

Title: Central Office Facilities Manager	Effective Date: June 22, 2019	Grade: XIV	Job Category: Professional
Prior Title: Central Office Facilities Manager, Facilities Management Specialist, Facilities Management Coordinator	Prior Effective Date: June 24, 2017	Grade: XV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for assisting the Section Head with the preparation of detailed plans and specifications for roadside buildings and landscape projects; for assisting and coordinating the maintenance of all roadside facilities with the District personnel, and for developing or assisting in the development of various vegetation programs.

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.

- Supervise and assist with location studies; design, prepare plans, specifications and cost estimates for various building and landscaping projects planned by the Department.
- Establish, implement and monitor maintenance programs for roadside facilities such as rest areas, tourist information centers, weigh stations, landscape projects, etc.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in landscape architecture, mechanical engineering or related field, OR the educational equivalent to a diploma from an accredited high school plus four years' related experience. Statewide travel. 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.)