

Exceptional Applicant Qualities

Technical Skills

- Direct hands-on knowledge/experience with the job's duties
- Certifications – ASE, materials testing, welding
- Specific licensing (e.g. PLS, PE)
- Educational requirements
- Knowledge/experience of specific rules/regulations – e.g., Uniform Act, Civil Rights Act,
- Knowledge/experience of specific procedures/manuals – e.g. MUTCD, CDOT Standards and Spec, STIP/TIP,
- Computer skills – knowledge of specific systems/software - e.g. SAP, MS Office, MicroStation
- Documentation/reporting skills

Conceptual Skills

- Creativity skills
- Strategic/visionary skills
- Reliability skills
- Multi-tasking skills
- Organizational skills
- Prioritization skills
- Analytical skills
- Troubleshooting skills
- Accuracy skills
- Planning/scheduling skills
- Resource management – e.g. personnel, equipment, financial
- Attention to detail
- Project/program management skills

Interpersonal Skills

- Leadership skills
- Supervisory skills
- Mentoring skills
- Training skills
- Facilitation skills
- Presentation skills
- Interpersonal skills

- Relationship building skills
- Good attitude/demeanor
- Good work ethic
- Ability to be a self-starter
- Ability to quickly learn
- Motivation skills
- Ability to be credible
- Ability to be honest/ have personal integrity
- Ability to work under pressure/emergency situations
- Ability to be safety minded
- Written communication skills
- Oral communication skills
- Negotiation skills
- Collaboration skills
- Ability to work independently
- Customer service skills
- Ability to be a team player
- Adaptability/versatility skills