

Title: Section Head - Construction Payments & Audit	Effective Date: May 11, 2012	Grade: XVII	Job Category: Professional
Prior Title: Section Head - Contract Estimates	Prior Effective Date: May 20, 2011	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for managing the engineering support and administrative activities of the Construction office and the engineering audit of construction field records to ensure correct payments to contractors.

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 technical and clerical staff.
- Supervise auditing of all completed construction contract pay item documentation.
- Develop and maintain technical competence and proficiency in all areas of engineering auditing so that training and actual auditing functions can be accomplished.
- Direct the maintenance of the Department's Master Files on construction projects.
- Consult and advise the Construction Engineer and Assistant Chief Engineer on contract and subcontract matters.
- Project and recommend budget expenditures and monitor current expenditures.
- Plan and schedule the activities of the Section and coordinate the Section's functions with the Division Head and staff engineers.
- Provide engineering support of field personnel.
- Purchase and maintain surveying equipment for Resident Engineer offices.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field or area of responsibility OR the educational equivalent to a diploma from an accredited high school and four years experience in administration. Thorough knowledge of highway construction contract documentation techniques and procedures. Supervisory capabilities and good human relations techniques. Ability to interpret and apply Department policies and procedures. Working knowledge of Microsoft Word, Excel, and Access and the use of Microsoft Windows operating system. Working knowledge of SiteManager and Earthwork Quantity Calculation software.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

