

ST. CLAIR COUNTY ROAD COMMISSION
POSITION DESCRIPTION

CLASS TITLE: Summer Temporary JOB CODE: Sumrtemp
DEPARTMENT: Operations UNION: None
LOCATION: District 1, 2, 3 and 4 FLSA: Non-exempt

GENERAL PURPOSE

Operates pickup trucks and a variety of lawn maintenance equipment and other non-CDL equipment utilized in construction, maintenance and repair activities; assists in a variety of semi-skilled tasks in the maintenance of roads, bridges, drainage systems; performs mowing on freeways and boulevards; may perform weighing for contractor hauled gravel and limestone.

SUPERVISION RECEIVED

Works under the close supervision of a District or Labor Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates lawn mowers, and other small equipment and tools to maintain roads and bridges.

Works with and assists the crew in flagging, digging ditches, pot hole patching, seal patching, post holes, hand loading material, hoisting material, tools, equipment, guardrail installation, and any related work with small equipment and tools.

Performs mowing, brush trimming, weed whipping to maintain a neat appearance on freeways and boulevards and refers defects or needed repairs to equipment to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

NON ESSENTIAL DUTIES

Performs some or all of the duties of other maintenance workers, as required or assigned.

Operates other non-CDL equipment as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Experience preferred, must be a minimum of eighteen years of age.

Must be able to pass Road Commission physical examination.

Other qualifications to be determined by Foreman during interview.

Necessary Knowledge, Training, Ability, Skill and Efficiency:

Considerable knowledge of the hazards and safety precautions common to road and bridge maintenance work.

Skill in operation of listed tools and equipment.

Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to drive and operate non-CDL equipment under varying conditions.

SPECIAL REQUIREMENTS

Valid State operator's license.

Good driving record.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, pickup truck, utility truck, trailers, tamper, plate compactor, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches and mobile radio and other related equipment.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, sit, reach with hands and arms, talk and hear,

climb, balance, and smell. The employee frequently is required to stand, or walk. The employee is occasionally required to stoop, kneel, crouch, and crawl.

The employee is regularly required to lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds and occasionally required to lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus and vision in inclement weather.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to extreme heat, extreme cold, wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, and risk of electrical shock.

Works in high traffic areas. The noise level in the work environment is usually loud (e.g. heavy traffic, construction equipment), and occasionally very loud (e.g. jack hammer work).

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVED BY:

Department Head

Date

Personnel Office

Date

Managing Director

Date

Revision History: