

Title: <b>District Maintenance Engineer</b>	Effective Date: April 12, 2023	Grade: XX	Job Category: Professional
Prior Title: District Maintenance Engineer	Prior Effective Date: May 20, 2011	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 Department of Transportation 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***

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 overseeing, planning and reviewing highway maintenance activities and operations.

Knowledge, skills and abilities: 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. Effective leadership 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: Frequent travel to locations throughout the assigned District.

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.)*