

Title: Assistant Resident Engineer	Effective Date: March 4, 2010	Grade: XVII	Job Category: Professional
Prior Title: Assistant Resident Engineer	Prior Effective Date: September 17, 2008	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for assisting the Resident Engineer in overall operation of the office in monitoring assigned contract construction projects to ensure the operations and construction adheres to prescribed standards, policies, and procedures.

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.

- Act for, and in the name of, the Resident Engineer in that person's absence.
- Analyze construction plans and monitor construction to ensure possible problems are identified and any necessary changes are recommended and implemented.
- Exercise judgment and initiative in supervising and coordinating the activities of field personnel to ensure compliance with Department specifications, plans or procedures.
- Review field record management to facilitate proper current and final estimate payments to the contractor.
- Maintain professional human relations with contractor, public, etc. to facilitate cooperation and coordination of the project.

MINIMUM REQUIREMENTS

Possession of a current *Arkansas* license to practice professional engineering or 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. Engineer Intern certification required. Thorough knowledge of highway engineering, construction techniques and procedures, material testing methods and surveying. Supervisory capabilities, as well as good human relations techniques. Ability to interpret and apply the Department's Resident Engineer's Manual, Manual of Field Sampling and Testing Procedures, Erosion and Sediment Control Design and Construction Manual, Standard Specifications for Highway Construction, Safety Manual, Accounting Manual and Personnel Manual. Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Working knowledge of SiteManager and Earthwork Quantity Calculation software. Valid driver's license.

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