



Alcona County Road Commission

301 N. Lake Street | P.O. Box 40 | Lincoln, Michigan 48742

Phone: (989) 736-8168 | Fax: (989) 736-6687

Email: roads@alconacrc.com | Web: alconacrc.com | Find us on 

Laborer/Truck Driver Job Description

General Summary:

Under the direction of a designated supervisor, will perform road maintenance activities necessary to maintain and improve hard-surfaced, gravel, and earth roads within Alcona County both manually and by operating various sizes of trucks and/or other equipment.

Typical Duties:

1. Operate a dump truck with an underblade to haul, spread, and level gravel or earth to fill holes and maintain unpaved roads in good condition. Regulate height and angle of underblade with controls inside truck cab to maintain road to proper crown and shape.
2. Operate a dump truck with underblade to keep shoulders of paved roads smooth and even with edge of pavement.
3. Haul and place supplies such as water, stone, gravel, sand, asphalt materials, or culverts for road construction and seal coat operations. Haul excavated materials such as soil and stumps from construction sites to designated disposal areas.
4. Flag or direct traffic during construction or road maintenance projects.
5. Haul patching materials for use in repairing paved roads. Patch paved roads by manually placing and compacting patching material in accordance with established procedures. May patch paved roads by using durapatcher automated patching machine.
6. Install new signs, repair signs that are damaged, and remove signs that are no longer appropriate using air hammer, mechanical and hydraulic equipment, and hand tools. Place signs in accordance with established procedures and the Michigan Manual of Uniform Traffic Control Devices.
7. Perform general preventive maintenance of assigned truck including, but not limited to, greasing, checking and maintaining proper fluid levels, mounting tires, checking and maintaining proper tire pressure, cleaning, minor bulb replacements, and changing underbody blades.

8. Cut or trim trees, brush, grass, and weeds alongside road using axe, power chain saw, weed whacker, and/or tractor with brush hog or mower deck. Use automated chipper to reduce volume of tree trimmings and brushing. May also be assigned to roadside litter clean up.
9. Operate equipment to perform winter maintenance activities such as plowing snow and ice from roads and floating slush off with underblade, side plow, or vee-plow. Haul and spread salt or sand on roads to remove snow or ice or to improve traction. Regulate amount of materials spread in accordance with instructions.
10. Operate front end loader for the purpose of loading assigned truck with winter maintenance materials. Operate loader at other times as necessary to load assigned truck with other materials in those instances when loader operator is not readily available to do so.
11. Report to supervisor any observed deficiencies in equipment, road conditions, or operations so that steps can be initiated to correct deficiencies on a timely basis.
12. Assist with maintenance of buildings and grounds including cleaning, repairing, and organizing facilities, materials, and grounds.
13. Keep accurate records of all materials and inventory used.

The above statements are intended to describe the general nature and level of work being performed by employees in this classification. These statements are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Qualifications:

- 1) Education - high school graduate or equivalent.
- 2) Ability to read sufficiently to understand equipment manuals, written instructions, policy statements, maps, road signs, and material guides.
- 4) Ability to write sufficiently to complete daily time cards and maintain equipment reports.
- 5) Ability to perform basic math functions including addition, subtraction, multiplication, and division used in reporting time, preparing equipment and inventory records, and reporting material and parts usage.
- 7) Driving record sufficient to maintain a valid commercial driver's license. Driving records are checked at least annually.
- 10) Commercial Driver's License (CDL) class B minimum, class A preferred, with valid medical card.
- 11) Free of drug and alcohol abuse.

Required Physical Abilities:

Anticipated daily frequency of various physical activities

N - Never O - Occasionally M - Moderately F - Frequently

| | | | |
|-------------------|--------------------|-------------------|-------------------|
| <u>F</u> Sitting | <u>F</u> Twisting | <u>F</u> Reaching | <u>F</u> Pushing |
| <u>F</u> Standing | <u>F</u> Crouching | <u>F</u> Pinching | <u>F</u> Pulling |
| <u>F</u> Walking | <u>O</u> Kneeling | <u>F</u> Grasping | <u>M</u> Carrying |
| <u>F</u> Climbing | <u>F</u> Bending | <u>F</u> Lifting | <u>F</u> Throwing |

Anticipated maximum weight in various physical activities:

(1) 1-10 lbs (2) 11-20 lbs (3) 21-30 lbs (4) 31-50 lbs (5) 51-75 lbs (6) over 75 lbs

6 Lifting 6 Pulling 6 Pushing 6 Carrying

Sensory requirements:

- (1) Touch: Necessary to operate assigned equipment and to use various tools
- (2) Smell: Necessary to detect equipment failure, or changing environment
- (3) Speech: Necessary to communicate with employees, supervision, the public, and effectively use two-way radio system
- (4) Vision: Necessary to operate assigned equipment, often under adverse weather conditions
- (5) Hearing: Necessary to safely operate assigned equipment and to communicate with other workers and supervision

The Alcona County Road Commission is an equal opportunity employer and drug free workplace.