

Title: <b>Area Headquarters Attendant</b>	Effective Date: August 31, 2022	Grade: VII	Job Category: Office-Clerical
Prior Title: Area Headquarters Attendant	Prior Effective Date: August 28, 2019	Grade: VII	Page: 1 of 2

### ***CHARACTERISTICS OF WORK***

Under direction of the Area Maintenance Supervisor, this position is responsible for the maintenance of records, equipment, material inventories, and facilities as well as various other support functions at the area headquarters.

### ***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 the Area Maintenance Supervisor with various administrative duties, including recording equipment activity transactions in the Workforce Management System.
- Perform yard, building and equipment maintenance by mowing and weed eating the grounds, sweeping and mopping break rooms and bathrooms, taking out the trash and other related duties as needed.
- Inventory stock and fuel supplies through visual inspections and various tracking sheets.
- Perform operation of various types of equipment as required.
- Load, unload and stack bags of salt, sand, cement, chemicals, etc. occasionally.
- Answer phones, take messages, greet visitors and provide assistance to the general public.

#### **SECONDARY JOB FUNCTIONS**

- Assist crewmembers in locating and loading supplies for the day's workload as well as performing preventative maintenance on Department vehicles and equipment.

### ***MINIMUM REQUIREMENTS***

#### Education and Experience:

The educational equivalent to a diploma from an accredited high school. Computer experience and working knowledge of Microsoft Word, Excel, and Outlook. Experience providing administrative/office support preferred.

#### Knowledge, Skills and Abilities:

Ability to operate 10-key adding machine. Basic knowledge of local street and highway names/numbers. Ability to safely operate and maintain vehicles and heavy equipment. Basic math skills. Ability to communicate effectively both orally and in writing. Ability to exchange accurate information and interact in a professional manner with the general public. Ability to multi-task. 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 respond to official inquiries, and to make entries on reports and records. Ability to work with hand tools and small power equipment.

#### Physical Requirements:

Ability to climb up and down stairs and ladders as well as in and out of vehicles and equipment. Ability to lift up to 50 pounds with or without reasonable accommodation.

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***MINIMUM REQUIREMENTS (CONTINUED)***

Licenses, Registrations and Certifications:

Valid driver’s license required. Applicants for this position must obtain a Class A commercial driver’s license with tanker (“N”) endorsement within 180 calendar days of hire. Failure to obtain the required CDL certification within the 180-day period may result in immediate termination. 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.

*("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.)*