

Title: Statewide Maintenance Aide I	Effective Date: June 14, 2025	Grade: 6	Job Category: Service-Maint.
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CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for performing various manual labor duties and learning to operate a variety of equipment in support of road maintenance functions.

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:

- Operate single-axle or multi-axle trucks hauling highway construction or maintenance materials
- Use power equipment as well as small hand tools (such as shovels and rakes) frequently to make repairs to highways and driving sign support posts
- Load, unload, and stack signs, bags of glass beads, sand, cement, chemicals, etc. frequently.
- Assist in loading and unloading pavement marking paint and glass beads on supply trailers.
- Pick up litter (including large tires, dead animals, garbage, etc.) occasionally.
- Flag traffic and drive escort/shadow vehicles.
- Assist crew members in setting up, moving and taking down signs and cones for work zones.
- Respond to emergencies 24 hours a day, seven days a week (such as natural disasters, severe weather, traffic accidents, etc.) occasionally.
- Work on strike team during ice and snow removal operations occasionally.
- Occasionally assist District Crews or work in sign shop.

SECONDARY JOB FUNCTIONS:

- Perform regular servicing and preventative maintenance on assigned equipment.

MINIMUM REQUIREMENTS

Education and experience: Ability to read, write 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 make entries on reports and records. Experience operating a truck, tractor or heavy equipment preferred.

Knowledge, Skills and Abilities: Ability to learn local street and highway names/numbers. Basic math and computer skills. Ability to follow oral instructions. Ability to learn and safely perform the operation of a single-axle truck, tractor and heavy equipment. Ability to learn and work with simple hand tools and small power equipment.

Physical Requirements: Ability to stand and walk for extended periods. Ability to climb up and down hills and grades as well as in and out of vehicles and equipment. 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. Constant statewide travel (“Constant statewide travel” for this position means overnight travel three to four nights per week depending on project location with reimbursement for expenses).

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Licenses, Registrations and Certifications: Valid driver’s license. Applicants for this position must pass the written portion of the exam for a Class A commercial driver’s license (CDL) with tanker (“N”) endorsement within the first 90 calendar days of hire and the driving portion within 180 calendar days of hire. Failure to pass the written portion of the CDL exam within the 90-day period will result in demotion to the General Laborer job title with a reduction in salary. Subsequently, if the written portion is then passed, employee will be reinstated to the Maintenance Aide I title and pay rate. Failure to obtain the required CDL certification within the 180-day period may result in immediate termination or permanent demotion to the General Laborer title (demotion would depend on the availability of full-time work that does not require a CDL). Successful applicants must meet the physical and mental requirements for a CDL.

A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.