

Title: Assistant Chief Engineer - Maintenance	Effective Date: June 17, 2023	Grade: N/A	Job Category: Official/Admin.
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CHARACTERISTICS OF WORK

This position is accountable for providing expertise, problem solving assistance, and managerial direction to all maintenance and bridge operations activities on the Arkansas 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.

- Select, develop, and organize a reporting staff capable of accomplishing the technical and administrative requirements of the Maintenance branch.
- Establish and maintain a work environment that will encourage maximum effort from the reporting staff, rewarding significant contributions of key personnel.
- Oversee maintenance and bridge operations to ensure effective use of resources and promote highway safety and utility.
- Ensure adequate technical support from the Maintenance and Bridge Operations Divisions to efficiently accomplish projects in the Districts.
- Establish and maintain a positive attitude of the residents in the Districts toward the projects and performance of the Department in meeting their needs.
- Create and maintain a positive image of the Department with contractors.
- Develop through the State Maintenance Engineer and the Division Head of Bridge Operations a continuous training program for respective personnel to assure a backlog of expertise.

MINIMUM REQUIREMENTS

Education and experience: Possession of a current Arkansas* license to practice professional engineering. Broad knowledge and experience in all phases of highway engineering, project development, construction practices, highway maintenance, materials and personnel management. Experience in highway administrative or supervisory work.

Knowledge, skills and abilities: Ability to interpret and apply Departmental policies and procedures.

* The Department will consider applicants with Professional Engineering licenses from other states, with the condition that a reciprocal Arkansas license be obtained within 180 days of hire. Failure to obtain the Arkansas license within this time period may result in immediate termination. Candidates are responsible for verifying eligibility for reciprocity with the Arkansas PE Board before accepting a position.