

Title: Senior Programs & Contracts Engineer	Effective Date: September 17, 2008	Grade: XVIII	Job Category: Professional
Prior Title: Senior Planning Engineer	Prior Effective Date: August 24, 2007	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for assisting in the management and supervision of the Project Development Section of the Programs and Contracts Division, for assisting in the preparation and review of documents necessary to carry out the Commission's competitive bidding policies for construction projects, and for the coordination of local and state project activities.

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. Knowledge of highway construction plans, specifications and contract documents. Thorough knowledge of federal-aid and state highway funding programs and administration requirements desired. Some statewide travel. Supervisory ability.

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.