

Title: Station Attendant	Effective Date: October 19, 2017	Grade: V	Job Category: Service-Maint.
Prior Title: Station Attendant	Prior Effective Date: September 3, 2013	Grade: V	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the Equipment Maintenance Supervisor or the Shop Supervisor, this position is responsible for servicing Department vehicles.

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.

- Change oil, lubricate, and pump gas.
- Wash and steam clean vehicles and equipment.
- Repair and replace tires.
- Maintain service transaction records.
- Complete and submit daily reports in the absence of the Lead Station Attendant.

MINIMUM REQUIREMENTS

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. Valid Class "D" driver's license.

ADDITIONAL MINIMUM REQUIREMENTS – DISTRICTS

Must obtain a valid Class A commercial driver's license with tanker ("N") endorsement within 180 calendar days of hire or promotion. Successful applicants must meet the physical and mental requirements for a CDL. Failure to obtain the CDL within 180 day period will result in immediate termination. 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.

