

Title: Maintenance Specialist	Effective Date: August 28, 2019	Grade: IX	Job Category: Skilled Craft
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for leading a work crew and assisting in various phases of crew work to facilitate the completion of specific assignments.

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

- Operate heavy equipment involved in various maintenance activities such as mowing, culvert installation, excavation, cutting ditches, sealing, etc. frequently.
- Deploy crewmembers and signs at work zones frequently.
- Make in-field repairs on roadways, right-of-ways, and Department property frequently.
- Load, unload and stack bags of salt, sand, cement, chemicals, etc. frequently.
- Provide leadership and training to other employees frequently.
- Respond to emergencies 24 hours a day, seven days a week (such as natural disasters, severe weather, traffic accidents, etc.) occasionally.
- Work during ice and snow removal operations occasionally.

SECONDARY JOB FUNCTIONS

- Perform preventive maintenance service checks on equipment as well as assist crewmembers in repairing equipment and obtaining repair or maintenance parts.
- Assist crews in various operations including cleaning ditches, picking up trash, spraying herbicides, weed-eating around roadside structures, replacing pipes and culverts, clearing trees and brush, washing bridges, loading supplies and other duties as needed.
- Assist in training employees in the operation of commercial vehicles to prepare them for testing to obtain their commercial driver's license.

MINIMUM REQUIREMENTS

Education and Experience: The educational equivalent to a diploma from an accredited high school. Experience with road repair/construction work zones. Experience and demonstrated skill in truck, tractor and/or heavy equipment operation.

Knowledge, Skills and Abilities: Thorough familiarity with the operation, repair, capabilities, and limitations of heavy equipment as well as emergency operating procedures. Knowledge of local street and highway names/numbers. Knowledge of highway construction/ maintenance procedures and practices, as well as applicable safety regulations and precautions. Ability to communicate effectively with others. Ability to provide leadership and training to employees in the daily operation of the crew. Ability to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to make entries on reports and records. Basic math and

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MINIMUM REQUIREMENTS (CONTINUED)

computer skills. Ability to safely operate and maintain vehicles and heavy equipment. Ability to work with hand tools and small power equipment.

Physical Requirements: Ability to climb up and down hills and grades as well as in and out of vehicles and equipment. Ability to lift up to 50 pounds with or without reasonable accommodation. Ability to stand and walk for extended periods.

Working Conditions: 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 Class A commercial driver’s license with tanker (“N”) endorsement. Certification by the University of Arkansas Cooperative Extension Service for pesticide/herbicide application in the Right-of-Way category preferred.

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

("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.)

