

Title: <b>Maintenance Management Coordinator</b>	Effective Date: June 17, 2023	Grade: XV	Job Category: Professional
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### ***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for coordinating the collection, analysis and maintenance of 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.

- Coordinate the development and maintenance of a comprehensive maintenance management system.
- Train district personnel in the use of the maintenance management system.
- Lead efforts to 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.
- Oversee and perform the researching of data and assist in the preparation of annual maintenance budgets.
- Implement Quality Control and Quality Assurance Program for the maintenance management system.
- Instruct and consult on maintenance topics as needed.
- Train and mentor lesser experienced members of the team.

### ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in coordinating highway maintenance operations.

Knowledge, skills and abilities: Ability to assist in carrying out a Maintenance Management Program established by the Department. Strong analytical and problem-solving skills. Moderate understanding of GIS methodologies and project creation in a GIS platform and how it relates to highway maintenance field operations. Proficient in the use of Microsoft Office suite. Effective oral and written communication skills. Ability to train others. Knowledge of highway maintenance.

Physical requirements: Ability to traverse rugged terrain in order to locate Department assets such as signs, guardrails, and drainage structures.

Working conditions: Primarily works in an office environment. Occasional in-state travel for asset collection and training.

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.)*