

Title: Mechanic	Effective Date: May 13, 2024	Grade: X	Job Category: Skilled Craft
Prior Title: Mechanic	Prior Effective Date: June 19, 2021	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the moderate supervision of the Shop Supervisor, this position is responsible for performing routine maintenance, repair, and safety inspection of 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 Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS:

- Perform and assist with mostly minor and occasionally larger mechanical repair ranging from tune-ups to major overhauls to all types of vehicles, specialized equipment, and heavy equipment in the shop and in the field.
- Perform annual preventive maintenance inspections, service, and repair of Department vehicles, specialized equipment, and heavy equipment.
- Test vehicles after repair for satisfactory performance.

SECONDARY JOB FUNCTIONS:

- Support District crews and maintain equipment during ice and snow removal operations.

MINIMUM REQUIREMENTS

Education and experience: 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.

Knowledge, skills and abilities: Demonstrated knowledge of and skill in basic automotive mechanical principles and repair.

Physical requirements: Ability to use hand and power tools. Ability to lift and carry 50 pounds with or without reasonable accommodation.

Work conditions: Shop environment. Ability to perform assigned duties in all types of weather as well as other work conditions, e. g. noise, dust and fumes.

Licenses, registrations and certifications: Valid driver’s license. 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 the 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 ARDOT Drug and Alcohol Testing Program.