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| Title:<br><b>Bridge Maintenance Superintendent</b> | Effective Date:<br>June 14, 2025       | Grade:<br>15 | Job Category:<br>Professional |
| Prior Title:<br>Bridge Maintenance Superintendent  | Prior Effective Date:<br>June 17, 2023 | Grade:<br>14 | Page:<br>1 of 1               |

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

Under the direction of the District Maintenance Engineer, this position is responsible for the supervision of a crew which maintains and repairs bridges and other minor drainage structures and the construction of new structures on the state force betterment projects.

### ***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.

- Supervise crew that maintains, repairs and constructs bridges, box culverts, headwalls, drop inlets, curbs and gutters, channelizations, guard rails, etc.
- Coordinate all aspects of projects to ensure progress without disruption.
- Supervise repairs to District buildings and roadside parks.
- Perform routine bridge inspections.
- Compute job estimates on bridge repairs from accidents and for building minor structures.
- Schedule and supervise proper maintenance and repair of equipment to ensure equipment availability and reliability.
- Ensure safety on the job site and orderly traffic flow through a construction site.
- Plan and schedule assigned work in advance and assist in ordering and maintaining materials used by crew.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Five years of experience in highway maintenance preferred with background in bridge construction or maintenance desired.

Knowledge, skills and abilities: Thorough familiarity with 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 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.

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

**\*These manuals may be reviewed on the ARDOT website ([www.arkansashighways.com](http://www.arkansashighways.com)) or 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.)*