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|---------------------------------------------------------------|-------------------------------------------|--------------|---------------------------------|
| Title:<br><b>Construction Helper</b>                          | Effective Date:<br>May 11, 2012           | Grade:<br>V  | Job Category:<br>Service-Maint. |
| Prior Title:<br>Construction Helper I, Construction Helper II | Prior Effective Date:<br>October 19, 2011 | Grade:<br>IV | Page:<br>1 of 1                 |

*CHARACTERISTICS OF WORK*

Under general supervision, this position performs entry level inspection and documentation of contractors' work, entry level survey duties, assisting with the staking and layout of highway construction and performing basic tests of materials.

*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 miscellaneous survey duties.
- Utilize various hand tools such as sledge, axe, etc.
- Maintain surveying equipment.
- Assist in performing tests for specification compliance.
- Perform limited inspection of construction activities.
- Document contractors' work, via SiteManager software, in accordance with Department policy.

*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Basic mathematical skills (addition, subtraction, multiplication, division, use of fractions and decimals). Basic computer skills (operation of a PC and familiarity with Windows operating system).

*("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.)*

