

## PROFESSIONAL ENGINEER I (Design)

Recruitment #100223-I2C4AA-02

Opening Date:	3/1/2010 8:00:00 AM
Closing Date:	3/16/2010 5:00:00 PM
Type of Recruitment:	Open Competitive
Salary:	\$5,459 - \$7,838/month *New employees are typically hired at range minimum.
Employment Type:	Full Time
Location(s):	CRAIG

### INTRODUCTION

This position is designated as "Mission Critical" and has been exempted from CDOT's internal hiring freeze.

*CDOT employees may apply as a promotional opportunity or a transfer opportunity by following the directions in the announcement.*

### INFORMATION ABOUT THE POSITION

This position is located in the Craig Engineering Residency at the Colorado Department of Transportation.

The Craig CDOT Office serves a diverse mix of communities in the five counties in Northwest Colorado: Moffat, Grand, Routt, Jackson and Rio Blanco. Covering a geographic area the size of Southern New England, the Residency boasts three National Forests, the Dinosaur National Monument, two National Wildlife Refuges, several Scenic/historic Byways, and the Winter Park and Steamboat Springs resorts. With so many year 'round recreation opportunities available, it's not surprising that tourism, hunting, fishing and skiing are major industries, along with agriculture and energy.

With a county population of just over 11,000, the Craig community offers a reasonable cost of living and a small town atmosphere. But, being at the crossroads of Northwest Colorado, Craig has several outlets for the more familiar convenience, restaurant and shopping chain stores.

If you are an experienced Professional Engineer interested in diverse and challenging work, and an active, rural lifestyle, we encourage you to consider Craig. Check out [www.craig-chamber.com](http://www.craig-chamber.com) to find out more about Craig and Moffat County. And while you're online, check out the other Area Links at [www.craigdailypress.com](http://www.craigdailypress.com).

### BENEFITS

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 \$40,000
- 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

See the CDOT website for complete information on benefits at <http://www.coloradodot.info/topcontent/employment/benefits.html>

## MAJOR RESPONSIBILITIES

Professional Engineer I is a fully-operational, licensed engineer. As a PE I, this position performs design project management for highway construction projects for the Region 3 Craig Residency.

- Performs design project management, including producing conceptual designs, reviewing work produced by engineers and technicians to assure technical and conceptual correctness, and establishing work standards for quality and quantity; Makes major design decisions based on technical and budgetary considerations and access constraints; Establishes project development schedules for multiple projects;
- Coordinates design activities of other departments and Regional staff as well as Federal Highway Administration, counties, and cities to provide/obtain design info; Communicates with other departments to obtain necessary approvals, adequate funding, and complete projects; Maintains good public relations with property owners, counties, and cities/towns impacted by highway projects;
- Maintains competency in and teaches design engineers and technicians the following computer software: Microstation, TMoss (computerized roadway design), Excel, Word, COGO (coordinate geometry/surveying software), Inroads, Transport, MS Project, SAP, and ProjectWise;
- Assesses the need for and prepares documentation for design-related decisions and procedures and participates in project scoping, detour approvals, and recommends final design approval;
- Supervises and prepares quality engineering plans, specifications, and estimates (PS & E) packages for roadway designs and surface treatment projects with the use of computer software design programs; Ensures that the complete CDOT Project Development Process is applied and utilized on assigned projects from the beginning stages of scoping to the final stage of advertising by coordinating with CDOT, Federal, State, Local Agencies, consultants, and other affected stakeholders;
- Displays technical and legal responsibility for all plans for Residency, including signing and stamping the plans;
- Performs preliminary scoping, budgets, and cost estimates for projects; Tracks expenditures and cost estimates for design projects and requests additional funds when necessary;
- Assists Resident Engineer with management of engineering consultants and local agency contracts; Prepares contract documents such as scope of work and manhour estimates for task orders and formal agreements; Reviews and authorizes payment for consultant and local agency billings; Attends local agency project design meetings and provides direction in the CDOT design and project development process, and FHWA funding requirements;
- Other duties as assigned.

## CDOT EDUCATION AND EXPERIENCE REQUIREMENTS

Current registration as a Professional Engineer issued by the Colorado Board of Registration for Professional Engineers and Land Surveyors. **You must upload a copy of your PE License in the "Other" tab of your online application as verification of your registration as a Professional Engineer.**

The **Exceptional Applicant** will have proven ability or accomplishment in the following:

- A history of progressively responsible highway design project management experience, including the ability to successfully plan, organize, and manage multiple, concurrent projects or tasks of varying complexities;
- Civil engineering design knowledge and experience;
- Maintaining current working knowledge of engineering processes, theories, laws, principles, conceptual models, and best practices;
- Managing budget to ensure cost effectiveness of projects or programs;
- Ability to partner with professionals, consultants, vendors, stakeholders and staff, with sensitivity to their needs and priorities;
- A passion for safety;

- Consultant/contract management experience;
- Excellent facilitation, presentation, and communication skills, both written and oral;
- Negotiating with individuals or groups to find mutually acceptable solutions; building consensus through give and take;
- Strong attention to technical detail;
- Identifying and analyzing problems using sound reasoning to arrive at conclusions;
- Working effectively in independent and collaborative team situations;
- Being open to change and new information; adapting behavior and work methods in response to changing conditions or unexpected obstacles;
- Fluency in Microsoft Office Suite, MS Project, MicroStation, InRoads, SAP, and ability to quickly learn other software systems.

#### NECESSARY SPECIAL REQUIREMENTS

A Criminal background check may be conducted. This position requires occasional evening and weekend work with some travel throughout the Region during the workday. This position is required to operate vehicles during the work day, so must possess and maintain a valid State of Colorado driver's license with a driving record that does not exceed our application limits, which include:

- Seven or more violations while operating a motor vehicle in the last seven years, four or more violations in the last three years, or three violations in the last year.
- Any reckless driving violation within the last three years, or two or more reckless driving violations in the last seven years.
- Any driving offense within the last three years that was caused by alcohol or drugs, or two or more convictions for driving offenses involving alcohol or drugs in the last seven years.
- Suspension or revocation of driver's license in the last two years, or two or more suspensions or revocations in the last seven years.

#### ADA ACCOMMODATIONS

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 complete an employment examination. To receive the accommodation, the person making the request must present medical documentation that describes the disability which justifies the accommodation. Because it requires several days for CDOT to evaluate the request and prepare for the accommodation, it is essential for the person who believes he/she may need an accommodation to locate or obtain the documentation that he/she intends to submit well in advance of the exam date. Failure to provide the medical documentation several days in advance of an exam could make it impossible for CDOT to prepare for and provide the requested accommodation.

To request a reasonable test accommodation for this examination, please contact the Center for Human Resource Management at (303)757-9216 or the ADA Coordinator, Ben Cordova, at (303)757-9594, 4201 E. Arkansas Ave., Denver, CO 80222 **several days before the exam date.**

#### IMPORTANT NOTE

Colorado Revised Statutes require that all state employees be hired and promoted through competitive examination of merit and fitness. Part or all of the exam 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 applications to assess and rank applicants, who meet the minimum requirements, to cut to a top group or establish an eligible list for referral to the position. Be sure your application material specifically addresses your qualifications, experience, work products, and accomplishments as they relate to the Major Responsibilities, Education and Experience Requirements, Exceptional Candidate, and Necessary Special Requirements sections as listed above. Attach additional pages if necessary to fully explain your experience and accomplishments. Failure to include adequate information or follow instructions may result in your application not being

accepted for this position and may affect your score or inclusion in the final pool of qualified candidates.

**Appeal Rights:** If you believe the content of the examination for this position was arbitrary, capricious or contrary to rule or law (scores and ranks are not considered as conduct or content), you may view the instructions for the appeal process and complete the Colorado State Personnel Consolidated Appeal/Dispute Form found at: [www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216](http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216) . Appeals must be in writing and received no later than 10 calendar days from the date of the examination was administered.

## TRANSFER APPLICANTS

To be eligible to request a transfer an employee must:

- have been in his/her current position for at least one year,
- be currently classified in the same class or with the same grade maximum as announced,
- meet the minimum qualifications listed in this announcement, and
- have at least a level 2 performance rating.

Transfer candidates must submit a complete application, following the directions in this job announcement, by the posted deadline. If you meet the qualifications for a transfer and wish to be considered as a transfer, type "TRANSFER" in the first job in your job history within your application. You will be added to the eligible list as a transfer candidate. However, at the department's discretion, transfer candidates may be requested to participate in the exam process. If it is determined that you are not eligible for transfer, but meet the qualifications for the position, you will be included in the exam process.

## HOW TO APPLY

Candidates can go to [www.jobaps.com/cdot](http://www.jobaps.com/cdot) to submit their online applications.

Complete Applications **must** include the following documents:

- 1) A complete CDOT Application for Announced Vacancy (please submit online in JobAps using the link below)
- 2) A complete Supplemental Questionnaire (please submit online in JobAps using the link below)
- 3) A legible copy of your PE License uploaded in the "Other" tab of your online application

**Please Note:** Uploaded files within your online application cannot exceed 1 MB in size. Files larger than 1 MB cannot be opened or viewed once submitted, so cannot be reviewed for consideration for this position.

**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.**

**Colorado Address Confidentiality Program (ACP):** If you are covered by the Address Confidentiality Program, CRS 24-21-201 through 24-21-214, please notify the HR office or analyst listed on this announcement so that you are provided the appropriate time extension for notifications provided by U.S. mail. The extension allowed under this program applies only to U.S. mail notifications that include a deadline of 10 days or less.

YOU MUST BE A RESIDENT OF COLORADO TO APPLY. THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Emily (50003575/PCR#21725)