

Title:	Effective Date:	Grade:	Job Category:
Heavy Bridge Maintenance Superintendent	September 9, 2026	16	Professional
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CHARACTERISTICS OF WORK

This position is accountable to the Division Head – Bridge Operations for overseeing the efforts of Heavy Bridge Maintenance Supervisors statewide in performing maintenance and making complex repairs to major bridge structures, ferry facilities, weigh stations, and other structures.

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.

- In conference with the Division Head – Bridge Operations, assess the extent of damage to structures and determine quantities of materials along with estimate of costs for proposed work. Upon completion of the work, assemble final cost for the Division Head – Bridge Operations.
- Make periodic inspections of the job site reviewing progress of work with the Division Head – Bridge Operations relative to traffic control, safety, and coordinating with the District Maintenance Engineer for the furnishing of materials, equipment, and additional personnel, where necessary, for the effectual prosecution of the work.
- Monitor the statewide inspection crew in making in-depth inspections of all major bridge structures statewide, schedule crews to perform deficiency repairs reported by the Statewide Bridge Inspectors, and maintain records of all major repairs that will be required.
- Assist in holding supervisory meetings and conducting safety and policy meetings with Heavy Bridge Maintenance crew members.
- Monitor expenditures relative to the overall Heavy Bridge Maintenance budget.
- Evaluate new materials for economical bridge repairs in cooperation with the Materials Division.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Eight years experience in bridge maintenance and construction preferred.

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.

Working conditions: Statewide travel.

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

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***These manuals may be reviewed on the ARDOT website (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.)