

**CLASSIFICATION:** PRINCIPAL ENGINEER

**Class Code:** 6996-33

**Date Established:** 08-07-90

**Occupational Code:** 7-5-9

**Date of Last Revision:** 06-24-15

**Exempt Status:** Exempt

**BASIC PURPOSE:** To direct and supervise overall highway operations within a highway district of the Department of Transportation as well as formulating, authorizing, and administering complex engineering and administrative policies and procedures.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Plans, directs and supervises all activities of a highway district, with responsibility for insuring the integrity and safety of the state highway system and for providing safe all-weather travel.
- Formulates strategies, plans, and policies to accomplish the Highway Department's objectives and goals.
- Prepares, monitors, adjusts and supervises the accounting activities of the district budget.
- Evaluates highway pavements and develops programs for restoration, rehabilitation or resurfacing.
- Oversees and supervises surveys, preparation of plans, and construction of state projects and developer funded projects, including the construction and maintenance of district buildings and storage facilities.
- Consults with utilities, local officials, engineering firms and others concerning requests for major drive entrances or utility installation.
- Evaluates the performance of personnel, equipment, systems and facilities to insure maximum utilization of potential.
- Responds to emergency situations, at any hour of any day, to protect the highway system and to provide for public safety and convenience.
- Responds to inquiries from highway abutters, the traveling public, and appointed elected officials on the local, state and federal level.
- Represents the agency at various meetings, hearings and court proceedings.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in evaluating, planning or integrating analysis of data to formulate current and long-range solutions, strategies or policies of a specialized or technical nature.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of systemwide programs or services as well as long-term adverse impact on agency image and the future success of organizational operations.

**Supervision:** Requires agency-wide administrative supervision, including the responsibility for developing and evaluating internal personnel policies. This level also involves the administrative management of a program which affects more than one agency, including overseeing the interaction of agency employees or policies to accomplish organizational objectives or goals.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

**Complexity:** Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Possession of a Master of Science degree from a recognized college or university with a major concentration in civil engineering, or possession of a Bachelor of Science degree from a recognized college or university with a major in civil engineering and possession of a Master of Business Administration degree from a recognized college or university.

**Experience:** Four years' of work experience in the practice of civil engineering post Professional Engineer licensure.

OR

**Education:** Possession of a Bachelor's of Science degree from a recognized college or university with a major concentration in civil engineering.

**Experience:** Six years' work experience in the practice of civil engineering post Professional Engineer licensure.

OR

**Education:** Possession of an Associate's degree from a recognized college or university, with a major study in civil technology.

**Experience:** Eight years' work experience in the practice of civil engineering post Professional Engineer licensure.

**License/Certification:** Applicant must possess a valid driver's license and/or have access to transportation for statewide travel. The applicant's Motor Vehicle Record (MVR) must meet the minimum standards as established by the hiring agency. Must be a Licensed Professional Engineer in the State of New Hampshire or a Licensed Professional Engineer in another state and obtain licensure in NH within one year of employment.

#### **SPECIAL REQUIREMENTS:**

Must have a telephone and be available 24 hours a day.

**RECOMMENDED WORK TRAITS:** Knowledge of the engineering principles and practices applied in the construction of civil engineering projects in the appropriate option. Knowledge of the principles of effective supervision and administration. Knowledge of authoritative reference works in the general field of civil engineering. Knowledge of state and federal laws and regulations related to the application of engineering option. Knowledge of soils and material engineering. Ability to plan and administer the work of a large staff of professional, technical, clerical and trades employees. Ability to speak effectively in public. Ability to establish and maintain effective working relationships with associates, subordinates, consultants, public officials and contractors' employees. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.