

Title: Area Maintenance Supervisor	Effective Date: September 1, 2020	Grade: XIV	Job Category: Professional
Prior Title: Area Foreman	Prior Effective Date: April 8, 2015	Grade: XIV	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the direction of the District Maintenance Engineer, this position is responsible for the surveillance and maintenance of roads and bridges within the assigned area to ensure the safety of the motoring public.

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.

- Survey all state maintained roads and bridges within the assigned area for potential and real problem areas.
- Act quickly on problem areas to minimize further damage to the roadway.
- Ensure that safety meetings are held and safety precautions are followed by subordinates.
- Schedule manpower and equipment to ensure that maintenance is on a priority basis and is diversified.
- Assist Department officials and District Job Superintendents to ensure efficient and productive cooperation on construction projects and maintenance operations.
- Safeguard the consigned Department assets and provide assurance regarding the proper execution and recording of transactions.
- Compute job estimates on roadway repairs from accidents.
- Ensure that Area Headquarters buildings and grounds are kept clean, neat and orderly thereby presenting a positive perspective to the public and adjoining landowners.
- Maintain positive relationships with local residents to ensure a favorable Department image.
- With assistance from the District Maintenance Engineer, ensure compliance with all related EPA and ADEQ requirements.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a diploma from an accredited high school. Five years of experience in highway maintenance preferred.

Knowledge, skills and abilities:

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.

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Working conditions:

Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc.

Licenses, registrations and certifications:

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 ARDOT Drug and Alcohol Testing Program.

***The Personnel Manual may be reviewed on the ARDOT external website (http://www.ardot.gov/human_resources_division/PERSONNEL_MANUAL.pdf) and Maintenance Supervisor's Manual may be reviewed on the ARDOT Employee Homepage (<https://ashtd.sharepoint.com/sites/ArDOTMainPortal>), and the Manual on Uniform Traffic Control Devices may be reviewed on the Federal Highway Administration website (http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm). All may also be reviewed 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.)