

## Ohio Department of Transportation

District 12

5500 Transportation Blvd.

Garfield Hts., OH 44125

(216) 581-2100

<http://www.dot.state.oh.us/>

### DEPUTY DIRECTOR 5 (CAPITAL PROGRAMS ADMINSTRATOR)

**Job Type:** Full-Time, Permanent, Unclassified

**Job Location:** District 12 Headquarters, Garfield Hts., OH

**Application Deadline Date:** All interested candidates should submit a letter of interest and resume to [John.Picuri@dot.ohio.gov](mailto:John.Picuri@dot.ohio.gov) by 05/03/2019.

**Job Duties:** Serves as Capital Programs Administrator (CPA) for the District acting for & on behalf of the Director of the Department of Transportation & the District Deputy Director in his or her absence & supervises assigned staff (e.g., provides developmental opportunities; evaluates performance; approves leave; recommends discipline). Establishes strategic plan that incorporates anticipated technological & regulatory changes; identifies short & long term goals for transportation system assets consistent with ODOT's mission, vision, & guiding principles. Develops & implements policies & procedures for the transportation system assets; responsible for efficient allocation of all area resources (e.g., staff, budget allocation, technology, & equipment); establishes operating procedures to monitor transportation system assets work processes & accurately assess cost effectiveness of programs. Performs work directly related to the strategic direction & oversight of assigned areas (i.e., Planning, Engineering, & Construction), exercising independent judgment & discretion pertaining to matters of significance. Reviews & approves goals & objectives proposed by staff. Meets with staff to discuss/evaluate project priorities & progress towards short & long term goals. Utilizes quality principles & initiatives as part of routine operations; oversees all activities for Planning, Engineering, & Construction (e.g., program management, environmental, traffic, pavements, bridges, hydraulics, estimating, real estate, permits, Geographic Information Systems (GIS), & consultant contracts/programs) to ensure that proper & efficient management practices are followed (e.g., assessing the state of the existing system, forecasting future system conditions, establishing goals for future conditions, evaluating options, alternative programs, & projects to optimize the future state of the system, & developing balanced plans & programs) as defined by ODOT Executive Leadership for the Districts' transportation system.

Interfaces with other ODOT CPAs, CO staff, DOT peers, American Association of State Highway Transportation Officials (AASHTO) & Mid America Association of State Transportation Officials (MAASTO) members, Federal Highway Administration (FHWA), Metropolitan Planning Organizations (MPOs), & other entities to stay abreast of technological & operational strategies which may benefit core operational areas. Utilizes leading technological tools to maximize the movement of traffic (e.g., Transportation Systems Management Operations (TSMO.)) Ensures that TSMO plans are incorporated through all phases of the life cycle of the infrastructure (e.g., Planning, Design, Construction, & Maintenance.) Works closely with Highway Management

Administrator (HMA) to ensure that TSMO & other technological tools are working as intended & performs evaluations & course corrections where necessary. Coordinates the inclusion of other program management areas (e.g., major new projects major bridge activities) into District activities; keeps Executive Leadership informed of the status of activities in the Planning, Engineering, & Construction areas. Ensures staff remains abreast of technological & regulatory changes & receives training in new procedures, skills, & utilization of tools (e.g., personal computer, software packages, equipment, traffic management tools). Ensures staff is empowered to make decisions & execute assignments; responsible for effective & proper utilization of staff consistent with contract, laws & policies, accountable for safety practices & for ensuring safety of staff. Informs staff of activities &/or changes (e.g., updates on policies, area/departmental activities) using internal communication &/or meetings; attends meetings &/or seminars with local, county, & federal officials, engineers, consultants, & general public pertaining to Capital Programs.

Evaluates personnel assignments in CPA departments (i.e., Planning, Engineering, & Construction) to address changing priorities. Focuses on workload & priorities globally with identified paired District; reviews processes & recommends streamlining opportunities. Provides development plans to assure staff can perform multiple transportation requirements & duties.

Candidates should also have prior management experience, excellent communications skills, exhibit a strong desire and focus on developing employees, building effective teams, and constructively establishing and maintaining relationships (both internally and with local government partners).

**Unclassified per ORC 124.11(A)(9)**

**Minimum Qualifications: *Must be licensed as registered professional engineer by Ohio State Board of Registration for Professional Engineers & Surveyors.***

**Supplemental Information:** This position is overtime exempt based on FLSA Standards

The final applicant selected for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment.

\*IMPORTANT NOTE: Please submit a letter of interest and resume to [John.Picuri@dot.ohio.gov](mailto:John.Picuri@dot.ohio.gov) to be considered for this position no later than May 3, 2019.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or provision of services.

When contacted for an interview, an applicant who requires special accommodations, due to a disability, should notify the office so that proper arrangements can be made.