

Title: Project Development Engineer	Effective Date: September 17, 2008	Grade: XVI	Job Category: Professional
Prior Title: Program and Contracts Engineer, Construction Estimates Engineer	Prior Effective Date: August 24, 2007	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position assists 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.

- Supervise staff in performance of duties.
- Coordinate federal-aid and state highway improvement projects with appropriate officials.
- Administer federal-aid funding programs (e.g., Transportation Enhancement, STP-City, Bridge Replacement, High Priority Projects, Scenic Byway, and TCSP.)
- Prepare and review project addenda, bid proposals, contract documents and project advertisements.
- Assist in contract bid lettings and the review and analysis of bid proposals.
- Prepare reports and feasibility studies.
- Monitor local federal-aid programs.

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 and contract documents. Knowledge of federal-aid and state highway funding programs and administration requirements desired. Supervisory capabilities 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.