



## Saginaw County Road Commission Job Description

### **TITLE OF POSITION:** CDL Year-Round Temp

This position is the first step in making yourself qualified for a full-time position

**GENERAL SUMMARY:** Must be 18 years of age or older. High School education, GED, or equivalent education. Must fill out a CDL application found on our website along with your resume. **Must possess a valid Driver's License.** Must agree to a background check. 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.

**Special Requirements: Must Possess a valid Class A CDL with N endorsement, and a valid Medical Card.**

**Starting Pay Rate and Hours:** Starting pay will be between \$18.00 - \$20.00 per hour depending on experience. CDL temp employees will work a 40-hour work week for four months of the year. For the remaining eight months, the employee will work 3 days a week or 29 hours max. Anyone hired to fill a CDL temp position is not eligible for other benefits.

- Winter Hours: Monday-Friday (October-April): 7:00am to 3:30pm.
- Summer Hours (April-October): Monday-Thursday 6:00am to 4:00pm (Fridays OFF)

**TYPICAL DUTIES:** Performing general labor tasks such as plowing snow, pothole patching, installing sign posts and inspecting road signs, brush cutting, building and grounds maintenance, as well as other assigned tasks. 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.

- Snow plowing assigned routes/locations.
- Building and grounds maintenance.
- Perform daily vehicle/equipment inspections (pre-trip and post-trip) and complete any and all related reports.
- Installing and inspecting road signs.
- Perform general labor to patch potholes, brush cutting, 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.

**Equipment assigned daily by the Foreman may include:**

- Tandem Dump Truck
- Single-Axle Dump Truck
- Standard Pick-up Truck
- Tractor/Mower
- Weed Whip
- Chainsaw

**ESSENTIAL JOB ELEMENTS AND PHYSICAL REQUIREMENTS**

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**

- Ability to deal with people effectively and courteously.
- Ability to formulate accurate, written documentation.
- Ability to show up to work on time, and complete the tasks assigned safely and accurately.

**EMPLOYMENT STATUS**

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.

