

Title: Assistant Construction Engineer	Effective Date: October 19, 2011	Grade: XX	Job Category: Professional
Prior Title: Assistant Construction Engineer	Prior Effective Date: September 17, 2008	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Construction Engineer, this position is accountable for providing problem-solving liaison and consultation between the other Divisions and Districts to ensure that highway construction projects are carried out in accordance with Department policies and procedures in an economical and quality manner.

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.

- Act as liaison between the other Divisions and District to ensure safe, economic, and correct highway construction.
- Remain familiar with current construction trends, procedures, techniques, and products so that those credible can be incorporated into existing policies.
- Analyze and recommend solutions to construction problems.
- Provide administrative oversight to assure that construction practices are in line with Department policy and that work is being done properly.
- Coordinate and oversee consultants engineering inspection contracts.
- Assist the Construction Engineer in the administration and direction of the construction operations.
- Employee is required to frequently drive a Department vehicle to various locations within the State.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Knowledge in all phases of highway construction and the ability to interpret and apply Departmental policies and procedures. Supervisory capabilities. Valid driver's license.