

Title: Lead Alternative Project Delivery Coordinator	Effective Date: August 30, 2022	Grade: XVI	Job Category: Professional
Prior Title: Lead Alternative Project Delivery Coordinator	Prior Effective Date: June 19, 2021	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Alternative Project Delivery Engineer, this position is responsible for the monitoring and inspection of alternative project delivery jobs to ensure adherence to the plans and specifications.

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.

- Assure the effective and complete adherence to approved plans and specifications to result in correct construction of alternative project delivery jobs.
- Maintain records to ensure proper estimate payments in accordance with Department policies.
- Analyze, plan and recommend needed changes.
- Assist Alternative Project Delivery Engineer with project inspection and coordination activities.
- Maintain professional relations with consultants, contractors, and public to facilitate cooperation and coordination of the project.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree in Civil Engineering, Construction Management, or similar degree program, from an accredited college or university; OR the educational equivalent to a diploma from an accredited high school plus a minimum of four years of experience in highway or bridge construction project inspection.

Knowledge, skills and abilities:

Knowledge of surveying, engineering, construction plans and specifications and highway materials sampling and testing procedures. Ability to interpret and apply construction project documentation procedures and administrative policies. Working knowledge of Microsoft Office software. Working knowledge of the Department’s project documentation, payment, and reporting software, earthwork quantity calculation software or equivalent systems. Ability to interpret and apply Departmental policies and procedures. Strong organizational skills. Ability to coordinate and inspect diverse project assignments. Attention to detail. Proficient oral and written communication skills. Ability to learn and adapt to new technologies.

Working conditions:

Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes.

Licenses, registrations and certifications:

Certification in Soils and Concrete Field Testing by the Technician Certification Program at the Center for Training Transportation Professionals, or equivalent certification. Valid Driver’s License.

("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.)