

Title: Special Maintenance Superintendent	Effective Date: June 14, 2025	Grade: 15	Job Category: Professional
Prior Title: Special Maintenance Superintendent	Prior Effective Date: June 17, 2023	Grade: 14	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the District Maintenance Engineer, this position is responsible for repairs to roadways and rights of way on a District-wide basis.

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 repairs to roadways and rights of way not assigned to area crews because of special equipment and special knowledge required.
- Supervise drainage and ditching work accomplished by hydraulic excavators.
- Supervise repair of faulty concrete roadway surface sections.
- Compute job estimates on roadway repairs from accidents and rebuilding roadway and intersection.
- Supervise leveling of asphalt surfaces to restore riding quality to the pavements.
- Supervise reshaping of shoulders and ditches on completion of hot mix overlays.
- Plan and schedule assigned work in advance and assist in ordering and maintaining materials used by crew.
- Ensure safety on the job site and orderly traffic flow through maintenance areas.
- 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.

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) 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.)