

|                                    |   |               |                                  |
|------------------------------------|---|---------------|----------------------------------|
| Title:<br><b>District Engineer</b> | Effective Date:<br>October 1, 2010          | Grade:<br>N/A | Job Category:<br>Official/Admin. |
| Prior Title:<br>District Engineer  | Prior Effective Date:<br>September 17, 2008 | Grade:<br>N/A | Page:<br>1 of 1                  |

**CHARACTERISTICS OF WORK**

This position is accountable for all construction, maintenance, public relations, and administrative activities within the District to provide the best highway system utilizing available sources.

**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.

- Direct, control and supervise the maintenance of the District's highway system.
- Direct and counsel subordinates in the supervision of contract construction projects to ensure that projects are constructed in accordance with plans and specifications and in accordance with sound engineering principles.
- Provide the administration with first-hand knowledge of District operations and needs to ensure consideration for funding priorities.
- Plan, schedule, and monitor utilization of the operating budget to ensure the most economical utilization of resources in the construction and maintenance of the highway system.
- Develop and maintain good public relations with all contacts to project the best possible Department image.
- Initiate, develop, and recommend policies for implementation to improve methods of performing District functions.
- Coordinate with the Construction and Maintenance Division in the areas of maintenance and construction management and training programs.
- Ensure that Departmental policies and regulations are complied with.

**MINIMUM REQUIREMENTS**

Possession of a current *Arkansas* license to practice professional engineering. Knowledge in all phases of highway construction and maintenance. Experience in interpreting and applying Departmental policies and procedures. Valid driver's license.