

STATE OF COLORADO
invites applications for the position of:

Professional Engineer III - Traffic Engineer

The primary duties of this position are located within 30 miles of the state border; therefore, this position is exempt from the residency requirements. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: PROFESSIONAL ENGINEER III

LOCATION: Durango, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 3803 North Main Ave Durango, CO 81301

SALARY: \$7,258.00 - \$11,762.00 Monthly

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 05/02/16

CLOSING DATE: 05/16/16 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Transportation

This position is only open to candidates from all states in the U.S.

About CDOT

The Colorado Department of Transportation is a billion dollar multi-modal engineering, planning, and roadway maintenance business dedicated to a mission to provide the best multi-modal transportation system for Colorado that most effectively and safely moves people, goods, and information. CDOT, with more than 3,300 employees assigned throughout the state, is responsible for a 9,146 mile highway system including 3,447 bridges. Each year this system handles over 27 billion vehicle miles of travel. Although the Interstate system accounts for only about 10% (914 miles) of the total mileage on the state system, 40% of all travel takes place on our Interstate highways. In addition, CDOT's Aeronautics Division supports Colorado's general aviation community through distribution of entitlement funds, an aviation grant program, and long-range system planning in partnership with Colorado's general aviation airports. CDOT's Division of Transit and Rail is responsible for the planning, development, finance, operation, and integration of transit and rail services into Colorado's overall transportation system.

CDOT's core values of safety, people, integrity, customer service, excellence and respect make CDOT a great place to work, making Colorado a great place to live.

CDOT offers a variety of benefits for employees including:

- Annual leave (accrued based on years of service, starting at 8 hours a month)
- Sick leave accrued at 6.66 hours a month
- 10 paid holidays per year
- Medical and dental plans
- State paid life insurance policy of \$50,000
- Choice of 2 retirement plans
- 401K and 457 plans
- State paid Short Term Disability coverage
- Credit Union Membership
- Work life programs
- Tuition reimbursement programs
- Training

#LI-POST

DESCRIPTION OF JOB:

This position leads the Traffic Maintenance and Engineering Program for CDOT's Region 5. This position exists to manage the multi-disciplinary activities of the various Traffic & Safety Units; 3 organizational units with a total of approximately 30 employees. The Region 5 Traffic and Safety Units plan, organize, direct, and oversee activities related to: traffic engineering; safety; planning traffic operations management; project design and construction; utilities engineering; access permitting; corridor incident command and management; corridor operations; regulatory programs of the State of Colorado concerning access management, utility permitting, outdoor advertising, and junk yard control; and the design, installation, operation, and maintenance of all associated traffic control devices (signs, traffic signals, and pavement markings). This position also exists to, under the Federal Stewardship Agreement, certify that all Local Agency projects conform to the various federal requirements. Additionally, this position represents the interests of the Region, the Department, and the State in traffic-related matters by providing a professional and customer friendly focus to the Region's internal staff and external inquiries. This position must link these activities with those of all other Sections and Programs within the Region and Staff Branches.

Major duties and responsibilities include, but are not limited to:

- Supervises a Program Assistant, Administrative Assistant, Local Agency Engineer, Maintenance Supervisor, Resident Engineer and three units: Traffic Design Unit, Traffic Maintenance and Operations Unit, and Region Permits program that includes Highway Access permits, Utility permits, Special Use permits, Fencing agreements, and Outdoor Advertising permits;
- Set vision, mission, and goals that support the Chief Engineer's and Region's objectives and performance measures to be the Best DOT in the Country;

- Develops performance plans, individual performance objectives and appraisals for staff; manages corrective actions and recommends consideration for disciplinary actions to the appointing authority;
- Prepare staffing and salary justifications and approves and hires all new Traffic staff;
- Attends and contributes to monthly Region Leadership Team meetings and participate in various other internal and external professional groups and committees related to Traffic Engineering and/or CDOT management;
- Serves as point person for the Region to respond to public inquiries related to traffic operations and maintenance requests;
- Represents the Region, Department, and State at public functions (local agency meetings, county commission meetings, city council meetings, project information meetings, etc.) to negotiate, plan, budget, operate, and explain the rationale for traffic-related projects and programs;
- Conducts public meetings;
- Serves as expert witness in court proceedings;
- Responds directly to the media with respect to traffic and safety issues;
- Directs the strategic transportation planning activities for the Region Traffic Section, including the identification of transportation safety needs and strategies to address those needs; prioritizes projects within the Region;
- Provides policy direction and management of Region 5's "Safety" element of the Statewide Transportation Improvement Plan;
- Develops resource allocation plans (staff, materials, equipment, and budgets) to successfully manage the Region Traffic Section program;
- Provides guidance to professional engineering personnel relative to standards, etc.;
- Ensures consistent design and construction practices by approving all traffic design variances and construction modification orders; ensures that these variance modifications meet the tests of reasonableness and defensibility as it relates to possible future court challenges or contractor claims;
- Approves projects for advertisement;
- Prepares budget; monitors and approves spending of the Traffic Section funds for personnel services, maintenance and operations, equipment, and projects; ensures that appropriate accounting controls are in place to ensure timely encumbrance and expenditure of allocated funds;
- Manages the Traffic Section's consultant selection program; determines the need to engage consultants; supervises the development of scopes of work and contract negotiations on all contracts in the Section;
- Collaborates as a member of various Department committees and task forces relative to preconstruction, maintenance, and traffic operations as well as to policy and rule making processes;
- Other job duties as assigned

Work Environment:

- Regularly travels during daytime working hours and evenings to meetings and project sites throughout the 15 county area that encompasses Region 5 in Southwestern Colorado
- Overnight travel to projects throughout the Region as well as to meetings in other parts of the state: approximately 20%
- Required to operate CDOT vehicles

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

The minimum qualifying experience must be clearly described and specifically documented on your application. Additional information submitted after the closing date of this announcement will not be considered in the review of your application

- Current registration as a professional engineer issued by a U.S. State Board of Registration for Professional Engineers. ***See License Requirements below. A copy of your current PE registration card must be attached to your application.
- AND at least two years of professional licensed engineering experience related to traffic engineering and operations which includes experience in all of the following: setting and executing program goals and objectives, developing and managing a program budget, and allocating resources to achieve program objectives and goals.
- one (1) year of this experience must have been as a supervisor, providing engineering leadership and expertise to a professional engineering staff of three or more full-time employees.
- A current valid driver's license is required for this position as it requires operating a state or personal motor vehicle to perform one or more essential functions of the position.

License Requirements: Candidates that hold current PE Licenses from U.S. states other than Colorado must obtain their PE license from the Colorado Board of Registration for Professional Engineers and Professional Land Surveyors within 6 months of hire as a condition of employment

Stronger candidates will be those that demonstrate depth and breadth of skill and ability, through a combination of professional experience and formal training, to successfully perform the duties and responsibilities of this position.

The **Exceptional Applicant** will be a engineering manager and will possess proven ability or accomplishment in the following:

- Demonstrated success with the duties listed in the Description of the Job section;
- Comprehensive knowledge and experience in traffic and safety transportation engineering;
- Comprehensive knowledge and experience in public and/or private management of a multi-million dollar program/organization;
- Excellent facilitation, presentation, and communication skills, both written and oral;
- Knowledge of federal, state, and local regulations within a transportation context;
- Leadership and vision across multidisciplinary groups;
- Coaching, mentoring, challenging, and supervising professional and support staff in order to accomplish organizational goals;
- Effectively implementing human resource management, including recruitment, selection, training, performance appraisal, recognition, and corrective/disciplinary actions; ensures employees are treated fairly;
- Adapting leadership styles to various situations; modeling high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily;
- Ability to partner and negotiate with public and private organizations, special interest groups, elected and appointed officials, in situations which may be politically sensitive;
- Working with the general public, professionals, consultants, and staff, with sensitivity to their needs, priorities, promises made, and commitments;

- Identifying and analyzing critical, complex, or sensitive problems; developing new insights into situations and applying innovative solutions to make organizational improvements;
- Negotiating to find mutually acceptable solutions; bringing opposing groups or individuals together in order to reconcile differences and accomplish the organization's goals;
- Ability to work effectively in both independent and team situations;
- Prioritizing and justifying operational and budget requirements for an engineering section; approving and monitoring expenditures to ensure cost-effective support of programs;
- Identifying resources available to cover gaps, changing priorities, and new expenditure requirements;
- Designing and implementing new or cutting-edge programs/processes; identifying potential roadblocks; involving key players in successful implementation;
- Using persuasion to change the decisions, opinions, attitudes, and behaviors of key individuals within the agency, peers, multiple internal and external customers, and stakeholders (e.g. legislators, interest groups, and the public);
- Excellent time and project management skills;
- Fluency in Microsoft Office Suite (Word, Excel, Access), Gmail, and SAP, and the ability to quickly learn other software systems.

Special Requirements:

Candidates that hold current PE Licenses from U.S. states other than Colorado must obtain their PE license from the Colorado Board of Registration for Professional Engineers and Professional Land Surveyors within 6 months of hire as a condition of employment

Employment Screening

If an applicant reaches the finalist stage of the hiring process, the Colorado Department of Transportation may procure a consumer report and/or investigative consumer report on the applicant in connection with his/her application for employment purposes, as defined under the Fair Credit Reporting Act. These reports may be obtained at any time after receipt of the applicant's authorization. As part of the employment screening an applicant will be requested to disclose any differed judgments and convictions as well an explanation of the circumstances around any arrest or conviction. In the event that a screening returns information that the applicant believes is not accurate, he or she will have an opportunity to dispute the information with "TC logiQ".

TC logiQ, a consumer reporting agency, will obtain the report for CDOT. Further information regarding TC logiQ, including its privacy policy, may be found online at www.TClogiQ.com. TC logiQ is located at 629 N. Weber St., Suite 7C, Colorado Springs, and can be reached at 877.825.6447.

The report may contain information bearing on the applicant's character, general reputation, personal characteristics, and mode of living. The information that may be included in the report includes: *social security number trace, criminal records check, public court records checks, education records, and driving records checks*. CDOT will only request credit reports insofar as they relate to the position for which the applicant is applying. The information contained in the report will be obtained from private and/or public record sources. The applicant will have the right, upon written request made within a reasonable time after receipt of a notice, to request disclosure of the nature and scope of any investigative consumer report.

SUPPLEMENTAL INFORMATION:**Applicant Checklist:**

Only complete applications submitted by the closing date for this announcement will be given consideration. Immediately after you submit your application you should receive an email that confirms that you successfully submitted an application for this position. If you do not, try submitting again until you receive the confirmation email. Be sure to also check your junk folder for email communications from the State of Colorado's website.

Complete Applications must include the following documents:

- 1) A complete CDOT Application for Announced Vacancy (please submit online using the link in this announcement)
- 2) A complete Supplemental Questionnaire (must submit online as part of your application)
- 3) A copy of your current PE registration card.
- 4) A detailed, Chronological Resume
- 5) A Cover Letter

Requirements for the resume: Please upload your resume as an attachment in the "attachment" section within your online application or you may email to the contact listed below. Please label all pages with your full name. The resume limit is 2 pages with at least 11-point font and 1/2 inch margins. Your resume should contain the following information:

- Education and Training
- Work Experience should be listed in reverse chronological order, beginning with your most recent experience, and must include:
 - Beginning and ending dates of assignments, including promotion dates
 - Official position title/working title, including specialty area or unit, you held within the organization/company
 - The name of the organization or company
 - A brief description of your job duties

Requirements for the cover letter: Please upload your cover letter as an attachment in the "attachment" section within your online application or you may email to the contact below. Please label all pages with your full name. The cover letter limit is 2 pages with at least 11-point font and 1/2 inch margins. The education, experience, abilities, and accomplishments listed in this announcement have been identified as critical to successful performance in this position. Your cover letter should address your interest in and qualifications for this job with CDOT. Please be specific and detailed in describing experience, abilities, and accomplishments as they relate to this position's requirements and major duties as described in the announcement.

Contact:

Lynn Livingston
LynnR.Livingston@state.co.us
303-757-9110

Resumes will not be accepted in lieu of a completed application, but may be used to supplement information to the application. Failure to submit properly completed documents by the closing date of this announcement will result in your application being rejected.

Former employees of the Colorado Department of Transportation System or any other State of

Colorado Department or Agency, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on his/her application.

Transfer, Non-Disciplinary Demotion or Reinstatement:

If you believe that you are eligible to be considered as a transfer, non-disciplinary demotion or reinstatement to this vacancy, you must submit a completed application following the directions in this job announcement and you will be included in the selection process along with other qualified applicants. If you are the finalist for this position after the selection process, Human Resources will confirm your eligibility to be appointed as a transfer, non-disciplinary demotion or reinstatement applicant.

The Assessment Process: Colorado Revised Statutes require that all state employees be hired and promoted through comparative analysis of merit and fitness. Part or all of the assessment for this position will include a review of your application material. Applications will be reviewed by a Human Resource Specialist and/or Subject Matter Experts to determine if you meet the minimum requirements for the position. They may also use the application material to assess and rank applicants who meet the minimum requirements, to cut to a top group for additional assessment, or establish an eligible list for referral to the hiring manager for final consideration.

Be sure your application material specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the Major Duties, Education and Experience Requirements, and Exceptional Applicant sections as listed above. Upload additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions by the deadline for application may result in your application not being accepted for this position and may affect your inclusion as a qualified candidate in any of step of the selection process and placement on the eligible list.

Appeal Rights: If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

ADA Accommodations: To request an accommodation, please contact the Center for Human Resource Management at (303)757-9216 or the contact listed on this announcement as soon as possible to be timely for the assessment process. Any person with a disability as defined by the Americans with Disabilities Act (ADA) may be provided a reasonable accommodation upon

request to enable the person to participate in the hiring process. The person making the request may be asked to provide additional information regarding functional limitations and type of accommodation needed which will be kept confidential. Advance preparation may be required so requests for accommodation need to be timely for each part of the assessment.

CDOT IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER COMMITTED TO ASSEMBLING A DIVERSE WORKFORCE.

LL(SAP #50002687/PCR #15378)

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Department of Transportation Attn: Human Resources 4201 E. Arkansas Avenue Denver, CO 80222 Fax # - 303-757-9081; Please include the job title and location on your application materials. All application materials must be received by the closing date/time of this announcement. NOTE: Completed State Applications are required. Resumes will not be accepted in lieu of a completed application.

DEPARTMENT CONTACT INFORMATION:

Lynn Livingston LynnR.Livingston@state.co.us 303-757-9110

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #HAA 50002687 - 04/16
PROFESSIONAL ENGINEER III - TRAFFIC ENGINEER
LL

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Professional Engineer III - Traffic Engineer Supplemental Questionnaire

- * 1. Please describe your experience setting and executing program goals and objectives as a licensed Professional Engineer in a traffic and operations-related position. List the names of employers where you performed these duties and the dates of employment (mo/yr - mo/yr),

- * 2. Please describe your experience developing and managing a program budget, and allocating resources to achieve program objectives and goals as a licensed Professional Engineer in a traffic and operations-related position. List the size of the budget(s). Also

please list the names of employer(s) and dates of employment (mo/yr - mo/yr) where you performed these duties.

- * 3. Please describe your experience as PE providing supervision to an engineering staff. List the number of staff supervised and their titles. Also, please the names of employer(s) where you performed this responsibility and the dates of employment (mo/yr - mo/yr.)

 - * 4. If you have worked for the State of Colorado in the past, please describe the following details: When you worked for the State of Colorado, The name of the agency or department, If you worked at CDOT, the Region and location of your employment, The name of your past supervisor(s), The circumstances of your separation from the State of Colorado (e.g. relocation, involuntary separation, etc.). **NOTE: If you have never worked for the State of Colorado in the past, please enter "N/A" in the space below.

 - * 5. Have you had any disciplinary actions in your work experience during the last 3 years? If so, please provide details of the action(s) in the space below. If you have not had any disciplinary actions over the last 3 years, please state "none."

 - * 6. Please provide your PE license # and the State in which you are registered.
- * Required Question