

KENT COUNTY ROAD COMMISSION

Job Description

TITLE: DRIVER APPRENTICE

This position classification is "Non-Exempt" from the overtime provisions of the Fair Labor Standards Act.

General Summary

Under the close supervision of a higher classified employee, and in a training capacity, operates trucks and various pieces of equipment used in the repair, maintenance and construction of assigned State, primary and secondary roads and right-of-ways in Kent County. This is an entry level/training position within the Road Commission. Hauls gravel, earth, broken pavement and other materials. Plows snow, salts roads, and hauls and spreads liquid chloride. Operates truck with underbody blade to maintain shoulders of paved roads. Smooths gravel and dirt roads. Scrapes snow and slush off roads. Performs duties and operates equipment in a safe manner. Ensures equipment is in proper working condition, and maintains a safe and positive image of the Road Commission with the public.

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 height and angle of blade with levers inside the truck cab.
2. Plows snow and ice from roads, and scrapes off slush with underbody blade; hauls and spreads salt or sand on roads to remove snow or ice; regulates amounts in accordance with instructions, and keeps record of amounts 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 such as fill, washed sand, stone, gravel or asphalt to be used for repairing drainage structures, hole patching, crack sealing and road construction.
5. Hauls materials to be used for repairing fencing, posts, rails, tubes, cement and blacktop.
6. Operates chain saw, stump cutter, chipper and related equipment to remove and/or trim fallen and existing trees and brush.
7. Serves as part of a crew for shoveling and raking blacktop; flags traffic; installs guardrail or marker posts; cuts trees and brush; works on new construction.
8. Installs and removes construction zone signing.
9. Inspects and performs minor maintenance on vehicles and equipment; reports major problems to supervisor.
10. Keeps vehicles and equipment clean, orderly and stocked with necessary tools and supplies.
11. Records materials, parts, supplies, time and equipment used for each work project.
12. Perform various maintenance duties within the Road Commission as workloads, temporary absences or emergencies dictate.
13. Performs duties day and/or night on shifts of 12 or more consecutive hours, up to 7 workdays each week; works under stressful conditions such as adverse weather conditions, in and around high speed and high volume vehicular 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.
14. 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 high and varying frequencies and durations.
15. Manually and alone, repetitively lifts and carries 100 lbs. or more (e.g. bags of cement, guard posts, metal castings, pipes, tree limbs, etc.).
16. 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 statements are intended to describe the general nature and level of work being performed by people assigned this classification. 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: This is an entry-level classification that requires six months of road maintenance/construction experience involving road surface maintenance and truck driving.

Other Possession of a valid Michigan Class A Commercial Drivers License (CDL) with an "N"

Requirements: (tank) endorsement and the successful completion of a physical examination and substance abuse testing.

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

Updated 8/10/01