

Title: Assistant Maintenance Superintendent	Effective Date: April 29, 2015	Grade: XVI	Job Category: Professional
Prior Title: Assistant Maintenance Superintendent	Prior Effective Date: May 11, 2012	Grade: XVI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for assisting the District Maintenance Engineer in overseeing the maintenance efforts of area supervisors and job superintendents within the District.

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.

- Review Area Supervisor and Job Superintendents' work schedules and assist them in scheduling work to ensure that maintenance is on a priority basis and that expected seasonal accomplishments are realized.
- Coordinate development and implementation of the District's vegetation management program.
- Direct implementation of the District's vegetation management program by working directly with the Area Supervisors, Job Superintendents, and herbicide applicators in all program activities.
- Assist area supervisors in resolving technical or procedural problems to facilitate the implementation and use of new maintenance management tools, methods and materials.
- Direct the District-wide use of the Maintenance Management Program to ensure that all phases of maintenance work are properly scheduled, performed, and documented.
- Assist in safety meetings and help promote safety to ensure all personnel are safety conscious.
- Assist with development of District's Road Improvement Program and District Overlay Program.
- Maintain and update the District's Roadway Inventory.
- Assist in reviewing time and activities information in the Workforce Management System for employees and equipment.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Thorough knowledge of all phases of highway construction/maintenance procedures and practices. Demonstrated leadership and supervisory capabilities. Knowledge of all related EPA and ADEQ requirements. Knowledge of safety regulations and precautions. Working knowledge of the Workforce Management System. Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual.* Knowledge of the Department's Accounting Manual as it pertains to maintenance operations. Basic working knowledge of computer software operations including internet browser navigation, data entry, and email. Valid driver's license.

***The Personnel Manual may be reviewed on the AHTD Employee Homepage (<http://ahtdnet>) 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.)

