

ST. CLAIR COUNTY ROAD COMMISSION SUMMER TEMP POSITION DESCRIPTION

GENERAL PURPOSE:

Assists in a variety of semi-skilled tasks in building and grounds general maintenance at the Waste Water Treatment Plant and various Road Commission warehouse locations. May operate pickup trucks and a variety of building and lawn maintenance equipment.

SUPERVISION RECEIVED:

Works under the close supervision of the District Foreman.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operates lawn mowers and other small equipment and tools related to building and grounds maintenance.

Performs general plant maintenance duties such as painting, mowing, brush trimming, and equipment cleaning.

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

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

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

Must be able to pass Road Commission drug test and physical examination.

Other qualifications to be determined by Foreman during interview.

Must have a valid state operator's license and a good driving record.

Necessary Knowledge, Training, Ability, Skill and Efficiency:

Ability to understand and follow oral or written instructions; 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.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, pickup truck, trailers, common hand and power tools, shovels, wrenches 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.

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.