



STATE OF OREGON

POSITION DESCRIPTION

Position Revised Date:

October 1, 2025

Service Type of this position is:

Executive Service (Z)

Agency: Oregon Department of Transportation

Division: Delivery and Operations

This position description is for: An existing position that is being revised

SECTION 1. POSITION INFORMATION

| | | | | |
|--|--|----------------------------------|------------------------------|-------|
| a. Classification Title: | Transportation Infrastructure Development and Project Delivery Administrator 3 | | | |
| b. Classification Number: | 7820 | c. Position Number: | 1011001 | |
| d. Business Title: | Delivery & Operations Division Administrator | | e. Agency Number: | 73000 |
| f. Section Title: | Operations | g. Budget Auth Number: | 435980 | |
| h. Employee Name: | Vacant | | | |
| i. Representation Code: | MESN - Exec Supervisory | | | |
| j. Work Location (City – County): | Salem - Marion | | | |
| k. Supervisor Name: | Kristopher Strickler | | | |
| l. Position Sub-Type: Permanent | | m. Position Time Type: Full-Time | | |
| n. Fair Labor Standards Act (FLSA): Exempt | If Exempt: Executive (Supervisory) | | o. Eligible for Overtime: No | |

SECTION 2. PROGRAM AND POSITION INFORMATION

- a. Describe the agency, division, program/unit in which this position exists.** Add a paragraph for each and include its overall purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Transportation (ODOT) 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, provide 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 4900 FTE with a \$6.1 billion biennial budget.

We act with integrity as we are accountable and transparent and hold ourselves to ethical standards as stewards of public funds. We share ownership and responsibility for ensuring safety in all that we do. ODOT is committed to building a diverse workforce, supported by equitable operations and policies, and establishing an informed culture that delivers authentic inclusivity through our policies, programs, projects, investments, and actions. We use our skills and expertise for continuous improvement and strive to be

more efficient, effective, and innovative. We work together as One ODOT to provide better solutions and ensure alignment in our work.

The Delivery and Operations Division plays a vital role in maintaining, improving, and operating Oregon's transportation system. The Division manages approximately 8,000 miles of roads and 2,700 bridges – including interstates, U.S. highways, and state highways – ensuring the state's infrastructure remains safe, efficient, and reliable for all users.

The Division's work spans several key areas. Its planning and design teams assess the condition and performance of the road network, identifying current and future needs to scope, design, and deliver improvement projects. Construction crews manage the development of new roads and related infrastructure, supporting the state's mobility and economic growth. Maintenance operations are critical to keeping highways open and functional, with teams performing essential tasks such as snow and ice removal, clearing debris from rockfalls, and reopening lanes after accidents. Safety is a core priority, with targeted programs addressing intersection and roadway departure safety and managing speed zones to reduce crashes and enhance public safety. The Division also focuses on optimizing traffic flow and improving efficiency through system operations and the use of intelligent systems (ITS). These efforts help manage growing travel demands while ensuring cost-effective and sustainable solutions for Oregon's transportation network.

To achieve its objectives, the division operates through three primary programs – maintenance, planning, and construction – and integrates key functions such as system operations across multiple ODOT divisions. Organizationally, the Division is divided into four categories: the state's five transportation Regions, Engineering & Technical Services Branch (ETSB), Maintenance & Operations Branch (MOB) and the Statewide Project Delivery Branch (SPDB). This structure ensures coordinated delivery of programs and services statewide while addressing the unique needs of each region.

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

The Operations and Delivery Division Administrator provides executive leadership for a division of more than 2,700 employees at ODOT, overseeing programs that plan, design, construct, maintain, and operate Oregon's state highway system. This role ensures all activities are conducted safely, efficiently, equitably, and in an environmentally responsible manner, with direct accountability for the stewardship and delivery of highways, bridges, and other transportation infrastructure. The Administrator provides strategic leadership and operational oversight for the entire division, which includes five Region Managers, the Americans with Disabilities Act (ADA) Program, and the Statewide Project Delivery and Capital Program as well as Maintenance and Operations branches. In this capacity, the Administrator directs engineers, road crews, and other staff to manage projects, maintain state roadways, and deliver essential operations and maintenance services, supporting ODOT's vision for a reliable, safe, and multimodal transportation system.

Serving also as the ODOT's Chief Engineer, this position holds department-wide authority for engineering and technical services within ODOT. The Chief Engineer, directly or through subordinate managers, is responsible for establishing, maintaining, approving and monitoring engineering and technical standards, practices and procedures needed to correctly and efficiently accomplish the Department's work while remaining in compliance with Federal and State statutes, rules and regulations. This position is responsible for assuring all engineering and technical disciplines have documented quality assurance/quality control programs and those programs are being implemented and followed for in-house and outsourced engineering and technical work of the agency.

The Administrator leads programs that serve all users, including private and commercial vehicles, bicyclists, pedestrians, and transit and rail riders, ensuring the system is accessible and sustainable. As a member of the department's leadership team, this position helps shape agency-wide strategy and ensures alignment across divisions. This position reports directly to the ODOT Director.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position.

- **% of Time:** State the percentage of time for each duty/duty segment.
 - Place in order from the highest percentage to lowest percentage.
 - Duty statement percentages should not exceed 60%.
- **N/R/NC:** Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties.
- **For Americans with Disabilities Act (ADA) purposes:** Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter.” To delete a row, right click the row, click “Delete Cells,” and click “Delete Rows.”

| % of Time | N/R/NC | E/NE | Duties |
|-----------|--------|------|---|
| 30 | R | E | <p>Program Leadership</p> <p>Provide strategic leadership and oversight for the Maintenance and Operations Branch, ensuring statewide consistency in maintenance practices, emergency preparedness, and operational readiness.</p> <p>Direct the Statewide Project Delivery Branch, overseeing policies, procedures, and standards, for and project delivery, including design, right of way acquisition, permitting, and construction.</p> <p>Ensures management of major transportation assets such as bridges, pavements, culverts, and traffic features.</p> <p>Guide the work of five ODOT Regions, ensuring integration of all transportation modes and alignment with community needs and statewide goals.</p> <p>Exercise road authority for all state highways, including setting and enforcing maintenance standards.</p> <p>Enter into intergovernmental agreements for road maintenance and improvement.</p> <p>Supervise and control the construction, improvement, maintenance, and operations of highways.</p> <p>Align personnel, processes and systems to identify, develop, and finance transportation projects that support the agency’s mission.</p> <p>Carry out the development and implementation of the department’s legislative program including analysis of existing laws, introduction of legislation to improve ODOT transportation infrastructure and funding.</p> <p>Serve as ODOT’s Chief Engineer in accordance with ORS 184.628.</p> |
| 20 | R | E | <p>Division Management</p> <p>Define the division's structure, goals and objectives, ensuring clear lines of communication across programs, removing barriers to integration of workflows, and encourage efforts for continual improvement and collaboration.</p> <p>Administer resources, operations to achieve divisional outcomes, including development of an effective organizational structure and</p> |

| | | | |
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| | | | <p>assignment of management responsibilities.</p> <p>Plays a key role in defining and adjusting division and program priorities based on strategic data analysis and stakeholder input.</p> <p>Continually assess the allocation and availability of resources, fiscal and human, to respond to fluctuating workloads. When necessary, reallocate resources within the division and advocate for additional resources.</p> <p>Define and adjust division and program priorities by developing strong partnerships with various government and private agencies. Ensure that data is collected, analyzed and made available for strategic planning.</p> <p>Direct and approve biennial budget requests through determining priorities from recommendations of staff within the Division. Present and explain budget requests to the ODOT Director, Deputy Director, the Oregon Transportation Commission (OTC) and the Oregon Legislature. Develop and obtain legislative approval of a biennial operating budget to achieve the division's mission.</p> <p>Foster high employee engagement and performance by hiring, developing, and motivating a diverse and qualified workforce; lead succession planning and workforce development efforts, including support for affirmative action and diversity initiatives, while ensuring appropriate training opportunities are available for division staff.</p> |
| 25 | R | E | <p>Agency Leadership</p> <p>Operates under general policy direction from the OTC and receives occasional specific direction from the Director.</p> <p>Serve as a member of the Agency Leadership Team in setting and implementing agencywide priorities and policies, including taking ownership for helping achieve agencywide goals in the Strategic Action Plan.</p> <p>Holds a critical leadership role in shaping the future for Oregon's transportation system through innovation, collaboration, and strategic foresight.</p> <p>Collaborate with other Division Administrators to position ODOT for future success and ensure unified support for all transportation modes.</p> <p>Contribute to the development of department-wide policies and strategies, particularly those related to program delivery and financing.</p> <p>Ensure integration of Delivery and Operations (D&O) into long-range planning efforts and alignment with department goals and statutory requirements.</p> <p>Enhance safety efforts across D&O programs and operations.</p> |

| | | | |
|----|---|-----|---|
| | | | Lead internal initiatives to improve efficiency, effectiveness, and responsiveness to statewide transportation needs. |
| 20 | R | E | External Leadership Represent ODOT on regional and national highway associations, contributing to the advancement of transportation policy and funding. Engage with highway users, public, local jurisdictions, state agencies, legislators, governor, and federal government to address concerns and promote ODOT's mission. Establish and maintain beneficial working relationships with diversified special interest groups, both public and private, that may have competing/conflicting goals. Balances competing interests and goals among diverse stakeholder groups to achieve consensus and advance transportation initiatives. Represent ODOT before the Oregon Legislature, developing, proposing and testifying on legislation related to transportation infrastructure and funding. Protect the interests of Oregonians by monitoring, responding to, and influencing federal legislation, policies, rules, and regulations, particularly those related to transportation and traffic control standards. |
| 5 | N | N/E | Other duties as assigned. |

100%

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. See the PD instructions Section 4 for more information on how to complete this table.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter." To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."

| Working Condition Category | Describe the Conditions |
|--------------------------------|--|
| Schedule Restrictions/Demands: | Generally expected be on call for emergency situations, 24 hours a day, 7 days a week, including holidays unless otherwise agreed upon by management. |
| Physical Demands: | Generally, work is performed in an office setting. |
| Environmental/Sensory Demands: | Subject to uneven surfaces, rough terrain, loud noises from passing traffic and equipment, and exposure to all types of weather including high and low temperatures and precipitation. Subject to heights, over large bodies of water, adhering to safety standards and using safety equipment. This role involves representing the agency in hearings or courtrooms by providing testimony under oath. This position requires public speaking and presenting information to groups of audiences. |

| | |
|------------------------------|---|
| Travel/Driving Requirements: | <p>Driving is essential and requires a driver's license and acceptable driving record. Requires the use of a state vehicle.</p> <p>Frequency of travel will depend on projects, meetings, conferences and will include overnight stays and may include out of state trips.</p> |
| Tools & Equipment: | General office equipment, safety equipment and state vehicles. |
| Customer Relations: | This role requires working closely with numerous partners, both within and outside of the agency. It involves negotiation and conflict resolution. The individual in this position must skillfully navigate through challenging conversations, demonstrating empathy, tact, and assertiveness. It is a role that demands not only skill and proficiency but also a deep sense of passion and dedication to fostering harmonious relationships and achieving positive outcomes |
| Other: | <p>This position meets the unclassified service criteria in ORS 240.205 (4) and is a principal assistant that manages a major agency organizational component. The position reports directly to the agency director. As such, pursuant to ORS 240.205(4), this position has the approval of the Director of Department of Administrative Services to be placed in unclassified service (DAS CHRO Policy 30.000.01) and serves at the pleasure of the agency appointing authority. This appointment may be terminated at any time (DAS CHRO Policy 40.035.01).</p> <p>Serve as ODOT's Chief Engineer in accordance with ORS 184.628.</p> |

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.

- ODOT Strategic Action Plan
- Oregon Transportation Plan and associated modal and topic plans
- ODOT Mission, Vision and Values
- Title 23, US Code
- Federal Highway Administration policies
- Federal Transit Administration policies
- Other Federal and State policies related to transportation matters
- Transportation Commission policies and directives
- Engineering design manuals and construction specifications
- Oregon Revised Statutes
- Oregon Administrative Rules
- Collective Bargaining Agreements
- State and agency policies
- Employee Handbook and Benefits

b. How are these guidelines used?

To provide clarity under which work is accomplished and the basis for decisions necessary to successfully accomplish the job, with consideration to all parties, cost and risks associated.

SECTION 6. WORK CONTACTS

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

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter." To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."

| Who Is Contacted? | How | Purpose | How Often? |
|----------------------|---|---------------------------------------|----------------|
| Governor's Office | Verbal/Written/Virtually/ Email/Publicly | Respond to citizen complaints | 2-3 per Week |
| Other State Agencies | Verbal/Written/Virtually/ Email/Publicly | Coordinate activities, seek solutions | Weekly |
| FHWA | Verbal/Written/Virtually/ Email/Publicly | Resolve conflicts, share information | 2-3 per week |
| Legislators | Verbal/Written/Virtually/ Email/Publicly | Information, answer questions | 2-3 per week |
| General Public | Verbal/Written/Virtually/ Email/Publicly | Information, resolve problems | Weekly/Monthly |

SECTION 7. POSITION RELATED DECISION MAKING

a. Describe the typical decisions this position makes.

Decisions set priorities, establish goals and objectives for reporting regions/sections, resolve major program/engineering design questions, approve staffing levels and resources for work, and committing large sums of money for construction projects that frequently extend into the next biennium. Decisions often involve politically sensitive issues which affect the department, which requires an integrated decision-making process for evaluating transportation priorities that support the overall transportation system.

b. Explain the direct effect of these decisions.

Decisions affect overall department and state performance and the ability to achieve goals to accomplish the department's work and impact public support, credibility with the legislative branch, the construction industry, and the lives and livability of transportation system users.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position? In most cases this will be the direct supervisor.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter." To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."

| Classification Title | Position Number | How | How Often | Purpose of Review |
|----------------------|-----------------|--|-----------|---|
| Agency Head 2 | 7314001 | In person, virtually, email, phone, etc. | Daily | Set goals and expectations; discuss accountability and consequences for performance in executive role and as a designated appointing authority. |

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

- a. How many employees are directly supervised by this position? 9
- How many employees are supervised through a subordinate supervisor? 2,779
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input checked="" type="checkbox"/> Plans work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |
| <input checked="" type="checkbox"/> Disciplines and rewards | <input checked="" type="checkbox"/> 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:

Possession of a current, valid Professional Engineer (PE) license issued by the State of Oregon. If registered in another state, must obtain a temporary permit to practice engineering, pursuant to ORS 672.109, within six months from date of hire.

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

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter". To delete a row, right click the row, click "Delete Cells," and click "Delete Rows."

| Operating Area (Personal Services; Services & Supplies; Capital Outlay) | Biennial Amount (\$00000.00) | Fund Type (General; Other; Federal; Lottery) |
|---|------------------------------|---|
| All | \$3,800,000,000.00 | State Highway Fund and Federal |

PRE-EMPLOYMENT CHECKS: Please complete the questionnaires below and mark the applicable yes/no for the corresponding question/statement.

DESIGNATION OF NAME-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below, indicate if the position is assigned these duties or responsibilities. If one or more boxes are checked yes, a name-based CBC is required prior to filling the position.

The employee in this position...

| | | |
|--|---|--|
| 1. Provides information technology (IT) services and has control over access to Department information technology systems that could allow the individual to harm these systems, or the information contained within the systems. This relates to having responsibilities that involve development, programming, installation, maintenance, or other technical aspects related to Department hardware and software. It is not intended to include positions with responsibilities that only utilize IT systems, such as entering and retrieving data | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. Has responsibility for receiving, receipting, or depositing money or negotiable instruments | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3. Has responsibility for payroll functions | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Has responsibility for purchasing or selling property or has access to private property in the Department's custody (such as Right of Way and Facilities). It is not intended to include positions with responsibilities that may involve simply being on private property to perform certain duties | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

| | | |
|--|---|-----------------------------|
| 5. Has access to personal identification information about employees or members of the public, including Social Security numbers, date of birth, driver license numbers, medical information, personal financial information, or criminal background information | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|---|-----------------------------|

DESIGNATION OF NAME-BASED AND FINGERPRINT-BASED CRIMINAL BACKGROUND CHECK (CBC) REQUIREMENT:

Review the criteria below. Indicate if the position is assigned these duties or responsibilities. If one or more boxes is checked yes, both a name-based and a fingerprint-based CBC are required prior to filling the position.

The employee in this position...

| | | |
|--|------------------------------|--|
| 1. Has tasks associated with the verification, data entry, or modification of driver identity information | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 2. Has access to driver or customer systems that would permit the entry or modification of driver identity information | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3. Has tasks associated with taking, reviewing, or accepting photos for driver licenses and identification cards | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 4. Is a supervisory or management position that can affect the work of employees who perform any of these tasks | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

CJIS

| | | |
|---|------------------------------|--|
| 5. Has unescorted access to unencrypted criminal justice information or unescorted access to physically secure locations or controlled areas. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|---|------------------------------|--|

DESIGNATION OF DRIVING AND TRAVELING REQUIREMENTS:

If the position requires driving as an essential function of their position a driver's license check will be processed at the time of hire. For questions related to driving or traveling please reference the updated Driving and Travel guide on the ODOT Classification and Compensation SharePoint Page.

| | | |
|--|---|--|
| 1. Is driving required for this position? By selecting "yes," you are indicating that this position requires, as a condition for both initial and ongoing employment, that an individual must possess and maintain a valid driver's license, along with an acceptable driving record. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Is a Commercial Driver's License (CDL) required for this position? This position requires as a condition of employment and continuation of employment, an employee or prospective employee to possess and maintain a valid Commercial Driver's License. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| a. What type of CDL is required? | | |
| i. Class A Commercial Driver's License (CDL-A) or | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| ii. Class B Commercial Driver's License (CDL-B) or | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| iii. Both the Class A (CDL-A) and Class B (CDL-B) | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| b. When is the Commercial Driver's License required? | | |
| i. Upon hire | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| ii. Within 6 months of employment | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

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

| | | | |
|-----------------------------------|-----------|--------------------------------------|-------|
| <hr/> | <hr/> | <hr/> | <hr/> |
| Employee Signature | Date | Supervisor Signature | Date |
| <hr/> | <hr/> | Kristopher W. Strickler | |
| Appointing Authority Signature | Date | <hr/> | |
| | | Printed Name of Appointing Authority | |