



Road Commission of Kalamazoo County

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| Position | Seasonal Traffic Regulator |
| Department | Operations |
| Location | Kalamazoo, MI |
| Hourly Rate | \$17.00 (\$.50 for each year returning) |

Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Seasonal Traffic Regulator**. As a Countywide Seasonal Traffic Regulator with duties that include road and road right-of-way activities, but not limited to; traffic regulating, ground and building maintenance, assisting with various road maintenance activities and other duties as assigned as it relates to public service.

SCHEDULE:

Summer schedule: Monday through Thursday, 6:30 AM to 5:00 PM with potential for overtime. *Hours may vary and subject to call 24 hours a day for emergency and/or weather conditions.*

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all the following essential duties (these examples do not include all the duties which the employee may be expected to perform)

- Work cooperatively with all Superintendents to schedule work and maintain quality.
- Perform traffic regulating according to the Michigan Manual of Uniform Traffic Devices (MMUTCD).
- Refuel Road Commission of Kalamazoo County (RCKC) vehicle as necessary and at the end of each
- Assist road maintenance including pothole repairs.
- Assist in the maintenance of roadsides (guard rail, culverts, trees, brush control, drainage, etc.).
- Assist in the maintenance of RCKC grounds and buildings.
- Work cooperatively with others.
- Assist in emergency situations.
- May be required to attend meetings and training.
- Abide by RCKC Safety Manual and Safety regulations as applicable.
- Abide by all safety precautions listed in operator's manual and labeled on the equipment.
- Maintain a positive attitude and positive public relations.
- Perform general labor.
- Abide by the applicable RCKC policies.
- Perform other duties as assigned.

EMPLOYMENT QUALIFICATIONS:

- A high school diploma/GED
- One (1) year of experience in construction or related field, truck driving and customer service
- A valid Commercial Driver License

For additional qualifications and complete job description for **Seasonal Traffic Regulator** please **contact Advance Employment**, 5413 S. Westnedge Avenue, Suite C, Portage, MI 49002; (269) 353-1100 or slawrence@advanceteam.com. Candidates requiring confidentiality should so indicate. All inquiries should be coordinated with **Advance Employment**.



Road Commission of Kalamazoo County Seasonal Traffic Regulator

General Summary

Countywide Seasonal Traffic Regulator with duties that include road and road right-of-way activities, but not limited to; traffic regulating, ground and building maintenance, assisting with various road maintenance activities and other duties as assigned as it relates to public service.

Essential Functions

1. Work cooperatively with all Superintendents to schedule work and maintain quality.
2. Perform traffic regulating according to the Michigan Manual of Uniform Traffic Devices (MMUTCD).
3. Refuel Road Commission of Kalamazoo County (RCKC) vehicle as necessary and at the end of each shift.
4. Assist road maintenance including pothole repairs.
5. Assist in the maintenance of roadsides (guard rail, culverts, trees, brush control, drainage, etc.).
6. Assist in the maintenance of RCKC grounds and buildings.
7. Work cooperatively with others.
8. Assist in emergency situations.
9. May be required to attend meetings and training.
10. Abide by RCKC Safety Manual and Safety regulations as applicable. Abide by all safety precautions listed in operators manual and labeled on the equipment.
11. Maintain a positive attitude and positive public relations.
12. Perform general labor.
13. Abide by the applicable RCKC policies.
14. Perform other duties as assigned.

Duties are not listed in order of priority, are typical of duties and responsibilities that may be performed by the person holding this position and will be done at the direction and under the supervisor within the organizational chart. Duties may be added, deleted, or modified at any time. They are not to be construed as an exhaustive list of all job duties.

Employment Qualifications

Education: A high school diploma/GED, Valid Driver License

Preferred Experience: Construction or related field, truck driving and customer service.

Other Requirements: Possession of a valid Driver License. Strong organizational, planning and communication skills.

FLSA Status: Non-Exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.



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Physical Requirements

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Walking over uneven terrain to inspect equipment
- Walks, stoops, kneel and crouch to conduct inspections
- Climbing up and down from equipment to make inspections
- Climbing stairs and ladders to stock and retrieve material, parts and supplies
- Lifting parts and supplies onto shelves
- Lifting heavy equipment parts weighing up to 100 pounds
- Travels to various locations in the County
- Ability to access office files, documents, records and maps
- Ability to use various hand tools

Working Conditions

- Works both indoors, inside equipment and outside for projects
- Exposure to fumes at asphalt paving projects
- Exposure to traffic at construction projects
- Exposure to loud noises at construction project
- Exposure to extreme weather conditions
- Exposure to various types of construction sites