

Title: District Maintenance Engineer	Effective Date: May 20, 2011	Grade: XX	Job Category: Professional
Prior Title: District Maintenance Engineer	Prior Effective Date: September 17, 2008	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for assisting the District Engineer in the execution of maintenance 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 maintenance 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 maintenance 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.
- Check all roads within the District to ensure preventive maintenance is being practiced and that the roads and bridges in the District are in safe condition.
- Direct area supervisors and job superintendents to assure a balanced maintenance program, based upon established priorities in each county in the District.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Knowledge in all phases of highway maintenance. Ability to interpret and apply Departmental policies and procedures and thorough familiarity with the Maintenance Management Program. Knowledge of all related EPA and ADEQ requirements. Valid driver's license.