

Title: Assistant State Maintenance Engineer	Effective Date: May 20, 2011	Grade: XX	Job Category: Professional
Prior Title: Assistant Construction and Maintenance Engineer	Prior Effective Date: June 18, 2010	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the State Maintenance Engineer, this position is accountable for providing problem-solving liaison and consultation between the other Divisions and Districts to ensure that highway maintenance 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 Districts to ensure safe, economic, and correct highway maintenance.
- Remain familiar with current maintenance trends, procedures, techniques, and products so that those credible can be incorporated into existing practices.
- Analyze and recommend solutions to maintenance problems.
- Inspect maintenance operations to assure that practices are in line with Department policy and that work is being done properly.
- Assist the State Maintenance Engineer in the administration and direction of the maintenance operations.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Knowledge in all phases of highway maintenance and the application of traffic control devices in accordance with the "Manual on Uniform Traffic Control Devices" (MUTCD). * Ability to interpret and apply policies and procedures contained in the Department's Personnel Manual * and Maintenance Supervisor's Manual. * Valid driver's license.

*** These manuals may be reviewed on the AHTD website (www.arkansashighways.com) or by contacting the Maintenance Division.**