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| Title: Assistant Maintenance Superintendent | Effective Date: May 11, 2012 | Grade: XVI | Job Category: Professional |
| Prior Title: Assistant Maintenance Superintendent | Prior Effective Date: August 24, 2007 | Grade: XVI | Page: 1 of 1 |

CHARACTERISTICS OF WORK

This position is accountable for assisting the District Maintenance Engineer in overseeing the maintenance efforts of area supervisor and job superintendents within the District.

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.

- Review Area Supervisor and Job Superintendents' work schedules and assist them in scheduling work to ensure that maintenance is on a priority basis and that expected seasonal accomplishments are realized.
- Coordinate development and implementation of the District's vegetation management program.
- Direct implementation of the District's vegetation management program by working directly with the Area Supervisors, Job Superintendents, and herbicide applicators in all program activities.
- Assist area supervisors in resolving technical or procedural problems to facilitate the implementation and use of new maintenance management tools, methods and materials.
- Direct the District-wide use of the Maintenance Management Program to ensure that all phases of maintenance work are properly scheduled, performed, and documented.
- Assist in safety meetings and help promote safety to ensure all personnel are safety conscious.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Thorough knowledge of all phases of highway maintenance and supervisory capabilities. Knowledge of all related EPA and ADEQ requirements. Valid driver's license.

("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.)

