

STATE OF NEVADA

STEVE SISOLAK
Governor



KRISTINA L. SWALLOW, P.E., Director

NEVADA DEPARTMENT OF TRANSPORTATION

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – August 30, 2019

NDOT Assistant Director Operations & Maintenance

RECRUITMENT OPEN TO:

The Nevada Department of Transportation (NDOT) is seeking an energetic, responsible and highly-motivated individual to serve as Assistant Director, Operations & Maintenance. 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 Board of Directors.

The NDOT headquarters is located at Carson City, Nevada. Geographically, NDOT is divided into three (3) districts each of which are led by a district engineer and assistant district engineers, and responsible, through the Deputy Director of Operations & Maintenance, 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 option. 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!

POSITION DESCRIPTION:

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

As a member and representative of the Executive Team, the Assistant Director provides day-to-day oversight, direction, and policy support to executive managers within their Division and the Department, overall. The Assistant Director works closely with the: Director, Deputy Directors, fellow Assistant Directors, Human Resources, and Safety & Risk Management as well as members of the Attorney General's office, as required. This position calls for strong leadership, decision-making and communication skills in a fast-paced environment. A successful Assistant Director endeavors to coach, develop, train and motivate their team.

We need another dynamic “player-coach” who can provide strategic leadership and vision to the Maintenance & Operations Division to round out our Executive Team. If you are a solutions-oriented and collaborative individual with an unrelenting drive to promote a positive work culture, improve processes, makes effective suggestions and recommendations and who thinks like a business owner, then we certainly want to meet you!

POSITION RESPONSIBILITIES:

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

NDOT’s Operations & Maintenance Division is responsible for an array of duties essential to the overall scope of NDOT’s mission and is divided into several subsections. In part, the Assistant Director, Operations & Maintenance—in the managerial role—administers and oversees constructions projects, material testing and material specifications, and maintenance engineering. NDOT’s Maintenance and Asset Management Division essential function and responsibility is to support the maintenance districts to assure that the Department-maintained highway system is maintained to as high a level as possible consistent with work plans, policies, program objectives, budget and available resources.

The Assistant Director of Operations & Maintenance:

- plans, directs, coordinates, reviews and evaluates the work of assigned staff; and assigns work activities and manages the prioritization of work and projects.
- supports the Deputy Director of Operations & Maintenance, and assists in developing, maintaining and overseeing the budget for the Maintenance & Operations Divisions; makes recommendations for future funding needed for staffing, equipment, materials and supplies; and reviews and approves expenditures.
- oversees roadway materials, equipment, traffic operations, and maintenance and asset management professionals responsible for administering and preserving State roadway pavements; keeps the NDOT fleet mobile; manages traffic operations; and assists in developing, planning, and implementation of Department goals and objectives.
- makes decisions and communicates extensively with C-level executives, internal and external stakeholders, government officials, and regulatory representatives of local, State and federal agencies as necessary to negotiate solutions and resolve sensitive and/or controversial issues regarding policy or otherwise.
- prepares reports, correspondence and other materials as needed.
- conducts regular reviews of the Department and Maintenance & Operations Divisions’ goals and tracks performance.
- ensures that safe and efficient operations and practices are being employed by conducting audits and providing training opportunities.
- represents the Department by responding to public inquiries and matters raised by the Transportation Board of Directors; conducts formal presentations before a variety of interested groups including local governing bodies, legislative subcommittees, civic groups, professional organizations and the public; and serves as the Department’s expert witness in court proceedings relating to preconstruction activities or construction contract claims and construction and maintenance tort liabilities.
- ensures: the highway maintenance program provides safe, timely, and cost-effective maintenance on highways; that the department’s fleet is operated and maintained properly; equipment purchases adhere to federal/State criteria; materials and testing on Department projects meet adequate quality; and architectural projects meet appropriate criteria.
- performs 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 Department and which may involve highly sensitive and political issues affecting the Department.
- stays industry-current and maintains awareness of new trends and developments.

- serves as a member of national policy setting committees to establish recognized and accepted guidelines for urban and rural highways and freeway design standards; serves and participates as a member of committees where the Department has overlapping interests or responsibilities with other agencies or organizations; and serves and participates as a member of interdepartmental committees to accomplish a specific goal and/or objective, as required.
- ensures accountability and compliance with all current and applicable State and federal laws, NDOT policies and procedures, rules and regulations.
- under general administrative direction, the incumbent administers the activities of the Maintenance & Operations Divisions within the Department which include: Materials, Equipment, Traffic Operations, and Maintenance and Asset Management.

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 20% travel, primarily in-State, and occasional travel to out-of-State professional conferences.

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.

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 (6) months following the date of appointment, as a condition of employment. A 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 awall@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.