



Saginaw County Road Commission Job Description

TITLE OF POSITION: Summer Temp, Non-CDL

GENERAL SUMMARY: Starting at \$13.00 per hour. Seasonal employees will work a 40-hour work week. The work week consists of four 10-hour days (Monday-Thursday 6 am to 4 pm). Anyone hired to fill a seasonal position is not eligible for other benefits.

TYPICAL DUTIES:

- **Maintenance:** performing general labor tasks such as traffic control, pothole patching, mowing, building and grounds maintenance, as well as other assigned tasks.
- **Engineering/I.T.:** Catch basin inspection, collecting traffic counts and culvert inventory, passer ratings, as well as other assigned tasks.

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 constructed as an exhaustive list of all duties and responsibilities that 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, and document traffic count data, catch basin inspection, 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 assist with patching potholes, mowing, 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, triangle kit, fire extinguisher, and emergency tool kit.
- Other duties as assigned.

ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS:

Tools, Equipment, and/or Materials Used: A general laborer will use pick-up trucks, computers, and other small pieces of equipment.

Mobility: Able to walk extended distances and climb ladders or steps to access equipment and facilities

Agility: Able to lift, push, or pull objects weighing upwards of 80 pounds

Vision: Able to read and comprehend instructions, directions, blueprints, and other documents

Hearing/Speech: Able to converse orally with telephone or radio, and to receive and communicate information to employees and the public

Other: Able to tolerate, be exposed to, and work in extreme temperature and weather conditions when needed

JOB QUALIFICATIONS:

Minimum Qualifications: Must be 18 years of age or older. High School education, GED, or equivalent education. **Must possess a valid Driver's License.** Ability to communicate with the public courteously and effectively. Ability to work independently as well as with other employees. Available to work extended hours. Must pass a pre-employment physical along with drug and alcohol testing.

EMPLOYMENT STATUS:

This position is not covered by a union contract. This position does not constitute an employment agreement between the Road Commission and the employee and is subject to change by the Road Commission as the needs and requirements of the job change.