

Title: Equipment Specialist	Effective Date: May 11, 2012	Grade: XIV	Job Category: Paraprofessional
Prior Title: Equipment Specialist	Prior Effective Date: February 23, 2011	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Division Head, this position is accountable for following Department policy in operating, repairing, and maintaining equipment statewide while periodically inventorying the complete major tag and minor equipment complements. This position is also accountable for the promotion and implementation of the Department's Equipment Preventive Maintenance (PM) Program.

EXAMPLES OF WORK

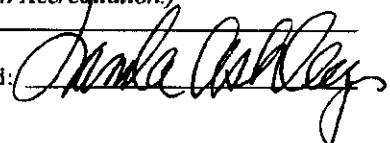
The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Develop plans for presentation and education, and instruct personnel in equipment preventive maintenance.
- Assist in the training and orientation of District mechanics on new pieces of equipment to assure proper and efficient service and repair.
- Counsel District and Division personnel involved in different phases of equipment operation and maintenance to develop productive relationships and assure economical and effective equipment maintenance.
- Keep District and Division personnel informed of the equipment available within the Department and assist in securing same for better highway equipment distribution for more efficient use of equipment funds.
- Open and maintain channels of communication with equipment and parts suppliers to expedite the purchase and delivery of equipment and parts and to obtain them at the lowest possible costs.
- Monitor repair parts usage and aid in inventory according to respective equipment complements.
- Inventory and determine condition of the Department's major tag and minor equipment.
- Serve as Rodeo Coordinator responsible for the semi-final competition for the Central Office complex, assist District Rodeo Coordinators collecting all equipment and materials for set-up, and assist the Training and Safety Section in the administration of the program.
- Assist in the writing and updating of specifications for new equipment.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school plus four years of related experience in the mechanics involved in diesel and gasoline operated equipment. Extensive travel. Speaking and technical writing skills. Thorough familiarity with the Department Equipment Preventive Maintenance (PM) Program. 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. Ability to utilize basic computer skills including a working knowledge of Microsoft Word, Excel, Power Point, and Outlook.

("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.)



Title: Equipment Specialist (Specifications Writer)	Effective Date: December 6, 2012	Grade: XIV	Job Category: Paraprofessional
Prior Title: Equipment Specialist	Prior Effective Date: May 11, 2012	Grade: XIV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under direction of the Division Head, this position is accountable for following Department policy in operating, repairing, and maintaining equipment statewide while periodically inventorying the complete major tag and minor equipment complements. This position is responsible for writing all technical equipment specifications and preparing proper bid documents for new equipment.

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 State Highway and Transportation Department is an "at will" employer.

- Write and update specifications for all Department equipment.
- Assist in the training and orientation of District mechanics on new pieces of equipment to assure proper and efficient service and repair.
- Assist Fleet Manager in preparing, maintaining, and updating Department Equipment Management System fleet/ equipment reports.
- Assist Fleet Manager in analyzing equipment availability from manufacturers, classifying equipment and preparing technical specifications.
- Counsel District and Division personnel involved in different phases of equipment operation and maintenance to develop productive relationships and assure economical and effective equipment maintenance.
- Keep District and Division personnel informed of the equipment available within the Department and assist in securing same for better highway equipment distribution for more efficient use of equipment funds.
- Open and maintain channels of communication with equipment and parts suppliers to expedite the purchase and delivery of equipment and parts and to obtain them at the lowest possible costs.
- Monitor repair parts usage and aid in inventory according to respective equipment complements.
- Inventory and determine condition of the Department's major tag and minor equipment.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school plus four years of related experience in the mechanics involved in diesel and gasoline operated equipment. Statewide travel as necessary. Must be proficient in technical writing. Thorough familiarity with the Department Equipment Preventive Maintenance (PM) Program. 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. Ability to utilize basic computer skills including a working knowledge of Microsoft Word, Excel, Access, Power Point, and Outlook.

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