

Title: Assistant Maintenance Supervisor	Effective Date: June 14, 2025	Grade: 13	Job Category: Professional
Prior Title: Initial distribution	Prior Effective Date:	Grade:	Page: 1 of 2

CHARACTERISTICS OF WORK

This position is responsible for assisting and coordinating efforts involving the surveillance and maintenance of roads and bridges within the assigned area to ensure the safety of the motoring public.

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.

- Assist the Supervisor by providing general supervision, directing crew function and equipment and material movements to maintain proper construction and maintenance procedures for the timely completion of work.
- Survey all state-maintained roads and bridges within the assigned area for potential problems.
- Notify the supervisor regarding problem areas to minimize further damage to the roadway.
- Assist with efforts to ensure safety meetings are held and safety precautions are followed by subordinates.
- Support the scheduling of manpower and equipment to ensure maintenance is on a priority basis and is diversified.
- Assist Department officials and District Job Superintendents to ensure efficient and productive cooperation on construction projects and maintenance operations.
- Safeguard the consigned Department assets and provide assurance regarding the proper execution and recording of transactions.
- Contribute to job estimates on roadway repairs from accidents.
- Assist in efforts to ensure that buildings and grounds are kept clean, neat and orderly thereby presenting a positive perspective to the public and adjoining landowners.
- Maintain positive relationships with local residents to ensure a favorable Department image.
- Assist in ensuring compliance with all related EPA and ADEQ requirements.
- Support and coordinate all efforts to ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.
- Assist with the development of the anticipated yearly work plan for crews and ensure the accurate entry of data into the Department's Maintenance Management System.
- Assist the Supervisor with the Department's "Ask ARDOT" program by managing, scheduling, and completing various inquiries submitted by the public.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in highway maintenance and procedures. Experience operating and maintaining the types of vehicles and equipment used by the crew.

Knowledge, skills and abilities: Knowledge of all phases of highway maintenance, as well as applicable safety regulations and precautions. Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual*. Demonstrated leadership qualities, training capabilities, and communication skills. Basic working knowledge of computer software operations including internet browser navigation, data entry, and email. Ability to interpret and apply the procedures contained in the Maintenance Supervisor's Manual* and Part 6 of the Manual on Uniform Traffic Control Devices*. Familiarity with Environmental Protection Agency and Arkansas Department of Environmental Quality requirements, as they apply to the Department's maintenance operations (erosion control, stormwater pollution, spill prevention, etc.). 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.

Title: Assistant Maintenance Supervisor	Effective Date: June 14, 2025	Grade: 13	Job Category: Professional
Prior Title: Initial distribution	Prior Effective Date:	Grade:	Page: 2 of 2

Working conditions: Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc.

Licenses, registrations and certifications: 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 a 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 provision of the ARDOT Drug and Alcohol Testing Program.

***These manuals may be reviewed on the ARDOT website (www.ardot.gov) and the Manual on Uniform Traffic Control Devices may be reviewed on the Federal Highway Administration website (http://mutcd.fhwa.dot.gov/kno_2009r1r2.htm). All may also be reviewed by contacting the District Headquarters.**

("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.)