

Title: Assistant Chief Engineer - Operations	Effective Date: September 17, 2008	Grade: N/A	Job Category: Official/Admin.
Prior Title: Assistant Chief Engineer - Operations	Prior Effective Date: August 24, 2007	Grade: N/A	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for providing expertise, problem solving assistance, and managerial direction to all construction, maintenance, and materials activities on the Arkansas highway system.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Select, develop, and organize a reporting staff capable of accomplishing the technical and administrative requirements of the Operations branch.
- Establish and maintain a work environment that will encourage maximum effort from the reporting staff, rewarding significant contributions of key personnel.
- Oversee construction operations to ensure compliance to contract and efficient use of resources.
- Ensure prompt and fair resolution of construction difficulties to minimize time and dollar loss on projects in balance with technical requirements of the contract.
- Oversee maintenance operations to ensure effective use of resources and promote highway safety and utility.
- Oversee Materials Division to ensure required testing of all materials incorporated into construction and maintenance projects.
- Ensure adequate technical support from the Construction, Maintenance, and Materials Divisions to efficiently accomplish projects in the Districts.
- Establish and maintain a positive attitude of the residents in the Districts toward the projects and performance of the Department in meeting their needs.
- Create and maintain a positive image of the Department with contractors.
- Develop through the Construction Engineer, the State Maintenance Engineer, and the Division Head of Materials a continuous training program for respective personnel to assure a backlog of expertise.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Broad knowledge of and experience in all phases of highway maintenance, construction, materials, and personnel management. Thorough knowledge of all Departmental policies and procedures.