

Title: <b>Parts Runner</b>	Effective Date: December 2, 2013	Grade: V	Job Category: Service-Maint.
Prior Title: Parts Runner	Prior Effective Date: July 1, 1983	Grade: V	Page: 1 of 1

*CHARACTERISTICS OF WORK*

Under general supervision, this position is responsible for locating and securing equipment parts, shop supplies and materials, and small equipment required for immediate use in the maintenance shops or District headquarters.

*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.

- Locate and secure equipment parts, shop or office supplies, and assist in District parts room when needed.
- Collect mail from post office daily.
- Service pickup truck, and assist shop mechanics when needed.

*MINIMUM REQUIREMENTS*

Ability to read and write and perform simple mathematics. Valid driver's license. Demonstrated defensive driving skills in operating light trucks. Good knowledge of city streets and addresses.

**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.**