

Title: AHP Technician	Effective Date: November 18, 2019	Grade: X	Job Category: Technician
Prior Title: AHP Technician	Prior Effective Date: May 15, 2017	Grade: X	Page: 1 of 2

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the inspection, maintenance, calibration, certification, repair and/or installation of various types of equipment within the Arkansas Highway Police (AHP) Division, to include, but not limited to the following: weigh station size, weight and safety systems, portable scales, firearms, and vehicles. This position also provides officer training on the proper care and maintenance of various firearms.

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.

- Coordinate and/or perform maintenance, calibration and repair of AHP weigh station facilities to include static and weigh-in motion scale systems, electronic readers, lighting, overhead directional signage, message boards, etc.
- Assist with bids to repair and/or enhance weigh station facilities.
- Certify, maintain and repair portable scales.
- Inspect, clean, lube and repair various firearms as needed.
- Install equipment and accessories such as emergency lighting, control boxes, vehicle console, radar units, router, transport cages, scale boxes and other related law-enforcement equipment, communication equipment, and security systems.
- Cut openings and drill holes for fixtures and equipment using electric tools.
- Splice wires with knives or cutting pliers, and solder connections to equipment.
- Diagnose or repair problems with electronic equipment, mechanical malfunctions or equipment and performs preventative and corrective maintenance on police/law-enforcement vehicles.
- Develop wiring diagrams, build, test, troubleshoot, repair, and modify components, parts, equipment, systems, and related products for patrol units.
- Install wiring per factory specifications.

SECONDARY JOB FUNCTIONS:

- Must be able to stay current on law enforcement equipment and vehicles trends.
- Provide officer training on the proper care and maintenance of various firearms as well as equipment installed in vehicles as necessary.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a diploma from an accredited high school. Firearms experience and experience troubleshooting and performing repairs on vehicles and electrical/mechanical equipment preferred. Must successfully complete firearms armorer training within eighteen months of hire.

Knowledge, skills and abilities:

Working knowledge of Microsoft Outlook. 12V electrical wiring skills. Detail oriented, results driven and have effective problem-solving skills.



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Physical requirements:

Ability to lift at least 40 pounds with or without reasonable accommodation.

Working conditions:

Ability to work at weigh stations as well as inside vehicles.

Licenses, registrations and certifications:

Valid driver's license.

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.

