

Van Buren County Road Commission
Job Description

Title Seasonal Employee

Date March 21, 2019
Revised 04-26-21

Wage Classification - RME General Laborer

General Summary

Principal duties include performing general labor tasks such as traffic control, pothole patching, trimming brush, shoveling curbs and gutters, building maintenance, collecting traffic counts and culvert inventory as well as other assigned tasks.

Supervision - Reports to the Operations Director, Group Leaders, or their 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.

Set up work zones and perform traffic control operations.

Assist with seal coat operations.

Building and grounds maintenance.

Collect, document traffic count data and/or culvert inventory information according to established procedure.

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

Provide general assistance to Road Maintenance Employees, as directed.

Perform general labor to patch potholes, clean curbs and gutters, trim brush, etc.

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. Ability to communicate with the public courteously and effectively. Ability to work independently as well as with other employees. Available to work extended hours.

Special Requirements -

n/a

Tools, Equipment, and/or Materials Used -

A general laborer will use pick-up trucks, computers, and other small pieces of equipment

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.