

Title: <b>Sealing Job Superintendent</b>	Effective Date: August 27, 2014	Grade: XIV	Job Category: Paraprofessional
Prior Title: Sealing Job Superintendent	Prior Effective Date: September 3, 2013	Grade: XIV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direction of the District Maintenance Engineer, this position is responsible for the District sealing program.

*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.

- Plan and direct crew functions, equipment and materials for the District sealing program.
- Ensure that proper safety precautions are employed on job sites to affect personnel safety and orderly flow of traffic.
- Check quality and condition of materials when received from suppliers and ensure materials are capable of yielding an acceptable and durable roadway surface.
- Schedule the flow of materials and supporting activities to ensure maximum utilization of manpower and equipment.
- Supervise the application of materials and the use of equipment by subordinates.
- Safeguard consigned Department assets and provide reasonable assurance regarding the proper execution and recording of transactions.
- Compute job estimates on sealing projects and roadway repairs from accidents.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Five years experience in highway maintenance preferred. Thorough familiarity with Department policies and procedures and the Maintenance Management Program. Demonstrated leadership qualities and communication skills. Basic working knowledge of computer software operations including internet browser navigation, data entry, and email. Knowledge of related EPA and ADEQ requirements. Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries, and to make entries on reports and records. Valid Class A commercial driver's license with tanker ("N") endorsement. A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.

*(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.)*

