

Title: Construction Aide I	Effective Date: May 11, 2012	Grade: VII	Job Category: Technician
Prior Title: Construction Aide I	Prior Effective Date: October 19, 2011	Grade: VII	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for inspection of contractors' work, documentation of contractor pay quantities, the operation and care of surveying instruments, and assisting in the staking and layout of highway construction.

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 State Highway and Transportation Department is an "at will" employer.

- Perform construction inspection as required.
- Document contractors work, via SiteManager, in accordance with Department policy.
- Maintain surveying equipment.
- Perform survey work as required under supervision of other Department personnel.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to perform basic mathematical computations, including computation of areas. Ability to perform basic computer operations including basic usage of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Prior construction work experience and a working knowledge of surveying practices and principles, and limited operations of surveying instruments. Minimum of two years as Construction Helper or similar experience. 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.)

