

Title: District Construction Engineer	Effective Date: October 19, 2011	Grade: XX	Job Category: Professional
Prior Title: Assistant District Engineer	Prior Effective Date: May 19, 2010	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for assisting the District Engineer in the execution of construction, and administrative activities within the District to ensure the economic, efficient implementation of the 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.

- Assist the District Engineer in direction, control and supervision of construction activities in the District.
- Provide the District Engineer with on-site knowledge of District conditions, needs and operations to assist in the formulation of priorities and construction recommendations.
- Initiate, develop and recommend policies for implementation to improve methods of performing District functions.
- Cooperate in the planning, development and review of a utilization program of the operating budget.
- Serve as District's internal safety officer.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Thorough knowledge of highway engineering, construction techniques and procedures, material testing techniques and surveying techniques. Working knowledge of bridge plans. Supervisory capabilities and good human relations techniques. Ability to interpret and apply the Department's Resident Engineer's Manual, Manual of Field Sampling and Testing Procedures, Erosion and Sediment Control Design and Construction Manual, Standard Specifications for Highway Construction, Safety Manual, Accounting Manual, Personnel Manual and National Bridge Inspection Standards (NBIS). Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Working knowledge of SiteManager. Familiarity with the PONTIS Bridge Management System. Valid driver's license.