

Title: <b>Assistant ITS Operations Supervisor</b>	Effective Date: June 24, 2017	Grade: XIII	Job Category: Technician
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*CHARACTERISTICS OF WORK*

Under the direction of the ITS Operations Supervisor, this position is responsible for the management and oversight of installation, maintenance, and repairs of the statewide Intelligent Transportation Systems (ITS) networks, Land Mobile Radio (LMR) communications, and associated support facilities.

*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 direct functions and equipment of the tech shop and personnel, including the direct oversight of consigned stock and inventory, to ensure timely completion of work.
- Assist with project management, to include ensuring that projects and crews are scheduled and that they have everything they need to complete the job and that the job is completed on time.
- Assist with various administrative duties such as inventory movements, reconciliation of stock and ensuring preventative maintenance and maintenance logs are completed for all assets on schedule.
- Assist the ITS Operations Supervisor with various duties, including oversight of purchases and budget management and recording employee and equipment activity in the Workforce Management System.
- Provide training and guidance to ITS specialists and technicians in the full range of repair and maintenance of ITS networks and communications systems and tower work.
- Respond to emergencies relating to problems and situations involving ITS and communication equipment outages and needs.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school plus two years related experience and FCC Radio Telephone license or certification by one of the following organizations:

- National Association of Radio and Telecommunications Engineers
- International Society of Certified Electronics Technicians

Ability to climb radio antenna towers and to perform necessary maintenance duties, such as antenna and transmission line removal and installation and replacement of bulbs in beacon lights at a height of 200 feet or more above ground level. Experience in the installation and repair of two-way radio systems, cellular communications equipment, networking, solar power systems and ITS equipment desired. Valid driver's license.

*("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.)*

