AHTD Classification Specifications

Title:	Effective Date:	Grade:	Job Category:
Sign Crew Leader	June 27, 2015	XI	Skilled Craft
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

Characteristics of Work

Under the supervision of the Signing Superintendent in the Maintenance Division, this position is responsible for the installation and maintenance of signs on a statewide basis in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), and Department standards and specifications.

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 work schedules, supervise, and assist in the installation and maintenance of signs in accordance with MUTCD and Department standards and specifications.
- Interpret sign logs and sign plans.
- Assist with emergency signing as needed (road closed, detour, etc.).
- Prepare and submit daily time, equipment and material reports.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.
- Perform preventative maintenance of assigned vehicle.
- Assist pavement marking crews and work in sign shop or District occasionally.
- Perform cleanup duties.

Minimum Requirements

The educational equivalent to a diploma from an accredited high school. Mechanical inclination, knowledge of MUTCD, experience in sign erection procedures, and supervisory ability. Ability to interpret engineering drawings desired. Constant statewide travel. 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. Demonstrated leadership qualities and communication skills. Basic working knowledge of computer software operations including internet browser navigation, data entry, and email. 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.)