

Title: Staff Construction Engineer	Effective Date: October 19, 2011	Grade: XIX	Job Category: Professional
Prior Title: Staff Construction and Maintenance Engineer	Prior Effective Date: September 17, 2008	Grade: XIX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for providing problem solving, liaison, and consultation to the District Engineers and Resident Engineers to ensure that highway construction projects are carried out in accordance with Department policies and procedures, in an economic and quality manner, and representing the best use of resources.

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.

- Act as liaison between the District Engineers and Resident Engineers and the Central Office.
- Remain familiar with current construction trends, procedures, policies, techniques and products.
- Analyze and recommend solutions to construction problems.
- Maintain familiarity with all projects in area of responsibility.
- Assist in providing supervision and coordination of Construction Division staff.
- Employee is required to frequently drive a Department vehicle to various locations within the State.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Thorough knowledge of all phases of highway construction and the ability to interpret and apply Department policies and procedures. Supervisory capabilities and good human relations techniques. Working knowledge of Microsoft Word, Excel, and Access, and the use of Microsoft Windows operating system. Working knowledge of SiteManager software. Valid driver's license.