STATE OF OREGON

POSITION DESCRIPTION

Agency: Dept of Transportation

Division: Highway

This position description is for:

☐ A new position that is being established
☒ An existing position that is being revised
☐ No change – Annual review

SECTION 1. POSITION INFORMATION

a. Classification Title: Principal Executive Mgr G
b. Classification No: X7010
c. Effective (Est.) Date: July 1, 2007
d. Position No: 1151050
e. Working Title: Technical Center Manager
f. Agency No: 73000
g. Section Title: Reg 1 Project Delivery
h. Budget Auth No: 001027680
i. Employee Name: VACANT

k. Work Location (City – County): Portland - Multnomah

l. Supervisor Name: Tova Peltz

m. Position: check the one/s that apply

☐ Permanent ☐ Seasonal ☐ Limited Duration ☐ Double Fill

n. Position: check only the one that applies

☐ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

o. FLSA: ☐ Exempt ☐ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

p. Eligible for Overtime: ☐ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation exercises leadership and vision in promoting, developing and managing a statewide network of transportation systems and facilities. These systems and facilities provide access to Oregon for the State’s citizens and visitors, provides efficient movement of commerce, goods and services, ensures the safety of transportation systems users, and enhances Oregon’s competitive position in national and international markets. ODOT is a geographically-spread organization of approximately 4500 FTE with a $3.8 billion biennial budget.
The Highway Division within ODOT is comprised of 5 regional offices that contain 14 maintenance districts and 11 construction areas, as well as the Highway Finance Office, Technical Services, Office of Maintenance, Office of Project Delivery, Office of Innovative Partnerships, and Local Government.

Region 1 builds, operates, and maintains the multi-modal transportation system serving the Portland metropolitan area. Region 1 implements ODOT programs and facilitates intermodal solutions for the residents of Clackamas, Hood River, Multnomah, and Washington counties. The Region includes a staff of about 540 in the four regional business lines: Business Operations, Maintenance & Operations, Policy & Development, and Project Delivery, with the regional headquarters located in downtown Portland. The Portland area, a region of 2.2 million people, the largest in Oregon, includes critical economic assets, including international import and export facilities, an international airport, and transcontinental rail facilities. It includes exceptional transit, bicycle, and pedestrian networks. The plans and projects of Region 1 extend through Mount Hood and the Columbia Gorge National Scenic Area, and include extensive bi-state cooperation.

The Region 1 Project Delivery Business Line consists of three geographic units (West, Central and East), a technical center and a local agency program unit. This business line is responsible for delivering the Statewide Transportation Improvement Program (STIP), providing support to planning and maintenance activities and providing support to legislatively mandated programs. Project delivery develops and manages the design and construction of multi-modal transportation projects through the use of in-house staff, consultants and contractors. The transportation projects result in improved safety, reliability and efficiency of the transportation system and enhance the state’s economic viability. The Region 1 program integrates statewide policies, programs and projects associated with the state and regional transportation system in Oregon.

The Region 1 Technical Center is composed of the following work units: Geo/Hydro/Hazmat (Geology, Geotech, Hydrology, HazMat), Environmental, Right-of-Way, Roadway (Preliminary & Final Design), Survey, Traffic (Analysis, Design, & Operations), and Region representation from Statewide Bridge Design. There are approximately 117 employees. The Region Technical Center provides engineering and professional technical services to Region 1 Project Delivery (project development, local agency program and construction), Planning, and Maintenance business-lines, local agency and consultant partners, as well as region and statewide policy and process improvement efforts.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this position is three-fold: To provide the technical design resources necessary to deliver projects in the incumbent’s region on time and on budget, to provide engineering and professional technical support to planning, local programs, maintenance and operations, and to ensure that all appropriate technical standards and policies are incorporated into designs produced. Technical Center Managers (TCMs) are the primary technical point of contact for the region’s project delivery program. They are also the technical point of contact for other regional technical needs. The TCM manages, through subordinate supervisors, a multi-disciplinary technical center.

The TCM is a critical leadership position within the Region, and as a member of the Region management team, collaborates with other Executive Managers in the Region on effectively implementing the Region’s planning, project delivery, maintenance and operations programs. The TCM ensures that issues are worked quickly and completely, that the appropriate technical and engineering decision-makers are involved in the solution/resolution, and that major decisions are documented, that projects and work assignments are staffed appropriately, and that work is performed to acceptable standards and ODOT-approved policies, procedures, and practices are followed. The TCM participates collaborates with Area Managers to confirm appropriate project scope, schedule and budget.
The TCM interacts regularly with ODOT Headquarters program managers to ensure consistent application of adopted technical standards and practices, and appropriate interpretation of department policy. The TCM also ensures that his/her region’s individual needs and circumstances are represented in statewide decision-making environments. The TCM serves on various statewide committees to develop or modify technical policies, standards and practices.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function – for ADA purposes.

The following are general requirements for performance of the duties listed below: maintains regular and punctual attendance; contributes to a positive and productive work environment; establishes and maintains professional and collaborative working relationships with all contacts.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R/NC</th>
<th>E/NE</th>
<th>DUTIES</th>
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<tbody>
<tr>
<td>20%</td>
<td>R</td>
<td>E</td>
<td>Statewide Leadership</td>
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<td></td>
<td>• Establishes and supports the Project Delivery business line strategic direction by serving as a core member of the statewide Technical Leadership Team (TLT). Builds and maintains strong relationships with other business lines, divisions and business partners to understand and provide support for engineering and technical needs. Serves as the designated alternate R1 member of the statewide Project Delivery Leadership Team (PDLT).</td>
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<td>• Participates in the development of statewide policies, standards and strategies with the Chief Engineer (i.e., consultant usage strategy, core competency, resource management and workload leveling) to continuously improve the Region’s ability to deliver the state’s transportation program on time, within budget and of consistent quality.</td>
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<td>• Ensures consistency and integrity of the transportation programs statewide through collaboration with the other region technical centers and Statewide Project Delivery Branch.</td>
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<td>• Participates as a member or leader on various statewide committees/task forces and in activities that have far-reaching statewide Agency impact.</td>
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<td>• Initiates and implements engineering and technical discipline resource sharing agreements with other ODOT regions and Technical Services Units.</td>
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<td>• Leads the Agency in engineering/technical pilot efforts (ODOT Real Time, Variable Advisory Speed, Workzone Photo Radar, Mumble Strips, Friction Testing, etc) intended to improve transportation solutions.</td>
</tr>
</tbody>
</table>
|           |        |      | • Supports participation with statewide and national organizations (TRB, AASHTO, FHWA Peer Exchange); establishes and maintains collaborative working relationships with federal, state and local agencies and professional organizations. Lead and support technology advancement and innovations in engineering/technical
disciplines and in how work is performed.

<table>
<thead>
<tr>
<th>20%</th>
<th>R</th>
<th>E</th>
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**Region Leadership**
- Supervises and leads the Region-1 Technical Center through 8 subordinate managers and 117 engineering and technical professionals by providing progressive leadership, clear direction, effective coaching, periodic performance evaluations and specific feedback.
- Manages the development of designs and cost estimates for many of the largest transportation projects in the State, including multiple projects in excess of $100,000,000, through the Region-1 Technical Center design team and discipline specific outsourcing contracts.
- Manages the development of many of the most technically complex transportation projects in the State as Region-1 serves the largest City in the State: Portland, and the three largest counties in the State: Multnomah, Washington, and Clackamas, which include large and technically challenging freeway systems, traffic volumes and multi-modal systems including the Tri-Met MAX Light Rail service, WES Commuter Rail, and extensive pedestrian and bicycle networks.
- Act on behalf of the Region as it relates to engineer of record disputes, elevating to the ODOT Chief Engineer as necessary.
- Responsible for defining, interpreting and facilitating standards and practices for the region related to engineering, policies and technical programs.
- Provide engineering and technical support to the Region Manager and Region Project Delivery Manager related to safety standards, policies, traffic and operations.
- Uses professional judgement to ensure practical design solutions to engineering, design, constructability, work zone safety and Americans with Disabilities Act (ADA) challenges.
- Provides Technical Center responses to ODOT’s highest volume of local project development reviews, access management and approach road permit reviews, ASKODOT requests for information, and Tort claims.
- Works in partnership with the Region’s Area Managers to support the Project Delivery business line’s strategic direction and delivery of the STIP.
- Establishes and supports the Project Delivery business line strategic direction through membership in the Region Project Delivery Leadership Team (RPDLT) by communicating Statewide Technical Leadership Team or other Statewide Leadership Teams’ issues, outcomes and implementation.
- Assesses risk associated with design decisions and communicates recommendations for managing risk to the Project Delivery Manager and Region Manager.
- Serves in a lead role to assist the Region Manager and/or Region Project Delivery Manager in the development of strategies that coordinate various project planning and project delivery efforts and mitigates Agency risks.
- Establishes a structure and process for staffing and resourcing new innovative delivery methods (CMGC/DB/Multi-parameter) for regional projects of...
Technical Center Management

- Provides leadership in broad policy areas pertaining to personnel management, training, safety and related areas.
- Ensures the engineering and professional work across Region 1 receives the appropriate level of technical direction, oversight and support.
- Ensures design project teams are staffed with the appropriate technical skills to successfully deliver quality projects within scope, schedule, and budget.
- Communicates and supports decisions made by the various leadership and management teams. Promotes strong communication and information sharing.
- Ensures that working relationships and work activities of the Region-1 Technical Center are coordinated and positive with other Technical Services sections, regions and other engineering and technical business lines and external partners.
- Provides oversight and leadership in establishing, implementing and maintaining Engineering and Technical standards and practices for in-house and outsourced work across the Region and for the unique needs of the technical discipline in collaboration with the Chief Engineer.
- Develops and maintains process controls for each discipline through policies, procedures and practices intended to achieve consistency, efficiency and quality in the work of the Region. Determines and assigns appropriate engineering/technical delegated authorities for Technical Discipline Managers.
- Maintains and implements the Region 1 Quality Control and Quality Assurance Program for both in-house and outsourced delivered projects for each technical discipline. Establishes continuous improvement efforts for the region including lessons learned.
- Assures engineering and technical disciplines have and follow documented processes for independently reviewing and, if warranted, approving specific exceptions and deviations to the discipline’s standards, procedures and practices.
- Ensures core competencies within Region 1’s engineering and technical disciplines and consultants providing engineering/technical services to the Region.
- Works with R1 PDM and Region Technical Center Discipline Managers to develop staffing levels and assign work.
- Ensures that executive management (ODOT Director, Region Manager, Chief Engineer) decisions and policies are communicated to Region 1 Technical Center Discipline Managers. Ensures the communications throughout the Region 1 Technical Center, the engineering/technical community within ODOT and consultants doing ODOT work are consistent.
- Resolves major design, construction, technical and
engineering issues resulting from conflicting standards, needs, public desires and technical limitations in the region.

- Establishes and monitors Region 1 Technical Center’s annual budget, staffing resourcing and work plans.
- Recruits, selects, supervises, appraises, mentors and coaches direct reports who are front line managers of technical disciplines. This includes setting performance expectations/accountabilities and monitoring for compliance to statewide standards and measures.
- Guides, develops, motivates and enables staff to perform both individually and as a group to fulfill region project delivery program and performance measures.
- Collaborates with Area Managers on identification and procurement of needed full service consultant resources and appropriate oversight and monitoring of consultants’ contributions on the region’s projects.
- Ensures resource leveling between the multi-functional disciplines within the Technical Center.

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<tr>
<th>15%</th>
<th>NC</th>
<th>E</th>
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<tbody>
<tr>
<td><strong>Project Development Program (PDP) Management</strong></td>
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<tr>
<td>• Develops annual resource plans that support regional schedules and budgets for projects.</td>
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<tr>
<td>• Oversees the work of TC staff in the use of statewide project planning, scheduling, and management systems; ensures proper use of performance measures; and takes corrective action as needed to ensure program delivery.</td>
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</tr>
<tr>
<td>• Interfaces, as needed, with Chief Engineer to ensure that the project delivery process supports the successful delivery of the region’s program.</td>
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<tr>
<td>• Provides technical expertise to project teams during the scoping phase of projects.</td>
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<tr>
<td>• Leads to ensure that the final design package meets quality standards and technical requirements for PS&amp;E (Plans, Specs, Estimates)</td>
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<tr>
<td>• Develops, reviews and approves/denies design exceptions and forwards on Region’s behalf to the Chief Engineer for final approval.</td>
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<tr>
<td>• Serves on behalf of the Region 1 Project Delivery Manager in their absence. Handles other projects assigned by the Region Manager. May serve as acting Region 1 Project Delivery Manager upon request in various task forces or meetings.</td>
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</tbody>
</table>

**Construction Project Management**

- In cooperation with the AM, ensures proper integration with project development program requirements.
- Consults with the AM concerning the development of final contract provisions, timelines, proposed staging and sequence of construction, and bid opening times.
- Provides technical support and advice to the Project Managers.
SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Primarily, this position is in an office environment. Extensive and varied use of personal computer (e-mail, calendar, electronic project development sharing & file storage (ProjectWise), spreadsheets, databases, digital forms processing and electronic security settings and signature programs, etc.). Long hours may be required, including evening meetings, since position has competing customer service demands, tight time schedules, ongoing community involvement commitments, and a large volume of projects with overlapping deadlines.

This position requires some contact with elected and local officials, various media, stakeholders with competing demands/agendas, and the public in conditions that may be stressful, emotionally charged or hostile.

Periodic work outdoors at project sites is required. There is potential exposure to extreme hazards of traffic, construction equipment and working in inclement weather conditions. At project sites, may need to walk on rough terrain and stoop or bend around structures or equipment. May be required to work 20 feet or more above ground/water.

Regular travel within the Area and Region is expected, and at least monthly statewide travel is required.

A valid driver license, an acceptable driving record and the ability to drive is required for this position.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

State and federal laws and regulations pertaining to transportation modes and systems. Administrative rules, policies, and manuals as set forth by the agency; Public Involvement Guide; ODOT Highway Design Manual; AEE and OPEU collective bargaining agreements; ODOT Strategic Plan; Oregon Transportation Plan; Oregon Action Plan; Oregon Benchmarks; Project Leader and Project Management Guidebooks, policies, and white papers; Scope, Schedule, and Budget Manual; AASHTO Manuals; ODOT Construction Manual; ODOT Financial Management and Budgeting plans and practices; United States Code Title 23; ODOT Affirmative Action Plan; Human Resources rules, policies, practices, and procedures; OSHA rules; National Environmental Policy Act; office management procedures and practices; Purchasing manual; various Community agency by-laws and procedures; and miscellaneous special publications. These documents may include, but are not limited to the following:

- Standard Specifications for Highway Construction
- Contract Plans and Special Provisions
- Supplemental Standard Specifications for Highway Construction
- Construction Manual
- The Uniform Relocation Assistance and Real Property Acquisition Act
- ODOT Field Test Procedures Manual
- Non-field Tested Materials Acceptance Guide
- Highway Design Manual
- Special publications such as safety bulletins, video tapes, Asphalt institute, FHWA Survey Reference Manual and equipment manufacturer’s manuals.
- Purchasing Manual
- AASHTO Manual on Uniform Traffic Control Devices
b. How are these guidelines used?
A great deal of the incumbent’s work requires making “judgement calls” in an environment characterized by ambiguity or incomplete information. Flexibility in using a number of approaches and resources/guidelines to arrive at decisions is key to the incumbent’s success. The guidelines and manuals listed above provide a critical reference to ensure the work is done in accordance with relevant laws and regulations, design standards and specifications, sound engineering and construction management principles, and that staff are led using acceptable personnel practices.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region Management</td>
<td>In-person/phone/writing</td>
<td>Discuss progress; Alert to and/or resolve issues</td>
<td>Daily/Weekly</td>
</tr>
<tr>
<td>County &amp; City Officials</td>
<td>In-person / phone / writing</td>
<td>Explain project development, Implement activities, Resolve conflicts.</td>
<td>As needed</td>
</tr>
<tr>
<td>Fed. Hwy. Admin</td>
<td>In-person / phone / writing</td>
<td>Discuss regulations</td>
<td>Daily/Weekly</td>
</tr>
<tr>
<td>Citizens/Stakeholders/ Neighborhood groups</td>
<td>In-person / phone / writing</td>
<td>Discuss activities, Resolve complaints, Negotiate design or construction details</td>
<td>As needed</td>
</tr>
<tr>
<td>News Media</td>
<td>In-person/phone</td>
<td>Explain project activities / alternatives</td>
<td>As needed</td>
</tr>
<tr>
<td>Technical Services</td>
<td>In-person / phone / writing</td>
<td>Discuss progress; Plan, assign, monitor work, resolve issues</td>
<td>Daily</td>
</tr>
<tr>
<td>Engineering Consultants</td>
<td>In-person / phone / writing</td>
<td>Discuss progress assignments, and / or performance</td>
<td>Daily</td>
</tr>
<tr>
<td>Contractors</td>
<td>In-person / phone / writing</td>
<td>Discuss progress, Resolve issues, Coordinate projects, Manage contract parameters (Scope of Work)</td>
<td>As needed</td>
</tr>
</tbody>
</table>

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*
SECTION 7. POSITION RELATED DECISION MAKING

a) Describe the typical decisions of this position.
Describe the typical decisions of this position. Explain the direct effect of these decisions.
This position has primary responsibility for assisting the Region Project Delivery Manager in delivering the multi-million dollar transportation related project delivery programs within the region and providing technical support for maintenance, operations, local program and planning efforts in the Region. In carrying out this responsibility, he/she exercises wide-ranging judgment and discretion in decision making. In this capacity, decisions made are varied and complex, and in many cases commit ODOT to a particular course of action or substantial financial commitment.

b) Explain the direct effect of these decisions.
Errors in judgment may result in considerable additional costs, unsafe conditions, delays, and claims. Strategic decisions could affect statewide efficiencies. Other decisions could expose the State to additional liabilities for legal actions.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Position No.</th>
<th>How</th>
<th>How Often</th>
<th>Purpose of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEM – G Project Delivery Manager</td>
<td>1131039</td>
<td>Individual meetings / review of staff work</td>
<td>Weekly / As needed.</td>
<td>Information / recommendations / discuss regulations &amp; policy / training / give direction</td>
</tr>
</tbody>
</table>

The Project Delivery Manager reviews the work of the Technical Center Manager. The method and frequency is decided at the Region level, but a formal review is conducted at least yearly in accordance with performance planning and appraisal policy and guidelines. The purpose of reviews is to provide feedback on performance, consult and advise on critical decisions; and to provide updates on progress in achieving performance and business goals.

SECTION 9. OVERSIGHT FUNCTIONS FOR MANAGEMENT SERVICE SUPERVISORY (MMS) POSITIONS ONLY

a. How many employees are directly supervised by this position? 7
b. Which of the following activities does this position do?
- Plan work
- Assigns work
- Approves work
- Responds to grievances
- Disciplines and rewards
- Coordinates schedules
- Hires and discharges
- Recommends hiring
- Gives input for performance evaluations
- Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION
ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Oregon Registered Professional Engineer License Preferred
- A thorough knowledge of and extensive experience in the development and management of transportation engineering standards and procedures
- A thorough knowledge of state and federal transportation laws and regulations
- Proven ability to lead and manage a large, diversified staff and to give responsible, professional direction and advice
- Proven ability to interpret and communicate organizational policies and initiatives and to lead staff in implementation of same

Behavioral Expectations:
- Establish and maintain professional and collaborative working relationships with all contacts.
- Contribute to a positive, respectful and productive work environment.
- Maintain regular and punctual attendance.

Special Requirements: List any mandatory recruiting requirements for this position:

It is preferred of this position that the incumbent possess and maintain a current Oregon Professional Engineer (PE) License. The incumbent is expected to supervise and manage registered engineering professionals who will be in responsible charge of their own design work or the design work of others in the unit assigned to complete the products that are led by that PE. These engineering design products consist of design plans, specifications, reports, and include design products related to construction contract change orders. Incumbents must provide documentation and testimony for the Agency regarding professional engineering and technical work products. Incumbents may be required to research, compile documentation, and testify, as needed, to support and represent the agency’s interest in court actions.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

<table>
<thead>
<tr>
<th>Operating Area (Personal Services; Services &amp; Supplies; Capital Outlay)</th>
<th>Biennial Amount ($00000.00)</th>
<th>Fund Type (General; Other; Federal; Lottery)</th>
</tr>
</thead>
</table>

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

Approve and execute (1) personal service contracts and intergovernmental agreements over $75,000 up to a maximum of $250,000 (2) drilling contracts up to a maximum of $150,000 when work is related to a project in the STIP or in other system plans approved by the Oregon Transportation Commission or in a line item in the legislatively adopted biennial budget.
SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart.

Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, and employee name and position number.

SECTION 12. SIGNATURES

_________________________    ________________  ___________________________    ________________
Employee Signature          Date                     Supervisor Signature           Date

_________________________    ________________  ___________________________
Appointing Authority Signature Date                     Printed Name of Appointing Authority