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| Title: Maintenance Services Specialist | Effective Date: June 24, 2017 | Grade: VIII | Job Category: Admin Support |
| Prior Title: Initial Distribution | Prior Effective Date: | Grade: | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the collection of data to support operation activities.

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.

- Maintain records of monies obligated for highway maintenance work and expenditures for Districts by maintenance activity, county, route and section as they pertain to annual mowing contracts.
- Maintain records of work planned for District maintenance and percentages of work accomplished as they pertain to annual mowing contracts and specific activities within the Division.
- Liaison for processing Special Project Authorizations.
- Maintain records and submit correspondence for Traffic Operations Studies.
- Operate motor vehicle to transport mail, packages and supplies to designated facilities or run errands.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Experience in clerical work. Knowledge of highway maintenance activities. Proficient in the operation of computers and the use of Windows based applications with emphasis in Microsoft Excel. Skilled in the use of a calculator. Ability to accurately key data from various reports into the Department's computer systems. Valid driver's license.

("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.)

