

Title: Assistant Signing Superintendent	Effective Date: June 24, 2017	Grade: XIII	Job Category: Professional
Prior Title: Assistant Signing Superintendent	Prior Effective Date: March 1, 2013	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Signing Superintendent, this position is responsible for assisting the Signing Superintendent in supervising the sign crew personnel of the Maintenance Division.

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.

- Conduct road inspections, log roads for signing and pinpoint exact locations of signs requiring repair or replacement.
- Assist the Signing Superintendent in supervising the Maintenance Division sign crews.
- Manage the installation and removal of signs for the Logo Program.
- Direct all signing activities in absence of Signing Superintendent.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Supervisory experience and familiarity with equipment and materials used to install signs. Experience in using the Manual on Uniform Traffic Control Devices (MUTCD). Constant statewide travel.

("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.)

