

Title: <b>Roadway Design Review Coordinator</b>	Effective Date: June 22, 2019	Grade: XVI	Job Category: Professional
Prior Title: <b>Roadway Design Review Coordinator</b>	Prior Effective Date: June 24, 2017	Grade: XV	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is accountable for the review and coordination of documents for the preparation of plans and specifications for construction projects meeting state and/or federal requirements.

**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.

- Provide additional QA/QC for project plans, specifications, and estimates (PS&E).
- Review detailed engineering documents.
- Check information and quantities provided in the PS&E.

**MINIMUM REQUIREMENTS**

The educational equivalent to an associate’s degree in computer-aided drafting and design from an accredited college or university plus six years experience; OR the educational equivalent to a diploma from an accredited high school plus eight years experience in highway plan preparation or in a related field using computer-aided drafting and design. Experience performing QA/QC on design documentation. Working knowledge of Microsoft Word, Excel, Access, and Outlook.

*(“Accredited” means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*