

Title: Advanced Resident Office Technician	Effective Date: June 17, 2023	Grade: XII	Job Category: Technician
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Resident Engineer, this position is responsible for preparing and submitting to the Construction office the estimates from which the contractor is paid.

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:

- Read roadway and bridge plans to obtain quantities.
- Check all information submitted by contractors as to materials delivered and used.
- Prepare materials estimates.
- Review SiteManager daily work reports submitted by field personnel for content and math errors.
- Generate, review and initiate approval process of current estimates in SiteManager.
- Maintain records of trainee program.
- Obtain test reports on all materials used in each job and maintain record of same.
- Check the final estimate against previously paid quantities at the close of a job.
- Submit all required reports by the Resident Engineer's office in a timely manner.
- Employee is required to drive a Department vehicle to various locations within the District.
- Process and track DBE payment logs.
- Review and process Enhancement and LPA project estimates.
- Prepare Resident Engineer Authorized Change Orders (REAC) and Item Line Deductions.
- Assist and train new office employees.

SECONDARY JOB FUNCTIONS:

- Perform duties normally assigned to the Field Clerk as needed.
- Assist Maintenance Personnel (answer phone) during ice and snowstorms.
- Assist Construction Staff in construction inspection when there is a staff shortage.
- Coordinate with IT and other Divisions on behalf of RE office staff to ensure software and equipment issues are being resolved.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Bookkeeping background. Experience in office operations or field engineering (combination of both desired) with progressively more responsible assignments.

Knowledge, skills and abilities: Demonstrated ability to perform above average mathematical computations, including areas and volumes for pay items. Working knowledge of Microsoft Word, Excel, and Outlook software and the use of Microsoft Windows operating system. Working knowledge of SiteManager software. Advanced working knowledge of SARS. Strong written and verbal communication skills. Ability to work as part of a team to accomplish needed tasks. Ability to train others.

Working conditions: Occasional travel within the District.

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.)