

# *Exceptional Applicant Qualities*

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## ***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