

Title: Structures Inventory Technician	Effective Date: May 11, 2012	Grade: VIII	Job Category: Technician
Prior Title: Structures Inventory Technician	Prior Effective Date: August 24, 2007	Grade: VIII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for assisting in the maintenance of an active inventory of all public bridges in compliance with the Federal Highway Administration (FHWA) bridge program, and the coordination and dissemination of collected bridge inspection data.

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.

- Receive, organize and file bridge inventory reports, data and correspondence.
- Validate field inspection data and resolve discrepancies to assure conformance with Department and FHWA requirements.
- Update bridge location maps for all state, county and city owned structures using computer aided design and drafting (CADD) equipment and distribute as required.
- Assist in responding to requests for bridge data from user groups such as District and Central Office personnel, and local and county government officials.
- Assist in formulating and publishing informational data relating to the bridge inspection program.
- Maintain required Department of Defense (DOD) data for bridges on DOD routes.
- Perform data entry and computer application functions in transmitting and receiving bridge inventory information.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Training in personal computer and CADD. Good organizational skills and ability to read maps.

("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.)

