

Title: Section Head - Facilities Management	Effective Date: May 11, 2012	Grade: XIX	Job Category: Professional
Prior Title: Section Head - Facilities Management	Prior Effective Date: October 18, 2010	Grade: XIX	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the Department's Facilities Management Operations by assisting the Building Committee and District Engineers in assessing building priorities and needs and providing detailed design and cost estimates; for the Department's Vegetation Management Program; for design of various landscaping projects; for electrical construction and maintenance at Department facilities; and the Department's Underground Storage Tank (UST) 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.

- Oversee the design and inspection of building construction projects to ensure conformance with plans and specifications.
- Survey technological developments and changing regulations to ensure that Department buildings conform with present standards.
- Inspect and advise the Districts of maintenance needs at various facilities such as Welcome Centers and Rest Areas.
- Oversee the design of major landscape improvement projects, including assisting the Districts at their facilities and designated roadside areas.
- Oversee the Department's electrical construction and maintenance, including bucket-truck operations.
- Oversee the Underground Storage Tank (UST) Program for Department owned and operated USTs.
- Oversee the Department's safety/security video surveillance systems at Rest Areas and Tourist Information Centers and other designated locations.
- Oversee the design and monitoring of wastewater treatment operations to ensure compliance with National Pollution Discharge Elimination System (NPDES) requirements.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field of area of responsibility plus two years experience OR the educational equivalent to a diploma from an accredited high school plus six years experience in the above areas. 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.)