

# Van Buren County Road Commission

## Job Description

**Effective Date: February 17, 2026**

<b>Title:</b>	Road Maintenance Employee
<b>FLSA Classification:</b>	Non-Exempt
<b>Department:</b>	Operations-Road Maintenance
<b>Pay Grade:</b>	Union Agreement Pay Scale

### Job Summary

The Road Maintenance Employee is responsible for the safe and efficient maintenance of Van Buren County's highway system, including primary roads, local roads, and rights-of-way. Work is seasonal in nature and encompasses a wide range of field operations such as winter snow and ice control, road surface maintenance, vegetation management, drainage upkeep, and traffic control support. This position requires the ability to operate a variety of heavy equipment and commercial vehicles safely in all weather conditions and traffic environments, while maintaining high standards of public safety and service.

### Supervisory Structure

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

### Essential Duties/Responsibilities

- Operate snow removal equipment, including trucks fitted with scraper blades, front plows, wing plows, and spreaders, to maintain safe road conditions during winter weather events.
- Apply ice control materials and perform related winter road maintenance operations in a timely and effective manner.
- Maintain and repair road surfaces by manually patching blacktop roads and shaping gravel roads using a truck-mounted underbody scraper.
- Haul and spread road materials including gravel, sand, stone, and trap rock to support road construction and maintenance projects.
- Perform vegetation management activities including mowing, brush trimming, and tree trimming and removal using appropriate equipment such as boom mowers, rotary mowers, hydro mulchers, and chainsaws.
- Clean ditches and install culverts to maintain proper drainage along roadways.
- Repair and restore road shoulders to ensure safe travel conditions.
- Perform traffic control operations in work zones, including flagging and the installation of temporary, portable, and emergency signs and signals.
- Conduct pre-trip and post-trip inspections of assigned vehicles and equipment, completing all required reports accurately and on time.
- Perform routine equipment checks and basic maintenance including greasing, oil changes, and scraper blade changes to ensure safe and efficient operation.
- Maintain assigned vehicles and equipment in a clean and organized condition, ensuring only authorized safety equipment is present.

- Operate all equipment safely and efficiently in high-traffic areas and adverse conditions.
- Perform other duties as assigned by the Operations Director or their designee.

### **Qualifications and Experience**

- High school diploma, GED, or equivalent.
- Possession of a valid Michigan commercial driver's license (CDL Class A or B)
- 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: \$23.75/hour
- Competency Pay: +\$0.00-\$7.55/hour
- Schedule: 40 hrs/week + overtime
  - May-Oct: Mon-Thu, 6:00 am-4:30 pm
  - Oct-May: Mon-Fri, 7:00 am-3:30 pm

### **Benefits & Allowances**

- Insurance: Health (HRA/HSA), dental, and vision at hire; employer pays MI Hard Cap at minimum.
- Retirement: Defined Benefit Pension (1.7 multiplier) + optional 5% contribution.
- Leave: 7 hrs/month vacation after 1 month; 72 ESTA/sick hrs/year; 12 holidays.
- Wellness: Up to \$110/month incentive.
- Allowances: \$300 boot/clothing; \$75 prescription safety glasses
- Union: Optional.

### **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.