

**IONIA COUNTY ROAD COMMISSION  
JOB DESCRIPTION**

**TITLE:** Transportation Maintenance Worker

**FLSA:** Non-Exempt

**GENERAL SUMMARY**

Maintenance of state trunklines and county roads within the right-of-way countywide. Employees may be trained to operate any piece of equipment used in a typical maintenance garage. The major equipment used is listed in the following duties.

**DUTY 1:** Perform all surface shoulder, roadside, general maintenance and winter maintenance activities listed in MDOT's Direct Maintenance Handbook. Examples of these activities are as follows: patrol patching, crack filling, blading gravel roads and shoulders, litter pickup, repair steel guardrail, snow removal, sign maintenance, seal patching, patching gravel shoulders, tree removal, mowing, right-of-way fence repair, salting and sanding pavements and delineator maintenance. Operate the following heavy motorized equipment during the performance of these activities: 8-ton dump truck for hauling maintenance materials and supplies to job site, 8 to 11 ton truck equipped with winter attachments, such as metered salt hopper boxes, underbody scraper blades, snow plows, etc., front end loader to load salt and other maintenance materials, tractor with attachments, such as backhoe, loader bucket rotary mower, etc., 1 ton dump truck, motor grader, and roller. Physical requirements for equipment operation: ability to pass Motor Carrier Physical Exam and CDL physical requirements, ability to climb into vehicles and equipment, and ability to twist, bend, and stoop in order to conduct pre-operation check of equipment.

Operate the following powered equipment: chain saw for cutting trees and posts, brush chipper, tar kettle, air compressor and air powered tools such as an air hammer, electric tools and generator, and pavement router.

Physical requirements: ability to lift power tools weighing as much as 90 pounds. Twisting, bending, pulling and stooping.

Perform highway maintenance work using the following example hand tools: shovel, sledge hammer, rake and post hole digger.

Physical requirements: ability to lift shovel full of stones or asphalt, twisting, bending, pulling, swinging, stooping and pushing actions.

Performs the following example manual labor tasks in the performance of the above activities: lifting objects weighing up to 100 pounds which requires twisting, bending, and stooping, shovel stones and asphalt material which requires twisting and bending, unloading materials from truck bed, carrying and setting up signs for temporary lane closure, and clear roads and shoulders of dead animals.

**DUTY 2:** Perform equipment servicing and cleaning, and garage facilities and grounds cleaning activities.

Physical requirements: lifting objects weighing up to 100 pounds, twisting, bending and stooping actions, and climbing ladders.

**DUTY 3:** Operate specialized maintenance equipment: (i.e. paver, bulldozer, etc.)

The typical duties stated herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities of this position.

## **WORKING CONDITIONS AND HAZARDS**

Working Conditions:	Working outside in all kinds of weather.
Work Hazards:	Working on roadways in traffic, working with chemicals.
Physical Effort:	Manual labor which involves lifting and carrying heavy tools and materials. Wearing safety equipment. Also requires bending, twisting and stooping, many times a day.
Work Hours:	Hours of work may vary and may require overtime.

## **MINIMUM QUALIFICATIONS**

- High school education or equivalent
- One (1) year relevant experience
- Valid Commercial Driver's License with Air Brakes and Endorsement N, unrestricted/manual transmission
- Motor Carrier Physical Exam Card

## **SPECIAL KNOWLEDGE, SKILLS AND ABILITIES**

Mechanical aptitude needed to operate equipment efficiently and safely. Ability to read and understand written and oral instructions. Ability to complete time and equipment usage reports on a daily basis. Ability to identify, recommend or implement improvements in the work area.

## **TRAINING REQUIRED AFTER HIRE (IN-SERVICE, ON-THE-JOB, FORMAL, INFORMAL)**

Formal classroom and on-the-job training on all equipment that employee will be required to operate. Hazard communications program training, various safety training programs, classroom and/or on-the-job training on all maintenance activities employee will perform.