

Title: Section Head - Utilities	Effective Date: May 11, 2012	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Utilities	Prior Effective Date: May 20, 2011	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for making contractual arrangements with utility companies to relocate and adjust utility facilities in order to clear the right of way for a highway construction project in conformance with federal and state laws and Commission policies.

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.

- Administer and coordinate all Utility Section functions.
- Direct and supervise a staff of technical and clerical personnel.
- Advise and provide information to the Division Head regarding utility accommodations and adjustment plans and costs.
- Ensure the necessary arrangements are made between utilities and the Department as they relate to construction projects.
- Coordinate with other Department staff to eliminate or reduce anticipated utility involvement on construction projects.
- Issue permits to companies and individuals who want to place utilities on right of way.
- Assist utility companies in determining placement of utilities.
- Assist Resident Engineers after contracts are executed to ensure utility adjustments are completed in an efficient and timely manner.
- Work with railroads in issuing permits and making adjustments in signalization and communication lines.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university plus six years experience related to highway or utility construction; OR the educational equivalent to a diploma from an accredited high school and ten years experience related to highway or utility construction. Supervisory capabilities, as well as good human relations techniques. Excellent organizational, time management, and oral and written communication skills. Ability to read and interpret highway construction plans. Ability to interpret and apply Department policies and procedures. Valid driver's license and statewide travel required.

("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.)

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.

