

Title: Programs and Contracts Engineer II	Effective Date: March 23, 2012	Grade: XVII	Job Category: Professional
Prior Title: Programs and Contracts Engineer II	Prior Effective Date: September 17, 2008	Grade: XVII	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.

- Provide direction and limited supervision to others in the Project Development Section.
- Coordinate federal-aid and state highway improvement projects with appropriate local officials.
- Administration of highway funding programs (i.e. enhancement, urban, bridge replacement, etc.).
- Preparation and review of bid proposals, contract documents and project advertisements.
- Prepare reports and feasibility studies.
- Monitor various highway programs; phasing and scheduling, reports, charts, and graphs.

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 required. Knowledge of highway construction plans and specifications. Thorough knowledge of federal-aid and state highway funding programs desired. Thorough knowledge of Microsoft Word, Excel, Access and Outlook software and the use of Microsoft Windows operating system.

("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.

