

Title: <b>Construction Systems Technician</b>	Effective Date: June 17, 2023	Grade: XI	Job Category: Technician
Prior Title: Transitioned from functional to official spec	Prior Effective Date:	Grade: XI	Page: 1 of 1

***CHARACTERISTICS OF WORK***

Under the supervision of the Engineering Systems Administrator, this position is responsible for essential technical duties in Engineering Systems Administration and performing basic help-desk duties, as well as assisting Systems Administration staff in evaluating, customizing, testing, and training for the Department’s Construction Management System (CMS) and Electronic Documentation System (EDS) as needed.

***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.

- Assist in maintaining CMS data and user security.
- Assist in maintaining EDS file structure and user security.
- Provide basic help-desk user support for all system users.
- Document complex help-desk issues and assist senior Systems Administration Staff with developing solutions.
- Assist with development of user manuals, system documentation, training materials, and other related Construction Division documentation.
- Perform periodic ad-hoc database searches as required.
- Maintain records of Systems Administration inventory.
- Assist as needed with development and implementation of future system upgrades/enhancements.
- Employee may be required to drive a Department vehicle to various locations within the state occasionally.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in highway construction inspection, construction documentation auditing, or other relevant experience.

Knowledge, skills and abilities: Knowledge of construction project documentation and procedures. Effective communication skills. Proficient in use of Microsoft Word, Excel, and Outlook, as well as current versions of Microsoft Windows Operating Systems. Working knowledge of Microsoft Access preferred. Familiarity with current Construction Management System (SiteManager and/or SARS) and Electronic Documentation System (Doc Express).

Working conditions: Office environment. Occasional in-state travel.

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.)*