



BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
1263 S. Stewart Street
Carson City, Nevada 89712

RUDY MALFABON, P.E., *Director*

In Reply Refer to:

ANNOUNCES A RECRUITMENT FOR THE POSITION OF
ASSISTANT DIRECTOR, ENGINEERING

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. Resumes will be accepted until the position is filled. All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. This position is appointed by and serves at the pleasure of the Director of the Nevada Department of Transportation (NDOT).

AGENCY RESPONSIBILITIES:

The department is responsible for the planning, construction, operation, and maintenance of the 5,400 miles of highway and over 1,000 bridges which make up the state highway system. The department is divided into three districts, with a district engineer and assistant engineers in each. The districts are responsible for supervising all state transportation activities within their local areas. NDOT's headquarters building is located in Carson City, with the three main district offices located in Las Vegas, Reno and Elko. Major maintenance stations are in Ely, Tonopah and Winnemucca. NDOT is overseen by a seven-member Board of Directors and directed by Senior Staff.

Our mission is to provide, operate, and preserve a transportation system that enhances safety, quality of life and economic development through innovation, environmental stewardship and a dedicated workforce.

APPROXIMATE ANNUAL SALARY: Up to \$131,347

*Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; paid sick and annual leave, and 11 paid holidays. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position serves as the Chief Engineer of NDOT, is a member of the Executive Team, and reports to the Deputy Director. The Chief Engineer provides day-to-day oversight, direction, and policy support to executive managers within the department. This position works closely with the Director, Deputy Director, Deputy Director for Southern Nevada, Deputy Director for Stormwater, Assistant Director of Planning, Assistant Director of Operations, and Assistant Director of Administration. The Chief Engineer also works closely with the Attorney General's

Office and others as required. Under general administrative direction, incumbent administers the activities of the engineering divisions within the department which include: Design, Bridge, Location, Right-of-Way, Hydraulics, Project Management, and Environmental Services.

POSITION RESPONSIBILITIES:

The following is used as a partial description and is not restrictive as to duties required.

- Perform administrative and professional engineering work that requires the synthesis of previously unrelated data in the development of solutions to complex problems that impact the direction, goals, and objectives of the organization and involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework, with full authority and responsibility delegated to administer the assigned division. Duties require decisions and extensive communication with executives, officials, and regulatory representatives to negotiate solutions to major issues involving policy.
- Administer the activities of the Engineering Division to ensure compliance with State and federal policies, procedures, and regulations. This includes interdivisional coordination; efficient and effective utilization of personnel; ensuring division heads are fully versed in the department's programs and objectives; granting final approval for various documents; ensuring that preconstruction activities are coordinated and meet the needs of other departmental areas; maintains liaison duties with local entities, State and federal agencies, organizations, and appropriate public representatives; reviewing, modifying, and formulating the annual work program and divisional budgets for Deputy Director approval; reviewing literature and maintaining awareness of national trends related to transportation issues and disseminating information to respective divisions as appropriate; and conducting negotiations with both public and private interests pertaining to matters of importance and/or financial impact.
- Represent the department in responding to public inquiries regarding Transportation Board issues; respond to media inquiries; conduct formal presentations before a variety of interested groups including local governing bodies, legislative subcommittees, civic groups, professional organizations, and the general public; and serve as the department's expert witness in court proceedings relating to preconstruction activities.
- Responsibilities also include serving as a member of national policy setting committees to establish recognized and accepted guidelines for urban and rural highways and freeway design standards; serving and participating as a member of committees where the department has overlapping interests or responsibilities with other agencies or organizations; and serving and participating as a member of interdepartmental committees to accomplish a specific goal and/or objective as required.

MINIMUM QUALIFICATIONS:

- Current licensure as a Registered Professional Engineer and extensive supervisory and management experience in transportation system engineering.
- Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of employment.
- Valid driver's license is required.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: principles and practices of civil engineering; the State's transportation system and applicable State and federal laws; modern methods and techniques of professional engineering.

Ability to: assist actively and effectively in planning, organizing and directing solutions to large-scale transportation problems; coordinate and integrate the work of various divisions within the department; work effectively as a group member and build cooperative effort within the agency; accept the existence of diverse viewpoints, perceptions and beliefs; create an atmosphere in which subordinates feel free to express themselves; be sensitive to the needs and motivations of others in order to judge possible reactions to projects to be undertaken; write or dictate concise, logical, grammatically correct business letters; prepare, formulate ideas and outline texts for formal presentation to provide information, policies or persuasive arguments for a particular point of view; make oral presentations before large and potentially hostile groups to provide information or explain procedures and policies; orally communicate ideas to elected officials/bodies regarding transportation related issues; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information, explain policies and procedures and provide an opportunity for interaction; discuss a variety of job related topics on short notice; respond to rapid changes in conversation including difficult questions; analyze information, problems, situations, practices or procedures; define the problem or objective; identify relevant concerns, factors, patterns, situations, practices or procedures; define the problem or objective; identify relevant concerns, factors, patterns, situations, practices or procedures; define the problem or objective; identify relevant concerns, factors, patterns, tendencies and relationships; formulate logical and objective conclusions; recognize alternatives and solutions; provide direction or determine a course of direction, respond to changes in project scope, political influences, public involvement and funding uncertainties and fluctuations; prepare cooperative agreements; conduct meetings that maintain and focus on an agenda and facilitate a clear understanding by participants; negotiate, exchange ideas, information and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: various laws and regulations involving state, federal and local jurisdictional matters.

General knowledge of: fundamental engineering principles coupled with extensive background in the discipline of highway engineering to understand the issues at hand and provide solutions-oriented direction.

Ability to: understand the department mission and the interdependence of divisions within the department; recognize the relationship of department goals to outside industry, the community, and the political entities within the State; and manage transportation projects to produce safe and efficient results at minimum costs.

POSITION LOCATION/TRAVEL: The position will be based in Carson City, Nevada. Periodic in-state and out-of-state travel required.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT LETTERS OF INTEREST/RESUMES/DIRECT INQUIRIES TO:

Nevada Department of Transportation

Human Resources Division

Attn: Tonya Sieben

1263 S. Stewart St.

Carson City, NV 89712

775-888-7176

tsieben@dot.nv.gov

In subject line please reference: **Assistant Director, Engineering**

Women and under-represented groups are encouraged to apply. NDOT is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, pregnancy, genetic information (GINA), or gender identity and expression.