

Title: Signing Superintendent	Effective Date: May 11, 2012	Grade: XV	Job Category: Technician
Prior Title: Signing Superintendent	Prior Effective Date: August 24, 2007	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for supervising the sign crew personnel of the Maintenance Division and to ensure the inspection, installation, and maintenance of signs is done in a safe, timely manner.

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.

- Schedule the daily activities of signing crews and inspect work progress.
- Ensure that maintenance of signing trucks and equipment schedules are observed.
- Conduct road inspections, log roads for signing and pinpoint exact locations of signs requiring repair or replacement.
- Recommend personnel assignments and approval or disapproval of leave requests.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Supervisory experience and familiarity with equipment and materials used to install signs. Thorough knowledge of the Manual on Uniform Traffic Control Devices (MUTCD). Constant statewide travel.

("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.)

