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| Title: Bridge Management Analyst | Effective Date: January 26, 2016 | Grade: XV | Job Category: Technician |
| Prior Title: Bridge Management Analyst | Prior Effective Date: June 27, 2013 | Grade: XV | Page: 1 of 1 |

CHARACTERISTICS OF WORK

This position is responsible for assisting in the management of the bridge inventory database, development and maintenance of databases within a bridge management program, and for assisting in the development of bridge preservation, rehabilitation, replacement, and maintenance repair scenarios using an asset management database.

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.

- Assist the Bridge Management Engineer in developing priorities for bridge preservation, replacement or improvements for available funding levels.
- Coordinate any necessary bridge inspection training concerning database use.
- Assist bridge inspection personnel in the proper collection of bridge data.
- Assist in establishing and maintaining current preservation, rehabilitation and replacement costs in an asset management database.
- Perform queries or reports from databases used within a bridge management program.
- Develop and implement quality assurance/quality control plans for both data collection and data reporting to ensure the integrity of bridge performance data.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field applicable to the work performed. Working knowledge of Departmental microcomputer software programs including Microsoft Access, Excel and Word. Working knowledge of Visual Basic and Visual Basic for Applications with an emphasis in Access and Excel. Familiarity with InspectTech bridge inspection software and database, and the Bridge Maintenance Activity database preferred.

("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.)

