

Title: <b>Advanced Maintenance Services Specialist</b>	Effective Date: June 17, 2023	Grade: IX	Job Category: Admin Support
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 1

***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for the collection and processing of data to support Maintenance Division operations.

***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.

- Maintain records of monies obligated for highway maintenance work and expenditures for Districts by maintenance activity, county, route and section as they pertain to annual mowing contracts.
- Maintain records of work planned for District maintenance and percentages of work accomplished as they pertain to annual mowing contracts and specific activities within the Division.
- Liaison for processing and tracking Special Project Authorizations.
- Maintain records and submit correspondence for Traffic Operations Studies.
- Provide clerical assistance to Division management.
- Operate motor vehicle to transport mail, packages and supplies to designated facilities or run errands.
- Provide assistance with entering appropriate items in the Department’s accounting software.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in clerical work.

Knowledge, skills and abilities: Advanced knowledge of highway maintenance activities. Proficient in the operation of computers and the use of Windows based applications with emphasis in Microsoft Excel. Skilled in the use of a calculator. Ability to accurately key data into the Department's software systems.

Working conditions: Office environment.

Licenses, registrations and certifications: 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.)*