

Title:	Effective Date:	Grade:	Job Category:
<b>Assistant ITS Operations Supervisor</b>	February 1, 2025	XIII	Technician
Prior Title:	Prior Effective Date:	Grade:	Page:
<b>Assistant ITS Operations Supervisor</b>	June 24, 2017	XIII	1 of 2

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

Under the direction of the ITS Operations Supervisor, this position is responsible for management and oversight of installation, maintenance, and repairs of the statewide Intelligent Transportation Systems (ITS) networks, traffic data collection equipment, Weight-In-Motion (WIM) sites, communications system, and associated support facilities.

### ***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.

- Supervise and direct functions and equipment of tech shops and personnel, including the direct oversight of consigned stock and inventory, to ensure timely completion of work.
- Assist with project management to include ensuring that projects and crews are scheduled and that they have everything they need to complete the job and that the job is completed on time.
- Assist with various administrative duties such as inventory movements, reconciliation of stock and ensuring preventative maintenance and maintenance logs are completed for all assets on schedule.
- Assist the ITS Operations Supervisor with various duties, including oversight of purchases and budget management, work involving personnel manpower needs, and recording employee and equipment activity in the Workforce Management System.
- Provide training and guidance to ITS specialists and technicians in the full range of safety, ARDOT procedures, repair and maintenance of ITS networks, traffic data collection equipment, WIM sites, communications system and associated support facilities.
- Ensure all safety guidelines and procedures are implemented on the jobsite.
- Respond to emergencies relating to problems and situations involving ITS, traffic data collection equipment, WIM sites, and communication system outages and needs.
- Assist the ITS Operations Supervisor with maintenance of reliable databases and related hardware and software including the generating of related recurring reports and other performance metrics as determined by management.
- Assist with scheduling, supervision, and preparation of documentation for the proper maintenance and repair of equipment and inventory inspections to ensure equipment availability, reliability, and asset location.
- Review operating procedures and recommend changes to improve the ITS operations.
- Research and maintain up to date knowledge of related technologies and industry standards.

### ***MINIMUM REQUIREMENTS***

**Education and experience:** The educational equivalent to a diploma from an accredited high school plus two years related experience as a Senior ITS Specialist or Senior Traffic Operations Specialist or Assistant Traffic Operations Supervisor within TSMO Division. Experience in the installation and repair of equipment related to ITS, traffic data collection, utility and solar power systems, fiber-optic and wireless communications, networking, and two-way radio systems.

**Knowledge, skills and abilities:** Ability to lead and train others. Ability to communicate both orally and in writing. Advance computer skills. Basic math skills. Knowledge of Microsoft Office products especially Word, Excel and Outlook. Ability to interpret and apply Department policies and procedures.

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<b>Assistant ITS Operations Supervisor</b>	June 24, 2017	XIII	2 of 2

Physical Requirements: Ability to stand and walk for extended periods. Ability to climb up and down hills and grades as well as in and out of vehicles and equipment. Ability to lift up to 50 pounds with or without reasonable accommodation. Ability to climb radio antenna towers and to perform necessary maintenance duties, such as antenna and transmission line removal and installation and replacement of bulbs in beacon lights at a height of 200 feet or more above ground level.

Working conditions: Constant statewide travel.

(‘Constant statewide travel’ for this position means overnight travel two to three nights per week depending on project locations.)

Licenses, registrations and certifications: Valid driver’s license.

FCC Radio Telephone license or certification by one of the following organizations:

- National Association of Radio and Telecommunications Engineers
- International Society of Certified Electronics Technicians

*("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.)*

**This position does not require theoretical and practical application of highly specialized knowledge or a bachelor’s degree or higher in the field; thus, this position is not eligible for H-1B visa sponsorship.**