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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for supervising various phases of crew work to facilitate the completion of specific assignments.

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.

ESSENTIAL JOB FUNCTIONS

- Supervise and direct crew functions and equipment and material movements to maintain proper construction and maintenance procedures and allow the timely completion of work.
- Direct crew functions in regard to the preventive maintenance for all consigned assets.
- Assist the Area Maintenance Supervisor or Job Superintendent for the safeguarding of consigned Department assets and provide reasonable assurance regarding the proper execution and recording of transactions.
- Assist the Area Maintenance Supervisor with various administrative duties, including recording employee and equipment activity transactions in the Workforce Management System.

SECONDARY JOB FUNCTIONS

- Perform onsite inspection of future assignments to determine estimates on cost and man-hours.
- Assist crews in work zones and work areas as needed.

ADDITIONAL EXAMPLES OF WORK – DISTRICTS and BRIDGE OPERATIONS

- Respond to emergencies 24 hours a day, seven days a week (such as natural disasters, severe weather, traffic accidents, etc.) occasionally.
- Work during ice and snow removal operations occasionally.

ADDITIONAL EXAMPLES OF WORK – STRIPING CREW

- Repair, maintain and understand highly complex pavement marking equipment that utilizes electrical and plumbing systems to dispense both paint and reflective beads.
- Occasionally assist sign erection crews and work in sign shop or District.
- Respond to emergencies 24 hours a day, seven days a week (such as natural disasters, severe weather, traffic accidents, etc.) occasionally.
- Work during ice and snow removal operations occasionally.

ADDITIONAL EXAMPLES OF WORK – SIGN CREW

- Plan work schedules, supervise and assist in the installation and maintenance of signs in accordance with MUTCD and Department standards and specifications.
- Interpret sign logs and sign plans.
- Assistant with emergency signing as needed (road closed, detour, etc.).
- Occasionally assist pavement marking crews and work in sign shop or District.
- Respond to emergencies 24 hours a day, seven days a week (such as natural disasters, severe weather, traffic accidents, etc.) occasionally.
- Work during ice and snow removal operations occasionally.

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MINIMUM REQUIREMENTS

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

Knowledge, Skills and Abilities: Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual.* Demonstrated leadership and training capabilities. Knowledge of computer software operations including internet browser navigation, data entry, and email. Problem-solving skills.

Physical Requirements: Ability to safely operate and maintain vehicles and equipment. Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust and fumes. Ability to stand and walk for extended periods. Ability to climb up and down ladders, platforms, 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.

ADDITIONAL REQUIREMENTS - BUILDINGS MANAGEMENT

Education and Experience: Extensive experience in heating, air conditioning, electrical and plumbing repair. Demonstrated supervisory or leadership experience.

Knowledge, Skills and Abilities: Ability to work nights, weekends and/or holidays, as needed.

Licenses, Registrations and Certifications: Boiler operator license. Valid driver's license.

ADDITIONAL REQUIREMENTS - DISTRICTS

Education and Experience: Experience with road repair/construction work zones.

Knowledge, Skills and Abilities: Thorough knowledge of local street and highway names/numbers. Extensive knowledge of the operation, repair, capabilities, and limitations of heavy equipment as well as emergency operating procedures. Ability to communicate effectively both orally and in writing. 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, storm water pollution, spill prevention, etc.). Ability to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records. Basic math skills. Advanced knowledge of highway construction/maintenance procedures and practices, as well as applicable safety regulations and precautions.

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 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 provisions of the ARDOT Drug and Alcohol Testing Program.

ADDITIONAL REQUIREMENTS - BRIDGE OPERATIONS

Knowledge, Skills and Abilities: Ability to prepare traffic control plans based on the Uniform Traffic Control Manual. Ability to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, to respond to official inquiries, and to make entries on reports and records.

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Work Conditions: Constant statewide travel (“constant statewide travel” for this position means overnight travel three to four nights per week depending on project location with reimbursement for expenses.

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 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 provisions of the ARDOT Drug and Alcohol Testing Program.

ADDITIONAL REQUIREMENTS – STRIPING CREW

Education and Experience: Experience working on a striping or pavement marking crew. Experience repairing, maintaining, and understanding the complex mechanics of striping machines.

Knowledge, Skills and Abilities: Ability to perform all phases of striping operation including driving striper. Ability to oversee/lead striping crew operations including work planning, scheduling and organization. Ability and knowledge to repair, maintain and understand complex mechanics of striping machines.

Work Conditions: Constant statewide travel (“constant statewide travel” for this position means overnight travel three to four nights per week depending on project location with reimbursement for expenses.

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 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 provisions of the ARDOT Drug and Alcohol Testing Program.

ADDITIONAL REQUIREMENTS – SIGN CREW

Education and Experience: Experience in sign erection, mechanical inclination, and knowledge of MUTCD. Ability to interpret engineering drawings desired.

Work Conditions: Constant statewide travel (“constant statewide travel” for this position means overnight travel three to four nights per week depending on project location with reimbursement for expenses.

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 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 provisions of the ARDOT Drug and Alcohol Testing Program.

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ADDITIONAL REQUIREMENTS – PAVEMENT PROFILING SECTION, MAINTENANCE

Knowledge, Skills and Abilities: Thorough knowledge of and experience in milling equipment and operations. Ability to read, write 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.

Work Conditions: Constant statewide travel (“constant statewide travel” for this position means overnight travel three to four nights per week depending on project location with reimbursement for expenses.

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 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 provisions of the ARDOT Drug and Alcohol Testing Program.

- * **These manuals may be reviewed on the ARDOT website (www.ardot.gov) 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.)