

Title: Advanced District Permit Officer	Effective Date: June 17, 2023	Grade: XIV	Job Category: Technician
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for coordinating the process of issuing access driveway and special permits as requested by the public.

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.

ESSENTIAL JOB FUNCTIONS:

- Coordinate the reviewing and approving of access driveway and special permit applications for issue, make recommendations on utility permit requests, and monitor all permit project activities through completion to assure satisfactory compliance with approved application.
- Maintain District microfilm files and other files pertinent to the recording of incumbent activities.
- Conduct public relation activities when requested.
- Administer permits for house moving.
- Administer permits for outdoor advertising and the removal of those purchased by the Department.

SECONDARY JOB FUNCTIONS:

- Provide training and mentoring for lesser experienced team members.
- Assist Area Maintenance Supervisors, Resident Engineers and District staff with right of way, permit related issues and special projects as necessary.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in permit issuance activities in the District.

Knowledge, skills and abilities: Strong ability to read and interpret engineering and architectural plans and specifications. Ability to determine right of way width from plans or microfilm. Thorough knowledge of the Department's Regulations for Access Driveways to State Highways, Utility Accommodation Policy, Standard Specifications for Highway Construction, ADA Compliance on the State Highway System, Manual on Uniform Traffic Control Devices and Standard Roadway Drawings. Good working knowledge of Microsoft Word, Excel, Access and Outlook. Practical knowledge of highway drainage systems.

Working conditions: Both office and field environment. Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes.

Licenses, registrations and certifications: 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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.