

Title: District Caretaker II	Effective Date: June 14, 2025	Grade: 6	Job Category: Service-Maint
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the maintenance and grooming of the District headquarters grounds.

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:

- Mow, edge, and trim grounds and shrubs biweekly during the growing season.
- Haul and unload trash and discarded batteries daily.
- Assist in cleaning mechanic bays and maintain main building grounds during non-growing season (winter, approximately four (4) months a year).
- Perform miscellaneous cleaning tasks, i.e. restrooms, washroom, etc.
- Take water samples for the Health Department when requested, remove flag during inclement weather, and pump water out of air conditioner/heating duct system as needed.
- Load, unload and stack bags of salt, sand, cement, chemicals, etc.

SECONDARY JOB FUNCTIONS:

- Use power equipment as well as small hand tools to make repairs to District facilities as needed.
- Perform routine maintenance and minor repairs on equipment as needed.

MINIMUM REQUIREMENTS

Education and experience: Ability to read and write. Experience providing facilities and grounds maintenance and upkeep duties.

Knowledge, skills and abilities: Ability to communicate effectively with others. Demonstrated ability to safely operate and maintain vehicles and equipment.

Physical requirements: Ability to work with hand tools and small power equipment. Ability to climb up and down ladders, hills, and grades as well as in and out of vehicles and equipment. Ability to stand and walk for extended periods. Ability to lift up to 50 pounds with or without reasonable accommodation.

Working conditions: Ability to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust and fumes.

Licenses, registrations and certifications: Valid driver's license.