the efficiency of work performed and progress in road maintenance projects.

To oversee staff responsible for training and orientation of staff to meet the numerous demands of the division.

To oversee subordinates responsible for maintaining constant field inspections of maintenance staff performance and methods, including the quality and effectiveness of snow removal, litter cleanup, grass cutting, signage visibility and the overall aesthetics of the State roadway assets under Divisional control.

To coordinate the highway and bridge maintenance project programs with overall departmental programs and activities to evaluate their effectiveness.

To assist the Chief Engineer in the formulation of divisional policy and procedures.

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

To coordinate program planning and development with other divisions, such as the Offices of Safety, Stormwater Management, Communications, and Governmental Affairs, other state 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 in the negotiations of labor contracts with the several bargaining units, the adjudication of labor grievances and other personnel matters.

To coordinate through the Traffic Operations Center (TOC) and the Communications staffs

the development and maintenance of an effective public information program which will include all seasonal variable divisional activities, including winter storm operations, emergency response and ongoing routine highway traffic impacts.

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

To review existing laws, proposed legislation, rules and regulations involving the programs of the Division and to make recommendations to the Chief Engineer.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of highway and bridge maintenance, asset preservation, construction, and the ability to apply such knowledge in the administration of a statewide program; a thorough knowledge of the basic materials used in highway and bridge maintenance and the ability to apply such knowledge in evaluating manufacturer compliance with material standards required in plans and specification, approving or rejecting the use of such materials in the several projects, and coordinating a sampling, testing and inspection program; the ability to read and interpret highway and bridge maintenance plans and specifications and to recommend, approve or reject changes therein; the ability to conduct negotiations with all participants involved in a maintenance project involving any needed changes in plans and specifications as well as investigate any claims and complaints involved in the prosecution of questionable activities; the ability to plan, organize, coordinate and review the work of field operation and engineering personnel, clerical and assigned supportive staff required to administer, effectively, a statewide highway and bridge maintenance project program; the ability to establish and maintain and effective working relationships with contractors, vendors representatives, representatives of state and federal agencies, superiors, associates and the general 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 civil engineering capacity in transportation engineering, highway construction and/or 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 license as a Registered Professional Engineer issued by the Rhode Island State Board for Professional Engineers (PE) and must maintain such certification as a condition of continued employment.

Editorial Review: 3/15/2003

Class Revised: July 24, 2016