

Title: Master Skilled Tradesperson	Effective Date: June 17, 2023	Grade: XI	Job Category: Skilled Craft
Prior Title: Initial Distribution	Prior Effective Date:	Grade:	Page: 1 of 2

CHARACTERISTICS OF WORK

Under supervision, this position is responsible for coordinating, maintaining and repairing electrical, plumbing, refrigeration and mechanical equipment essential to the operation of the Divisions and Districts.

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:

- Maintain and repair electrical and mechanical equipment.
- Maintain and repair plumbing for gas, water, air and sewer lines.
- Maintain and repair office furniture.
- Operate boiler room in emergency or relief situations.
- Perform occasional carpentry and painting.

SECONDARY JOB FUNCTIONS:

- Provide mentoring and training to lesser experienced team members.

ADDITIONAL JOB FUNCTIONS – FACILITIES MANAGEMENT/MAINTENANCE

- Generate work plans and material takeoffs.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in electrical, plumbing, mechanical, carpentry, welding, air conditioning and heating or other skilled trade.

Knowledge, skills and abilities: Comprehensive knowledge of electrical systems, plumbing, and/or knowledge of arithmetic and mechanics.

Physical requirements: Ability to learn and work with simple hand tools and small power equipment. Ability to lift up to 50 pounds with or without reasonable accommodation. Ability to stand for extended periods of time.

Working conditions: Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes. Occasional travel required.

ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS

Knowledge of the state highways within the District preferred. 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. Valid driver's license. Applicants for this position in a District must obtain a valid Class A commercial driver's license (CDL) 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 required CDL within the 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,

Title:	Effective Date:	Grade:	Job Category:
Master Skilled Tradesperson	June 17, 2023	XI	Skilled Craft
Prior Title:	Prior Effective Date:	Grade:	Page:
Initial Distribution			2 of 2

ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS (continued)

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.

ADDITIONAL REQUIREMENTS FOR BUILDINGS MANAGEMENT

Boiler Operator's license desired. Enrollment in an apprenticeship program for plumbing is highly desirable.

("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.)