CHARACTERISTICS OF WORK
This position is accountable for assisting the District Engineer in the execution of construction, and administrative activities within the District to ensure the economic, efficient implementation of the highway system.

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.

- Assist the District Engineer in direction, control and supervision of construction activities in the District.
- Provide the District Engineer with on-site knowledge of District conditions, needs and operations to assist in the formulation of priorities and construction recommendations.
- Initiate, develop and recommend policies for implementation to improve methods of performing District functions.
- Cooperate in the planning, development and review of a utilization program of the operating budget.
- Serve as District's internal safety officer.
- Oversee the District's Bridge Management Program.
- Provide oversight of the District Permit Officer and related responsibilities.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

MINIMUM REQUIREMENTS