

Title: Station Attendant	Effective Date: December 7, 2009	Grade: V	Job Category: Service-Maint.
Prior Title: Station Attendant	Prior Effective Date: August 24, 2007	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Station Attendant Supervisor, this position is responsible for servicing Department vehicles.

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.

- Change oil, lubricate, and pump gas.
- Wash and steam clean vehicles and equipment.
- Repair tires.
- Maintain service transaction records.

MINIMUM REQUIREMENTS

Ability to read 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 respond to official inquiries, and to make entries on reports and records. Valid Class "D" driver's license.

ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS

Valid Class A commercial driver's license with tanker ("N") endorsement. Pre-employment drug test required and subject to additional drug/alcohol testing according to the provisions of the AHTD Drug and Alcohol Testing Program.