

Title: Maintenance Management Specialist	Effective Date: June 22, 2019	Grade: XII	Job Category: Technician
Prior Title: Maintenance Management Specialist	Prior Effective Date: June 24, 2017	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for collecting, analyzing, and maintaining data to support fiscal planning functions for highway maintenance funding, and for reviewing and updating the Maintenance Management 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 Department of Transportation is an "at will" employer.

- Assist with the development and maintenance of a comprehensive maintenance management system.
- Assist in training district personnel in the use of the maintenance management system.
- Maintain GIS databases and workspaces and prepare various types of maps, charts, and graphs as needed.
- Prepare correspondence assisting other state, county and city agencies in maintenance management.
- Research data and assist in the preparation of annual maintenance budgets.
- Assist in implementing a Quality Control and Quality Assurance Program for the maintenance management system.
- Instruct and consult on maintenance topics as needed.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to assist in carrying out a Maintenance Management Program established by the Department. Analytical and problem solving skills. General understanding of GIS methodologies and project creation in a GIS platform. Proficient in the use of Microsoft Office suite. Effective oral and written communication skills. Ability to traverse rugged terrain in order to locate Department assets such as signs and guardrails. 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.)