

# Van Buren County Road Commission

## Job Description

**Effective Date: February 3, 2026**

**Title:** General Laborer (Seasonal)  
**FLSA Classification:** Non-Exempt  
**Department:** Operations-Road Maintenance  
**Pay Grade:** Union Agreement Pay Scale

### Job Summary

The Seasonal General Laborer performs a variety of field and maintenance tasks in support of safe and efficient road and facility operations. Principal duties include traffic control, pothole patching, brush trimming, shoveling curbs and gutters, performing basic building and grounds maintenance, and collecting traffic counts and culvert inventory data. Work involves manual labor, operation of tools and equipment, and other assigned tasks necessary to support Road Commission operations.

### Supervisory Structure

Reports to the Right of Way Supervisor and/or Surface Supervisor or their designee.

### Essential Duties/Responsibilities

- Set up work zones and perform traffic control operations
- Assist with seal coat operations
- Perform building and grounds maintenance
- Collect and document traffic count data and/or culvert inventory information per established procedure
- Perform daily vehicle/equipment inspections (pre-trip and post-trip) and complete reports
- Provide general assistance to Road Maintenance Employees, as directed
- Perform general labor to patch potholes, clean curbs and gutters, and trim brush
- Other duties as assigned

### Qualifications and Experience

- High school diploma, GED, or equivalent.
- Possession of a valid Michigan driver's license
- Ability to communicate courteously and effectively with coworkers and the public.
- Able to work independently and as part of a team.
- Willing and available to be on call and work extended hours as needed.

### Physical Requirements

- **Physical Mobility:** Ability to stand and/or sit for extended periods, move over uneven terrain, and navigate tight spaces around equipment. Ability to perform work in extreme or unpleasant environmental conditions.

- **Vision:** Ability to read instructions, directions, and similar written information in letters, memos, forms, and other documents. Ability to visually inspect equipment and vehicles to identify damage or mechanical issues.
- **Hearing/Speaking:** Ability to converse orally via telephone, radio, and personally to receive and communicate information to employees and the public. Ability to hear and interpret warning sounds from equipment and vehicles.
- **Agility/Movement:** Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 lbs. Ability to bend, kneel, crouch, and reach in order to perform maintenance tasks on various equipment and vehicles.

### **Compensation & Hours**

- Starting Pay Rate: \$17.01/hour for first season, \$18.20/hour for additional seasons
- Hours & Work Schedule – 40 hours per week with overtime, as required. Standard shift is 6am to 4:30pm Monday through Thursday.

### **Benefits & Allowances**

- ESTA/Sick – Earn 1 hour of sick leave per 30 hours of work, able to be used following 90 days of employment for qualified situations
- Holidays – Paid standard rate for holidays during scheduled workdays

### **Disclaimer**

This job description does not constitute an employment agreement between the Road Commission and employee and is subject to change by the Road Commission as its needs and requirements of the position change.