

Title:	Effective Date:	Grade:	Job Category:
Public Transportation Asset Specialist	June 17, 2023	XII	Technician
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Public Transportation Asset Specialist	June 24, 2017	XIII	1 of 1

CHARACTERISTICS OF WORK

This position is responsible for coordinating public transportation grants administration and public transportation asset management in the Public Transportation Programs (PTP) section including oversight of an annual inventory and preventive maintenance of over 1,000 vehicles located statewide with various transportation providers.

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.

- Identify, develop and suggest equipment specifications changes and standards.
- Assist Section Head of Public Transportation in managing the Federal Transit Administration (FTA) Vehicle inspection program.
- Keep the Section Head of Public Transportation advised concerning efficient use of available funds.
- Analyze equipment and assist in developing specification changes.
- Recommend specification revisions based on on-site reviews and observation of current fleet failures and/or improvements as needed.
- Counsel external customers/personnel involved in different phases of equipment operation and maintenance to develop productive relationships and assure economical and effective equipment maintenance.
- Provide technical assistance for mechanical performance and vehicular operations to various transportation providers.
- Communicate with equipment suppliers to ensure expeditious delivery and service of equipment including maintenance covered under warranty.
- Conduct on-site inventory and determine condition or "state of good repair" of the FTA's equipment.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school plus three years of related experience in the mechanics involved in diesel and gasoline operated equipment, automotive repair, specifications, or accessories installation.

Knowledge, skills and abilities: Skills, knowledge and ability in technical specifications. Interpersonal skills and the ability to develop sustainable partnerships with external and internal customers. Familiarity with the operation of personal computers, including but not limited to, Microsoft Word and Excel.

Physical requirements: This position requires a measure of fitness to perform vehicle inspections, including but not limited to, crawling underneath vehicles where vehicle lifts are not available.

Working conditions: Constant statewide travel with overnight travel as necessary.

Licenses, registrations and certifications: Valid driver's license. Class "B" commercial driver's license (CDL) with "P" endorsement preferred.

("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.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.