

Title: Programs and Contracts Engineer I	Effective Date: September 17, 2008	Grade: XV	Job Category: Professional
Prior Title: Programs and Contracts Engineer I	Prior Effective Date: August 24, 2007	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position assists the Staff Project Development Engineer of the Programs and Contracts Division in the coordination of local and state project activities and the review and preparation of bid proposals and contract documents.

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.

- Coordinate federal-aid and state highway improvement projects with appropriate local officials.
- Assist with highway funding programs (i.e., enhancement, urban, bridge replacement, etc.).
- Preparation and review of bid proposals, contract documents and project advertisements.
- Assist in contract bid lettings and the review and analysis of bids.
- Prepare reports and feasibility studies.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering or graduation from an EAC of ABET approved engineering curriculum or equivalent as judged by the Arkansas Board of Registration for Professional Engineers and Land Surveyors. Engineer Intern certification desired. Knowledge of highway construction plans and specifications. Knowledge of federal-aid and state highway funding programs desired.

("EAC of ABET" means Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.