

Title: <b>Skilled Trades Trainee</b>	Effective Date: June 17, 2023	Grade: V	Job Category: Service-Maint.
Prior Title: Skill Trades Trainee	Prior Effective Date: August 2, 2022	Grade: V	Page: 1 of 1

### ***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for performing the duties of helper in order to acquire a skill trade such as welding, paint and body repairing, electrical, plumbing, or mechanical repairing, etc.

### ***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 skilled workers.
- Gain knowledge and experience in the field applicable to work performed.
- Clean shop.
- Assist as needed in various activities, i. e. flagging, mowing the yard, weed eating, etc.

### ***MINIMUM REQUIREMENTS***

Education and experience: Ability to read and write.

Knowledge, skills and abilities: Knowledge of the basic principles and practices of the skill. Ability to understand and follow oral and written instructions. Basic math and computer skills.

Physical requirements: Ability to use hand tools. Ability to lift up to 50 pounds with or without reasonable accommodation.

Working conditions: Shop environment, outdoor work, and other conditions as required. This position is an essential job during any events even if all ARDOT facilities are closed.

Licenses, registrations and certifications: Valid driver's license.

### ***ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS***

Ability to read, write and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language. Ability to learn street and highway names/numbers within the District. Ability to stand for extended periods of time.

### ***ADDITIONAL REQUIREMENTS FOR BUILDINGS MANAGEMENT***

Boiler Operator's license desired.