

Title: <b>Maintenance Aide II</b>	Effective Date: May 11, 2012	Grade: VIII	Job Category: Skilled Craft
Prior Title: Lead Person, Maintenance Aide II	Prior Effective Date: December 7, 2009	Grade: VIII	Page: 1 of 2

*CHARACTERISTICS OF WORK*

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

*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 preventive maintenance service checks, assist crew members in repairing equipment and obtaining repair or maintenance parts.
- Operate equipment such as mower, backhoe, front end loader and truck involved in various maintenance activities such as mowing, culvert installation and sealing.
- Deploy crew members and signs.
- Load, unload and stack bags of salt, sand, cement, chemicals, etc.
- Direct the operation of the crew in the absence of the supervisor.

*APPLICABLE TO THE MAINTENANCE DIVISION*

- Drive, maintain, and operate telescopic boom truck with man lift.
- Operate jackhammer while driving sign support post.
- Work approximately 12 to 25 feet above the ground from a platform attached to a supply truck and/or a boom truck.
- Attach signs to post.
- Flag traffic.
- Perform cleanup duties.
- Assist pavement markings crews and work in sign shop or District occasionally.

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*MINIMUM REQUIREMENTS*

The educational equivalent to a diploma from an accredited high school. Equipment operation experience. Ability to follow and give oral instructions. Ability to provide leadership and training to employees in the daily operation of the crew. 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 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 Policy.

*("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.)*

