

# Newaygo County Road Commission Job Description

## **Title: Driver**

### **General Summary**

Under the supervision or lead of management, operates trucks and various pieces of equipment. Performs manual labor, maintenance and construction of State, primary and secondary roads and right-of-ways in Newaygo County. Performs duties and operates equipment in a safe and efficient manner. Follows written and verbal instruction. Maintains prompt and regular attendance. Maintains a safe and positive image of the Newaygo County Road Commission.

### **Typical Duties**

1. Drives truck with underbody blade to haul, spread and level dirt or gravel; fills holes and maintains roads in good condition, regulates angle and height of blade by using levers in the truck cab.
2. Plows snow & ice from roads, scrapes off slush using underbody blade, hauls and spreads dirt and salt on roads to help remove snow. Regulates amounts based on instruction and keep records of amount used.
3. Uses truck with underbody blade to keep shoulders of paved roads smooth and even with the edge of the pavement.
4. Hauls materials to be used for repairing fence, posts, guardrails, tubes, cement and blacktop.
5. Hauls material such as fill, washed sand, stone, gravel or asphalt to be used in repairing structures, hole patching, crack sealing and road construction.
6. Operates chain saw, stump cutter, chipper and related equipment to remove and/or trim fallen trees and existing trees and brush.
7. Performs crack seal operation that involves filling cracks with hot bituminous emulsion and shovels stone chips from the back of the vehicle.
8. Delivers materials, supplies and equipment to worksites by truck and trailer, unloads and operates the equipment.
9. Inspects and performs minor maintenance on vehicle and equipment, adds oil and other fluids, changes filters, tightens and adjusts equipment parts, reports major problems to immediate supervisor, assists the mechanic in vehicle and equipment maintenance or repair.
10. Keeps assigned vehicle and equipment clean, orderly and equipped with the necessary tools.
11. Records materials, supplies, parts, time and equipment used for each work project for proper billing or record keeping.
12. Performs duties day and or night up to 7 workdays per week. Works under stressful conditions such as adverse weather conditions, in and around high speed and high volume traffic, without assistance or direct supervision, completes assignments while motorists are waiting, works at rapidly changing assignments. May be on 24-hour call in a variety of weather conditions
13. Performs duties on a variety of terrains and surfaces such as dry and level pavement or steep, uneven and slippery slopes on rip rap or rubble, grouted field stones, sod or dirt/clay grades; repetitively bends, twists, turns, stoops, stands or sits with and varying frequencies and durations.
14. Manually and alone, repetitively lift and carry 100 lbs or more (e.g. bags of cement, guard posts, metal castings, pipes, tree limbs etc.)
15. Performs work exposed to a variety of particles, fumes and gases such as gravel dust, vehicle and equipment exhaust, emulsions and tars, salt or brines, etc.

The above list of duties is to describe the general nature and level of work performed. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

### **Employment Qualifications**

**Education:** Possession of a high school diploma or equivalent.

**Experience:** One year of road maintenance/construction experience involving road surface maintenance and truck driving is preferred.

**Other Requirements:** Possession of a valid Michigan Class A Commercial Drivers License (CDL) with air brake endorsement and the successful completion of a physical examination and substance abuse testing.

The above listed qualifications are guidelines. Other combinations of education and experience that provide the needed knowledge, skills and abilities to perform the job are considered.