

Van Buren County Road Commission

Job Description

Job Classification Road Maintenance Employee

Date March 21, 2019

General Summary

Principal duties include maintaining highways, local and primary roads and right-of-ways in safe conditions. Performs snow removal, mowing, ditch cleaning, culvert installation, brush trimming, tree trimming and removal, gravel road scraping, shoulder repair and other tasks as assigned.

Supervision - Reports to the Operations Director or Designee.

Essential Duties - Duties are seasonal in nature and vary by season. The duties stated are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

Operate snow removal equipment consisting of a truck equipped with one or more of the following attachments; scraper blade, front plow, wing plow or spreader equipment for ice control material.

Manually patch blacktop roads.

Shape gravel roads with truck and underbody scraper.

Haul and spread gravel, sand, stone, slag, and other road materials.

Change blades on scrapers.

Perform traffic control operations in construction areas, flagging, etc.

Assist in installing temporary, portable and/or emergency signs and signals.

Operate chain saw.

Check equipment prior to and during use to maintain efficient and safe operational status: greasing, oil changes, routine vehicle maintenance, and scraper blade changes.

Must be able to operate equipment in a safe and efficient manner in high traffic volume areas.

Perform daily vehicle / equipment inspections (pre-trip and post-trip), and complete any and all related reports.

(see reverse)

Ensure the cleanliness of your vehicle or equipment by removing any garbage, loose papers and objects, or anything other than secured issued equipment, such as first aid kit, triangles, fire extinguisher and emergency tool kit.

Other duties as assigned.

Minimum Qualifications -

High school education, GED or equivalent education and one year experience in road construction/maintenance. Ability to communicate with the public courteously and effectively. Ability to work independently as well as with other employees. Available to be on call and work extended hours.

Special Requirements -

This position requires a CDL Class B License.

Tools, Equipment, and/or Materials Used -

A truck driver must be skilled in equipment operations. Equipment shall include, but not limited to tandem axle trucks, boom mowers, power brooms, rotary mowers, hydro mulchers, chain saws, and other mechanized tools commonly used in the maintenance and repair of roads, and front end loaders (provided such work is done in what is commonly referred to as the yard or is done at a location where the employees use the loader themselves such as pits).

Physical Demands -

Physical Mobility: Ability to walk extended distances, sit for extended periods, and move over uneven terrain. Ability to perform work in extreme or unpleasant conditions.

Vision: Ability to read instructions, directions and similar written information in letters, memos, forms and other documents.

Hearing/Speaking: Ability to converse orally via telephone, radio and personally to receive and communicate information to employees and the public.

Agility/Movement: Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 80 lbs.

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 job change.