

HURON COUNTY ROAD COMMISSION

TITLE: Sign Laborer, Position Description

General Summary:

Under the supervision of the Management Team, a Sign Laborer performs a variety of unskilled or semi-skilled road maintenance work, and operates a variety of equipment in the construction, operation, repair and maintenance of state and county roads.

Essential Duties and Responsibilities:

1. Drives a licensed truck equipped with underbody scraper, dump box, salt-sander box or spreader attachment, snowplow, wing plow and trailers to transport materials and to remove, reshape or place materials on and from the roadway.
2. Lifts, carries, pushes and pulls materials (sand, gravel, asphalt, and concrete, etc.) from the truck box, places and/or compacts the materials on the roadways, ditches or pipes under the roadway.
3. Lifts, carries, pushes and pulls materials and vegetation from underground pipes, catch basins, manholes, ditches, trenches, roadways and vegetated ground and transports to and places in the truck box using hand-held tools.
4. Operates a motorized hand-held chain saw and brush cutter to cut and remove trees and brush.
5. Lifts, carries, pushes and pulls pneumatic and hand-held post driver and installs sign hardware and fencing materials.
6. Prepare daily reports for each work activity, materials used and equipment condition. Prepares other reports for payroll deductions, accidents, and unusual work situations.
7. Repairs highways and streets and drainage systems at frequent intervals to ensure that all aspects of the systems are functioning properly.
8. Responds to complaints regarding road conditions; evaluates situation; explains findings to supervisor and/or makes the necessary repairs.
9. Performs routine inspection and preventative maintenance on equipment and refers defects of needed repairs to supervisor; cleans equipment.
10. Performs all duties in conformance to appropriate safety and security standards,
11. Operates a variety of construction and maintenance equipment used in Road Commission operations.

12. Stands and directs vehicles on the roadway by communicating with other employees and seeing and hearing approaching vehicles (maintaining traffic duties).
13. Performs pre-inspection of equipment for determining functional operation of the equipment. Changes tires, oils, and lubricants as needed. Performs mechanical work on equipment as directed.
14. Prepares equipment for use in accordance with seasonal demands attaching or removing various attachments.
15. Washes equipment/vehicles and performs general maintenance on the garage building, garage equipment and grounds when necessary.

The duties stated herein are intended to describe the essential functions being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities. Employees may be asked by supervisors to perform other duties from time to time.

Job Qualifications:

The following qualifications are normally required to enable job holders to perform the essential functions of the job:

1. Possess a current valid commercial driver's license with endorsement "A" or "B".
2. Be able to safely operate and maintain heavy trucks equipped with underbody scraper, dump box, salt-sander box or spreader attachment, snowplow, plow wing and trailers. In addition, perform duties utilizing a sign-installation truck and materials to required to maintain, remove, and install signing.
3. Have a High School Graduate Degree or possess GED High School Equivalency Certificate.
4. Be able to work overtime on weekends, holidays, and nights.
5. Submit to drug and alcohol testing required by federal and state laws.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job will be considered. To demonstrate one or more of the above listed qualifications, the individual's driving record will be investigated and considered prior to employment and will be reviewed annually from information furnished by the Michigan Secretary of State and Federal Clearinghouse.

Physical Requirements:

The ability to perform heavy manual tasks for extended periods of time and the ability to communicate effectively verbally and in writing are required. All employees in this position will be required to work independently (unassisted) to do any or all of the duties described. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidates whose abilities make them unable to meet these requirements will still be considered fully qualified if they can perform the essential functions of the job with reasonable accommodation that does not impose an undue burden on the Road Commission.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel and/or feet to operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to climb a ladder through a narrow opening, sit, and talk or hear. The employee is occasionally required to walk, stand, balance, bend, twist or turn, stoop, kneel, crouch or crawl, and smell.

The employee must frequently lift and/or move up to seventy-five (75) pounds and occasionally lift and/or move up to one hundred (100) pounds. This includes, but is not limited to, changing tires on heavy equipment and trucks, and changing blades on underbody scrapers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee works near moving mechanical parts and is frequently exposed to wet, cold, and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

This job description does not constitute an employment agreement or contract between the employer and the employee. The employer has the right to revise this job description at any time.