

Title: <b>Research Support Supervisor</b>	Effective Date: August 17, 2020	Grade: XV	Job Category: Professional
Prior Title: Research Support Supervisor	Prior Effective Date: June 24, 2017	Grade: XV	Page: 1 of 2

### ***CHARACTERISTICS OF WORK***

Under direction of the Staff Research Engineer, the Research Support Supervisor is responsible for supervising technical support employees within the Research Section, conceptualizing, conducting, and directing research projects and studies. This position performs the duties of the Staff Engineer in that person's and the Senior Research Study Engineer's absence.

### ***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.

- Assign or schedule tasks to meet work priorities and goals.
- Assist in the supervision of professional work in the Department's research program.
- Serve as a Project Manager for research projects.
  - Coordinate and conduct in-house research projects as the Principal Investigator.
  - Coordinate and manage contract research projects.
- Develop and carry out proposals and work plans for Department, pooled fund, NCHRP and Federal Highway Administration (FHWA) research efforts.
- Consult and advise principal investigators on technology, methodology and coordinate work between the various Divisions and Districts of the Department and research contractors.
- Provide assistance in implementing research results.
- Present research findings to the Department or other end users.
- Coordinate and conduct product evaluations.
- Collaborate with other personnel on report preparation, the review of research literature, data collection and analysis, and presentation of findings.
- Travel statewide as necessary to conduct field evaluations related to research activities.
- Assist in the Department's research program development.

### ***MINIMUM REQUIREMENTS***

#### Education and experience:

The educational equivalent to a bachelor's degree from an accredited college or university or the educational equivalent to a diploma from an accredited high school plus four years of experience in a research or transportation related field. Experience in field data collection. Experience working with unconventional data resources preferred.

#### Knowledge, skills and abilities:

Proficient knowledge of the Department's Research Program. Proficient knowledge of Microsoft Office applications. Working knowledge of the Department's accepted sampling and testing procedures. Ability to interpret and apply Department policies and procedures. Ability to manage and operate complex databases. Effective oral and written communication skills. Effective listening skills. Effective leadership skills. Ability to plan and organize comprehensive reports based on research findings. Ability to read maps and operate computerized equipment. Ability to quantify research results. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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Physical requirements:

Ability to work with basic hand tools. Ability to stand and monitor research equipment for at least two (2) hours continuously. Ability to carry 50 pounds of equipment and supplies with or without reasonable accommodation.

Working conditions:

Ability to work outdoors in all types of weather conditions and traverse rugged terrain and/or through water. Available for occasional overnight statewide travel.

Licenses, registrations and certifications:

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.)*