Title:	Effective Date:	Grade:	Job Category:
Station Attendant	October 29, 2026	5	Service-Maint.
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CHARACTERISTICS OF WORK

Under the supervision of the Equipment Maintenance Supervisor or the Shop Supervisor, this position is responsible for servicing Department vehicles.

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:

- Change oil, lubricate, and pump gas.
- Wash and steam clean vehicles and equipment.
- Repair and replace tires.
- Maintain service transaction records.
- Use power equipment as well as small hand tools to perform vehicle maintenance and tire repair/replacement.

SECONDARY JOB FUNCTIONS:

- Complete and submit daily reports in the absence of the Lead Station Attendant.

MINIMUM REQUIREMENTS

Education and experience: 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.

Knowledge, skills and abilities: Ability to change oil and filters and know type used by each vehicle and to lubricate all vehicles serviced. Effective communication skills.

Physical requirements: Ability to work with hand tools and small power equipment. Ability to climb in and out of as well as under vehicles and equipment. Ability to lift up to 50 pounds with or without reasonable accommodation.

Working conditions: Shop environment. 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 Class “D” driver’s license.

ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS

Must obtain a valid Class A commercial driver’s license with tanker (“N”) endorsement within 180 calendar days of hire or promotion. Successful applicants must meet the physical and mental requirements for a CDL. Failure to obtain the CDL within 180-day period will result in immediate termination. 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.