

Title:	Effective Date:	Grade:	Job Category:
Facilities Management Superintendent	June 17, 2023	XVI	Professional
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CHARACTERISTICS OF WORK

Under the direction of the Staff Maintenance Engineer – Facilities Management, this position is accountable for assisting in directing work for repair and replacement, maintenance, and preservation of all Department owned public and private facilities. This position also assists in coordinating rehabilitation projects, new construction projects and utility plans.

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.

- Review crew leaders and supervisors’ work schedules and assist them in coordinating, supervising and checking work of the Facilities Management staff as well as scheduling work to ensure that maintenance is on a priority basis and that expected seasonal accomplishments are realized.
- Lead and coordinate the Facilities Management essential staff during storms or critical events, and coordinate any support needed with the Emergency Operations Center (EOC) during these events.
- Develop preliminary plans, cost estimates and related construction documents for renovation, repair and new building projects.
- Assist crew leaders and supervisors in resolving technical or procedural problems to facilitate the implementation and use of new maintenance management tools, methods and materials.
- Direct the facilities-wide use of the Maintenance Management Program to ensure that all phases of maintenance work are properly scheduled, performed and documented.
- Make on-site inspections of public and private facilities repair work and new construction and inspect utility installation and relocation projects to determine that the work is being done in conformance to directives, standard work practice, manuals or plans.
- Assist in safety meetings and help promote safety to ensure all personnel are safety conscious.
- Assist in reviewing time and activities information in the Workforce Management System for employees and equipment.
- Assist with the development of a comprehensive building replacement and renovation plan.
- Consult with Districts on public and private facility maintenance and replacement issues.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to an associate's degree from an accredited college or university in electrical, mechanical, construction engineering or closely related field. OR the educational equivalent to a diploma from an accredited high school plus two years of related experience. Experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, mechanical systems, and supervising or leading others.

Knowledge, skills and abilities: Thorough knowledge of all phases of facilities maintenance procedures and practices. Demonstrated leadership and supervisory capabilities. Knowledge of safety regulations and precautions. Working knowledge of the Workforce Management System. Ability to interpret and apply the policies and procedures contained in the Department's Personnel Manual.* Knowledge of the Department's Accounting Manual as it pertains to facilities maintenance operations. Working knowledge of computer software operations including internet browser navigation, data entry, Microsoft Office and email. Ability to effectively communicate with persons from all levels of learning and educational backgrounds.

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Working conditions: Occasional in-state travel.

Licenses, registrations and certifications: Valid driver's license.

***The Personnel Manual may be reviewed on ARDOT’s Main Portal SharePoint page (ashtd.sharepoint.com) or by contacting Facilities Maintenance’s Main Office.**

("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.)