

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

This position is responsible for providing expertise, problem solving assistance, and managerial direction to all alternative deliver, local programs and program management activities related to 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 Program Delivery branch.
- Establish and maintain a work environment that will encourage maximum effort from the reporting staff, rewarding significant contributions of key personnel.
- Oversee program delivery operations to ensure compliance to any contracts and efficient use of resources.
- Advise Department Administration in the development of the Department’s Alternative Delivery Program, especially in the areas of legislative authority, policy and procedure, and project selection.
- Through the Alternative Delivery Administrator, direct all activities related to the development of documents necessary for the procurement of contractors and consultants on alternative project delivery jobs.
- Through the Division Heads of Local Programs and Program Management, direct all activities pertaining to the scope of the assigned highway program.
- Develop and maintain good public relations with all stakeholders.
- Develop through the Division Heads of Alternative Delivery Local Programs and Program Management 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, and personnel management. Experience in highway administrative or supervisory work.

Knowledge, skills and abilities: Ability to interpret and apply Departmental policies and procedures. Effective leadership and reasoning ability. Strong organizational skills, ability to manage diverse project assignments, attention to detail, and demonstrated proficient oral and written communication skills. Proficiency in basic computer skills, including working knowledge of Microsoft Office Suite.

* 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.