

Title: Staff Project Development Engineer	Effective Date: September 17, 2008	Grade: XIX	Job Category: Professional
Prior Title: Staff Contract Proposals Engineer	Prior Effective Date: August 24, 2007	Grade: XIX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the management and supervision of the Project Development Section of the Programs and Contracts Division, for the preparation of documents necessary to carry out the Commission's competitive bidding policies for construction projects, for the coordination of local project activities, and for implementation of the Pavement Management 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 State Highway and Transportation Department is an "at will" employer.

- Supervise and review engineering staff.
- Review project plans and specifications to determine construction requirements in order to provide guidance in the development of contract documents and federal PS&E submissions.
- Make job assignments and train new personnel.
- Supervise project advertisement and cost data collection.
- Supervise the implementation and use of mainframe and microcomputer programs dealing with construction cost estimating, report generation, and bid rigging activities.
- Prepare reports and feasibility studies.
- Prepare documentation requesting Federal Highway Administration concurrence in award of contracts.
- Oversee the development and implementation of the Pavement Management System.
- Supervise project development under various highway funding programs (i.e., enhancement, urban, bridge replacement, etc.)

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering. Experience in highway design and construction, as well as thorough working knowledge of construction contracts and computer applications. Knowledge of mainframe and microcomputer operations and a basic understanding of computer programming techniques. Supervisory capabilities.

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.