

Title: Statewide Maintenance Specialist	Effective Date: June 14, 2025	Grade: 10	Job Category: Skilled Craft
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CHARACTERISTICS OF WORK

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

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 and transport heavy equipment involved in various maintenance activities such as signing, striping, pavement profiling, etc. frequently.
- Use power equipment as well as small hand tools (such as shovels and rakes) to make repairs to highways frequently and driving sign support posts.
- Deploy crewmembers and setup traffic control for work zones frequently.
- Make in-field repairs on roadways, rights-of-way, and Department property frequently.
- Load, unload and stack signs, bags of glass beads, sand, cement, chemicals, etc. frequently.
- Provide leadership and training to other employees frequently.
- 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 or Statewide Crews or work in sign shop.

SECONDARY JOB FUNCTIONS:

- Perform preventive maintenance service checks on equipment as well as assist crew members in repairing equipment and obtaining repair or maintenance parts.
- Assist in training employees in the operation of Department vehicles and equipment.

ADDITIONAL EXAMPLES OF WORK – STRIPING CREW

- Repair and maintain highly complex pavement marking equipment that utilizes electrical and plumbing systems to dispense both paint and reflective beads.

ADDITIONAL EXAMPLES OF WORK – SIGN CREW

- Assist in the installation and maintenance of signs in accordance with MUTCD and Department standards and specifications.
- Interpret sign logs and sign plans.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school or four years of experience with highway construction/maintenance procedures and practices. Experience with road repair/construction work zones. Experience and demonstrated skill in truck, tractor and/or heavy equipment operation.

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Knowledge, skills and abilities: Thorough familiarity with the operation, repair, capabilities, and limitations of heavy equipment as well as emergency operating procedures. Knowledge of local street and highway names/numbers. Knowledge of highway construction/ maintenance procedures and practices, as well as applicable safety regulations and precautions. Ability to communicate effectively with others. Ability to provide leadership and training to employees in the daily operation of the crew. 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. Basic math and computer skills. Ability to safely operate and maintain vehicles and heavy equipment. Ability to work with hand tools and small power equipment.

ADDITIONAL REQUIREMENTS – STRIPING CREW

Experience working on a striping or pavement marking crew. Experience repairing, maintaining, and understanding the complex mechanics of striping machines. Ability to perform all phases of striping operation including driving striper.

Physical Requirements: 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. Ability to stand and walk for extended periods.

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).

Licenses, Registrations and Certifications: Valid Class A commercial driver’s license with tanker (“N”) endorsement.

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.

ADDITIONAL REQUIREMENTS – SIGN CREW

Experience in sign erection, mechanical inclination, and knowledge of MUTCD. Ability to interpret engineering drawings desired.

Physical Requirements: 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. Ability to stand and walk for extended periods.

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ADDITIONAL REQUIREMENTS – PAVEMENT PROFILING

Thorough knowledge of and experience in milling equipment and operations.

Physical Requirements: 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. Ability to stand and walk for extended periods.

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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("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.)