# AHTD Classification Specifications

<table>
<thead>
<tr>
<th>Title:</th>
<th>Effective Date:</th>
<th>Grade:</th>
<th>Job Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Chief Engineer - Planning</td>
<td>June 24, 2017</td>
<td>N/A</td>
<td>Official/Admin.</td>
</tr>
<tr>
<td>Prior Title:</td>
<td>Prior Effective Date:</td>
<td>Grade:</td>
<td></td>
</tr>
<tr>
<td>Assistant Chief Engineer - Prog. Mgmt.</td>
<td>May 20, 2011</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Characteristics of Work**

This position is accountable for the administration of the activities of surveys, program management, planning, research, environmental, public transportation and related transportation safety activities to ensure efficient utilization of resources in meeting the surface transportation needs of the people of Arkansas.

**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 Department of Transportation is an "at will" employer.

- Develop and organize a staff capable of effectively meeting the objectives of the Planning branch.
- Oversee the integration of the various Divisions to ensure smooth and efficient flow of projects within the Planning branch and provide efficient planning and development support for all branches.
- Direct the preparation of long-range programming documents to predict needs in the future versus current capabilities, and identify areas and projects necessary to maintain an effective transportation system.
- Maintain close contact with District personnel and individuals in the statewide community to ensure their understanding and acceptance of the projects undertaken by the Department.
- Ensure the availability of technical support to the Districts and related Operations Divisions to minimize the cost and time lost impacts on projects in the planning stages or under construction.

**Minimum Requirements**

Possession of a current Arkansas license to practice professional engineering. Broad knowledge of and experience in all phases of planning and personnel management. Ability to interpret and apply Departmental policies and procedures.