Job Title: 001DC3 - Highway Engineer 3

Requisition ID 308987 - Posted 02/11/2022 - Transportation 00800 - INDOT - Technical Services 1 065121 - DOT Crawfordsville Dist 0000000469 - Labor & Maintenance (West)

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Grow your career with the State of Indiana! With more than 50 executive branch agencies, the State of Indiana is a diverse workforce offering employees stimulating and challenging projects across a broad scope of career opportunities. As a State of Indiana employee, you impact the well-being of Indiana’s communities every day.

At the State of Indiana, we don’t just talk about diversity and inclusion – Our goal is to create a welcoming, accessible, and equitable workplace, with a workforce that is representative of the State of Indiana population. We are proud to be an equal opportunity employer.

About the Job:
This position serves as the assistant to the District Pavement Engineer and is comprehensively responsible for assisting with all pavement related activities in the district. The Assistant Pavement Asset Engineer aids the District Pavement Engineer in communicating strategic direction for pavement efforts through developing and applying policies and procedures with Pavement Area Engineer and ensuring direction is communicated to the district. This position reports directly to the District Pavement Engineer.

A Day in the Life:
The essential functions of this role are as follows:

- Assists with the District Pavement Engineer with the following pavement related activities in the district;
- Provides assistance with prioritized list of pavement treatment options to the Asset Management team and to Maintenance;
- Responsible for assisting the District Pavement Engineer with selecting appropriate projects;
- Provides and directs solutions for pavement forensics to Construction and Maintenance;
- Provides technical expertise and assistance to Construction and Maintenance;
- Represents and provides guidance on various research projects relating to pavement;
- Assists with the checking of pavement designs for compliance with, and uniform enforcement of, established policies, standards and specifications;
- Maintains awareness of all aspects in the art of pavement technology;
- Assists with the preparation of reports, manuals and training documents related to pavement activities;
- Responsible for keeping track of assigned projects and recommending solutions to problems;
- Required to attend field checks, meetings, seminars and conferences as needed;
- Required to do specialty projects or specific functions as directed by the Director of Technical Services and/or Director of Pavements;
- Works with EA 4 on Coring program as needed;
- Prepares responses to inquiries and complaints from citizens, legislators, the Governor’s office, other agencies, and other states;
- Performs other related work as required.

What You'll Need for Success:
This person must have the following requirements to be considered for employment:

- 2 to 4 years is preferred engineering experience.
- A Bachelor of Science degree in Civil Engineering.
- Ability to read and interpret technical documents including but not limited to bridge and large culvert design and rehabilitation plans, roadway plans, inspection reports, maintenance records, geotechnical data, hydraulic data, and maps.
- Practical knowledge of construction and maintenance practices and methods.
- Knowledge of department policies, standards and specifications relating to culverts.
- Knowledge of department systems relating to the pavement programs, including but not limited to Scheduling Project Management System (SPMS), Deighton Transportation Information Management System (dTIMS), ArcGIS, and Work Management System (WMS).
- Ability to communicate both orally and in writing, and to follow oral and written instructions.
- Possession of basic computer skills and the ability to become proficient in new programs and databases.
- Ability to perform basic calculations.
- Possession of a valid Indiana driver’s license.
- Broad knowledge, understanding, and application of the practices and methods in State Transportation.

Supervisory Responsibilities/Direct Reports:
This role does not provide direct supervision to direct reports.

Benefits of Employment with the State of Indiana:
The State of Indiana offers a comprehensive benefit package for full-time employees which includes:
- Three (3) medical plan options (including RX coverage) and vision/dental coverages
- Wellness program (offers premiums discount for the medical plan)
- Health savings account (includes bi-weekly state contribution)
- Deferred compensation account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- Group life insurance
- Employee assistance program that allows for covered behavioral health visits
- Paid vacation, personal and sick time off
- Competitive leave policies covering a variety of employee needs
- 12 company paid holidays, 14 on election years
- Qualified employer for the Public Service Loan Forgiveness Program
- New Parent Leave
- Free Parking
- Free LinkedIn Learning

**Equal Employment Opportunity:**
The State of Indiana is an Equal Opportunity Employer.