

Title: Guard	Effective Date: September 3, 2013	Grade: V	Job Category: Protective Services
Prior Title: Guard	Prior Effective Date: December 7, 2009	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for security duties at the Central Office complex, sign shop, or District headquarters to ensure that all Department property is protected against fire, theft, and vandalism.

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.

- Conduct visual security checks of yard and buildings utilizing security clock.

APPLICABLE TO DISTRICT:

- Monitor District radio and telephone.

MINIMUM REQUIREMENTS

Ability to read and write and receive and forward emergency messages accurately. Ability to work nights. Ability to operate District radio when applicable. 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.

ADDITIONAL MINIMUM REQUIREMENTS-- ARKANSAS HIGHWAY POLICE:

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 AHTD Drug and Alcohol Testing Program.

