

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

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the inspection of contractors' work, documentation of contractor pay quantities, and the efficient operation and care of surveying instruments in the conduct of construction surveys.

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 duties as required.
- Document contractor work in accordance with Department procedures.
- Operate surveying instruments, take notes, and direct field work.
- Assist other Department employees with office work.
- Perform tests for specification compliance.
- 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 read construction plans and perform mathematical computations, including computation of areas. Prior construction work experience and a working knowledge of surveying practices and principles, and the operation of surveying instruments. Minimum of two years as Construction Aide I or similar experience. Familiarity with the use of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. 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.)

