

# STATE OF NEVADA

STEVE SISOLAK  
Governor



KRISTINA L. SWALLOW, P.E., Director

## NEVADA DEPARTMENT OF TRANSPORTATION

### UNCLASSIFIED JOB ANNOUNCEMENT

Posted – January 24, 2020

### Engineer-Assistant Director Engineering

#### **RECRUITMENT OPEN TO:**

The Nevada Department of Transportation (NDOT) is seeking an energetic, responsible and highly-motivated individual to serve as Assistant Director Engineering. This is an open competitive recruitment, open to all qualified applicants. Résumés will be accepted until the position is filled. All résumés will be accepted on a first-come, first-serve 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.

#### **AGENCY RESPONSIBILITIES:**

NDOT is a dynamic agency that is responsible for the planning, construction, operation and maintenance of approximately 5,400 miles of highway and over 1,000 bridges that constitute the state highway system. NDOT is overseen by a seven-member, Governor-appointed Board of Directors.

The NDOT headquarters is located at Carson City, NV. Geographically, NDOT is divided into three (3) districts, each led by a district engineer and assistant district engineers, which are responsible for operations and maintenance activities within their local areas. The three (3) main district offices are situated in Las Vegas, Reno and Elko, with major maintenance stations located in Ely, Tonopah and Winnemucca.

The mission of NDOT is: "Provide, operate and preserve a transportation system that enhances safety, quality of life and economic development through innovation, environmental stewardship and a dedicated workforce." NDOT has the responsibility to accomplish this mission in compliance with public policy and applicable federal regulations.

#### **SALARY AND BENEFITS:**

This position is compensated up to \$139,346 on the employer/employee paid retirement. NDOT employees receive an excellent benefits package that includes: health, dental and vision insurance, Public Employees Retirement Plan (PERS), three (3) weeks paid vacation, three (3) weeks sick leave, eleven (11) paid holidays, and are not subject to state, county, city or social security taxes. Outside the office, activities are limitless! From a vibrant arts community, extraordinary natural and historical landmarks, festivals, 24-hour cities and nightlife, to recreational activities for outdoor enthusiasts such as camping, boating, fishing, biking and hiking with stunning mountain scenery and picturesque high desert splendor, Nevada is a destination waiting to be explored with something to offer everyone! **Moving reimbursement may apply.**

#### **POSITION DESCRIPTION:**

Come join our team! We are seeking a full-time Assistant Director, who will oversee Engineering for the Nevada Department of Transportation (NDOT), based in our headquarters in Carson City, NV. This position reports to the Project Delivery, Deputy Director of NDOT and is appointed and serves at the pleasure of the Director.

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.

**Knowledge, Skills and Abilities:** Engineering concepts, principles and practices of civil engineering and terminology; 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 with the department; work effective as a team member; establish and maintain cooperative working relationships with employees, officials, and representative from other local, State and federal agencies; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and the ability to communicate clearly and concisely, both orally and in writing.

Travel to the districts and visiting stakeholders statewide is highly valued. This position requires 15-20% travel, primarily in-state.

NDOT leadership is team-oriented and believes that every individual is vital to the success of the department. As a leader, cultivating this environment is expected and considered key to the health of the agency. Positive contributions and clear and concise communication with team members and senior leadership is necessary.

If you are proactive, articulate, creative, collaborative, confident, and highly-motivated to make a difference, then we look forward to learning more about you!

### **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.

**TO APPLY:**

Please submit a cover letter and detailed résumé that includes a description of employment history to include name and addresses of employers, scope of responsibility, how you learned of the position along with professional references to: Allison Wall, HR Manager, Nevada Department of Transportation [humanresources@dot.nv.gov](mailto:humanresources@dot.nv.gov)

1263 S. Stewart Street, Carson City, Nevada 89712

A criminal history check is required as a condition of employment. Open until recruitment needs are satisfied.

**NDOT IS AN EQUAL OPPORTUNITY EMPLOYER.**

*The State of Nevada 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, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*