

Title: Construction Aide	Effective Date: February 12, 2026	Grade: 7	Job Category: Skilled Craft
Prior Title: Construction Aide	Prior Effective Date: June 19, 2021	Grade: 7	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position performs inspection of contractors' work, including 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 Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS

- Assist in transporting tools and equipment to work sites and assisting in obtaining survey information necessary for agency projects by performing miscellaneous survey duties.
- Assist in maintaining surveying equipment.
- Utilize various hand tools such as a sledgehammer, axe, shovel, etc. to locate and place markers, survey pins and boundary markers and cutting brush or to obtain material samples.
- Assist in performing materials tests for specification compliance.
- Perform inspection of construction activities to ensure projects meet department standards and keep supervisor fully informed of daily contractor activities and unusual conditions.
- Document contractors' work via SiteManager or other electronic inspection software in accordance with Department policy.
- Employee is required to frequently drive a Department vehicle to various locations within the District.

SECONDARY JOB FUNCTIONS

- May perform administrative support functions in the office as needed.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Basic mathematical skills (addition, subtraction, multiplication, division, use of fractions and decimals, computation of areas). Basic computer skills (operation of a PC and familiarity with Windows operating system).

Physical requirements: Ability to use various types of hand tools. Ability to traverse rugged terrain, climb up and down hills and grades as well as in and out of vehicles. Ability to lift up to 75 pounds with or without reasonable accommodation.

Working conditions: Must travel frequently to various locations within the District. Must be able to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc.

Licenses, registrations and certifications: 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.)