

**EATON COUNTY ROAD COMMISSION
JOB DESCRIPTION**

TITLE: Temporary/Seasonal Road Maintenance

POSITION SUMMARY:

Under the supervision of an Area Supervisor (or other supervisory personnel), a temporary seasonal maintenance employee performs work related to the maintenance of roadways, buildings, and properties within the jurisdiction of the Eaton County Road Commission.

EXAMPLES OF DUTIES:

Duties include but are not necessarily limited to - sweeping, shoveling of materials, washing vehicles, windows, cleaning equipment of various types, ditch cleaning, catch-basin cleaning, pruning of brush, grass mowing, patching of asphalt and other roadway surfaces, debris cleanup, installing and removing road signs, barricades, pavement markings, and traffic regulation at work sites.

Employees may operate pickup and patch trucks, mowers, power blowers, trimmers, compactors, and other small mechanized tools, hand tools including shovels, rakes, pry bars, wrenches, together with tools commonly used in the maintenance and repair of highways. Seasonal road maintenance employees will not be assigned to operate heavy equipment or vehicles that require a commercial driver's license to operate.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

- Physical Mobility - Ability to walk extended distances and climb slopes, stairs or ramps to access Road Commission and other work related locations and facilities.
- Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.
- Hearing/Speaking - Ability to converse orally using standard telephones and radios 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 upwards to 80 pounds.

DESIRABLE QUALIFICATIONS:

At least 18 years of age and a valid Michigan driver's license with a good driving record. High school graduation, GED, or equivalent education preparation and ability to deal with coworkers and the public courteously and effectively. Some work experience related to road construction and maintenance would be helpful. Ability to pass a pre-employment physical and drug screen.

EMPLOYMENT STATUS:

It is the policy of the Road Commission that all employees in this job classification are employed at the will of the Road Commission and may resign or be dismissed with or without cause or notice an any time during employment.

NOTE:

The above job description has been developed based on the guidelines defined by the Americans with Disabilities Act (1990).