

Title: Staff Maintenance Engineer	Effective Date: September 17, 2008	Grade: XIX	Job Category: Professional
Prior Title: Staff Construction and Maintenance Engineer	Prior Effective Date: August 24, 2007	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 maintenance supervisors to ensure that highway maintenance 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 maintenance supervisors and the Central Office.
- Remain familiar with current maintenance trends, procedures, policies, techniques and products.
- Analyze and recommend solutions to maintenance problems.
- Maintain familiarity with all projects in area of responsibility.
- Inspect maintenance operations and advise District personnel on maintenance operations; review and approve requisitions for materials.
- Develop thorough knowledge of all phases of highway maintenance, Department policies and procedures, and the Maintenance Management Program.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Knowledge of related EPA and ADEQ requirements. Valid driver's license.