

Title: <b>Skilled Trades Apprentice</b>	Effective Date: June 17, 2023	Grade: VII	Job Category: Skilled Craft
Prior Title: Apprentice Electrician	Prior Effective Date: June 24, 2017	Grade: VII	Page: 1 of 2

***CHARACTERISTICS OF WORK***

Under supervision, this position is responsible for assisting in the maintenance and repair of electrical, plumbing, furniture and other types of equipment for existing facilities with frequent statewide travel.

***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:*

- Assist with repair and replacement of existing electrical receptacles and lights.
- Assist with general wiring for bridges and buildings.
- Assist with operation of bucket truck and performance of related electrical work.
- Assist with troubleshooting of electrical and electronic equipment.
- Assist with work on roadway signal lights maintained by Department forces.
- Assist with electrical work performed on air conditioning, refrigeration, laboratory equipment, and outdoor lighting.
- Assist in the repair of plumbing for gas, water, air, and sewer lines.
- Assist in the maintenance and repair of office furniture.
- Assist in the operation of boiler room in emergency or relief situations.
- Assist with occasional carpentry and painting projects.
- Assist with installation/repair of heating, ventilation and cooling systems.

*SECONDARY JOB FUNCTIONS:*

- Assist with locating and loading supplies as well as cleaning up after the job is completed.
- Assist with training and mentoring lesser experienced employees.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in one or more skilled trades.

Knowledge, skills and abilities: Knowledge of electrical, mechanical, carpentry, HVAC and/or plumbing systems, and knowledge of simple arithmetic and basic mechanics. Ability to read and speak the English language sufficiently to converse with the general public, and to respond to official inquiries, and to make entries on reports and records. Basic knowledge of safety principles and practices.

Physical requirements: Ability to climb up and down stairs and ladders as well as in and out of vehicles and equipment. Ability to lift up to 50 pounds with or without reasonable accommodation. Ability to use hand tools. 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.

Licenses, registrations and certifications: Valid driver’s license. Applicants for this position must obtain a Class A commercial driver’s license (CDL) within 180 calendar days of hire. 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, 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. Statewide travel as necessary.

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***ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS***

Ability to learn street and highway names/numbers within the District.

***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.)*