

Title: <b>Maintenance Job Superintendent</b>	Effective Date: August 27, 2014	Grade: XIV	Job Category: Paraprofessional
Prior Title: <b>Maintenance Job Superintendent</b>	Prior Effective Date: September 3, 2013	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direction of the District Maintenance Engineer, this position is responsible for repairs to roadways and rights of way on a District-wide basis.

*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 repairs to roadways and rights of way not assigned to area crews because of special equipment and special knowledge required.
- Supervise drainage and ditching work accomplished by hydraulic excavators.
- Supervise repair of faulty concrete roadway surface sections.
- Compute job estimates on roadway repairs from accidents and rebuilding roadway and intersection.
- Supervise leveling of asphalt surfaces to restore riding quality to the pavements.
- Supervise reshaping of shoulders and ditches on completion of hot mix overlays.
- Plan and schedule assigned work in advance and assist in ordering and maintaining materials used by crew.
- Ensure safety on the job site and orderly traffic flow through maintenance areas.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Five years experience in highway maintenance preferred. Thorough familiarity with all phases of highway maintenance, as well as applicable safety regulations and precautions. Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual.\* Demonstrated leadership qualities and communication skills. Basic working knowledge of computer software operations including internet browser navigation, data entry, and email. Ability to interpret and apply the procedures contained in the Maintenance Supervisor's Manual\* and Part 6 of the Manual on Uniform Traffic Control Devices. Familiarity with Environmental Protection Agency and Arkansas Department of Environmental Quality requirements, as they apply to the Department's maintenance operations (erosion control, stormwater pollution, spill prevention, etc.). Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Valid Class A commercial driver's license with tanker ("N") endorsement. A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

**\*These manuals may be reviewed on the AHTD website ([www.arkansashighways.com](http://www.arkansashighways.com)) or by contacting the District Headquarters.**

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

