

Title: Pavement Management Specialist	Effective Date: May 11, 2012	Grade: XI	Job Category: Technician
Prior Title: Engineering Research Technician	Prior Effective Date: October 26, 2011	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for developing, analyzing, and maintaining comprehensive pavement condition data utilized in various state and federal programs. In addition, this position is responsible for identifying patterns or trends, and for assisting others in assessing the impact of those patterns or trends on the state highway system.

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.

- Compile and analyze pavement condition and other data on public highway facilities.
- Prepare narrative reports, maps, statistical tabulations, charts, and graphs.
- Review and prepare reports to comply with federal and state program guidelines and directives.
- Analyze pavement condition data to incorporate into annual pavement condition report.
- Locate construction data from plans, survey notes, Resident Engineer field books, etc.
- Provide pavement condition information to various Department offices and the general public.
- Assist in evaluation of trends and patterns in pavement condition.
- Monitor QC/QA sites and drive or operate the ARAN as necessary.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Working knowledge of the roadway inventory system. Proficient in the use of Microsoft Excel and Access. Ability to utilize the Department's standardized microcomputer software. Valid driver's license. Statewide travel as necessary. Working knowledge of the Department's pavement management processing and asset data collection software desired.

("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.)

