

Title: <b>ITS Operations Supervisor</b>	Effective Date: June 24, 2017	Grade: XV	Job Category: Professional
Prior Title: <b>ITS Operations Supervisor</b>	Prior Effective Date: March 3, 2016	Grade: XV	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under the direction of the Staff Traffic Engineer, this position is responsible for the operation, maintenance, and repair of the statewide Intelligent Transportation Systems (ITS) networks, communications, and associated support facilities.

*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.

- Develop, schedule, and supervise work assignments that fully and efficiently utilize Department assets and personnel.
- Hold employee meetings for training and engagement.
- Provide supervisory oversight for personnel that maintain, repair and construct ITS and communication systems equipment.
- Coordinate all aspects of projects to ensure progress without disruption.
- Schedule, supervise, and prepare documentation for proper maintenance and repair of equipment and inventory inspections to ensure equipment availability, reliability, and asset location.
- Ensure all required safety and CDL training has been completed, documented, and is up to date.
- Ensure safety guidelines are implemented on the job site.
- Plan and schedule assigned work in advance and assist in ordering and maintaining materials and providing supervision of storeroom personnel.
- Ensure accurate employee time, equipment, and activity transactions are recorded in the Workforce Management System.
- Conduct employee reviews and development using ACE.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school plus four years related experience and FCC Radio-Telephone license OR the educational equivalent to a diploma from an accredited high school plus four years related experience and certification by one of the following organizations:

National Association of Radio and Telecommunications Engineers

International Society of Certified Electronics Technicians

Ability to climb radio antenna towers and to perform necessary maintenance duties, such as antenna and transmission line removal and installation and replacement of bulbs in beacon lights at a height of 200 feet or more above ground level. Experience in the installation and repair of two-way radio systems, cellular communications equipment, networking, solar power systems and/or ITS equipment desired. 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.)*

