

Title: Assistant State Maintenance Engineer	Effective Date: April 12, 2023	Grade: XX	Job Category: Professional
Prior Title: Assistant State Maintenance Engineer	Prior Effective Date: April 8, 2015	Grade: XX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the State Maintenance Engineer, this position is accountable for providing problem-solving liaison and consultation between the other Divisions and Districts to ensure that highway maintenance projects are carried out in accordance with Department policies and procedures in an economical and quality manner.

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.

- Act as liaison between the other Divisions and Districts to ensure safe, economic, and correct highway maintenance.
- Remain familiar with current maintenance trends, procedures, techniques, and products so that those credible can be incorporated into existing practices.
- Analyze and recommend solutions to maintenance problems.
- Inspect maintenance operations to assure that practices are in line with Department policy and that work is being done properly.
- Assist the State Maintenance Engineer in the administration and direction of the maintenance operations.

MINIMUM REQUIREMENTS

Education and experience: Graduation from an EAC of ABET approved engineering curriculum or equivalent as judged by the Arkansas Board of Registration for Professional Engineers and Land Surveyors. Experience coordinating, planning and administering highway maintenance projects and operations.

Knowledge, skills and abilities: Knowledge in all phases of highway maintenance and the application of traffic control devices in accordance with the "Manual on Uniform Traffic Control Devices" (MUTCD). * Ability to interpret and apply policies and procedures contained in the Department's Personnel Manual * and Maintenance Supervisor's Manual.* Effective leadership and problem-solving skills. Working knowledge of Microsoft Office Suite. Strong organizational skills and attention to detail. Ability to effectively communicate both orally and in writing with persons from all levels of learning and educational backgrounds.

Working conditions: Occasional statewide travel.

Licenses, registrations and certifications: Valid driver's license. Possession of a current Arkansas license to practice professional engineering preferred.

("EAC of ABET" means Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.)

***The Personnel Manual and Maintenance Supervisor's Manual may be reviewed on the ARDOT website (www.arkansashighways.com) and the Manual on Uniform Traffic Control Devices may be reviewed on the Federal Highway Administration website (http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm). All may also be reviewed by contacting the Maintenance Division.**