

Title:	Effective Date:	Grade:	Job Category:
Advanced Construction Aide	August 24, 2022	IX	Skilled Craft
Prior Title:	Prior Effective Date:	Grade:	Page:
Advanced Construction Aide	June 19, 2021	IX	1 of 2

CHARACTERISTICS OF WORK

Under general supervision, this position performs inspection of contractors' work, including documentation of contractors' work, intermediate-level survey duties, staking and layout of highway construction and performing tests of materials.

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.

- Transport tools and equipment to work sites to obtain survey information necessary for agency projects by performing miscellaneous survey duties
- Maintain surveying equipment within manufacturer's recommended instructions and inspect the equipment to ensure all are operating properly as designed.
- Utilize various hand tools such as a sledgehammer, axe, shovel, etc. to locate and place markers, survey pins and boundary markers and cutting brush or to obtain materials samples.
- Perform materials tests for specification compliance.
- Perform inspection of construction activities to ensure projects meet department standards and keep supervisor fully informed of daily contractor activities and unusual conditions.
- Compute and document pay quantities for current and final estimates.
- Document contractors' work via SiteManager or other electronic inspection software in accordance with Department policy.
- Employee is required to frequently drive a Department vehicle to various locations within the District.
- Provide technical assistance, mentoring and training to lesser-experienced personnel.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a diploma from an accredited high school. Experience performing inspections of construction activities and performing tests of materials. Experience using hand tools.

Knowledge, skills and abilities:

Working knowledge of surveying, engineering, construction plans and specifications, and highway materials sampling and testing procedures. Ability to perform mathematical calculations including addition, subtraction, multiplication, division, the use of fractions and decimals, computation of areas, volumes, and rates. Working knowledge of Microsoft Word, Excel, and Outlook software, and the use of Microsoft Windows operating system. Attention to detail. Ability to communicate effectively both orally and in writing. Ability to use SiteManager software or other electronic construction inspection software to record inspection documentation.

Physical requirements:

Ability to use various types of hand tools. Ability to traverse rugged terrain, climb up and down hills and grades as well as in and out of vehicles. Ability to lift up to 75 pounds with or without reasonable accommodation.

Working conditions:

Must travel frequently to various locations within the District. Must be able to perform assigned duties in all types of weather as well as other work conditions, e.g. noise, dust, fumes, etc.

Title:	Effective Date:	Grade:	Job Category:
Advanced Construction Aide	August 24, 2022	IX	Skilled Craft
Prior Title:	Prior Effective Date:	Grade:	Page:
Advanced Construction Aide	June 19, 2021	IX	2 of 2

Licenses, registrations and certifications:

Certification in Soils and Concrete Field Testing by the Technician Certification Program at the Center for Training Transportation Professionals, or equivalent certification. Valid driver's license.

("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.)