



# Road Commission of Kalamazoo County

Position Road Maintenance Operator – Job Classification 3 or 3B

Department Operations

Location Kalamazoo, MI

Hourly Range \$27.14-\$27.63 (Non- Exempt)

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Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Road Maintenance Operator – Job Classification 3 or 3B**. As a Road Maintenance Operator for the RCKC, you would perform various countywide truck/equipment operator duties that include but are not limited to, road review and road right of way duties, pothole repairs, guardrail repair and installation, culvert repair installation, tree trimming, brush control, hauling material to various operations and winter maintenance.

## HIGHLIGHTED BENEFITS INCLUDE:

- Health and dental insurance that starts on your first day
- Pension – 100% paid by RCKC
- 11 paid holidays
- Paid vacation and sick leave
- Uniforms
- Tuition Reimbursement
- Short-term disability
- Life insurance

## SCHEDULE:

**Regular Schedule:** Monday through Friday, 7:30 AM to 4:00 PM with potential for overtime.

**Summer schedule:** Monday through Thursday, 6:30 AM to 5:00 PM with potential for overtime (*subject to change*).  
*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)**

- Perform manual labor, dig ditches for drainage, pothole repair, guardrail repair and installation, culvert repair and installation, tree trimming, brush control, load and unload tools, equipment, and materials.
- Operate trucks, trailers, and related equipment.
- Operate heavy-duty trucks with snowplows, underbody blades, sand, and salt spreaders to remove ice and snow accumulation from roadways.
- Hauls and dumps material (gravel, bituminous, etc.)
- Utilize proper load/unload and securing procedures when transporting equipment as described in operator's manual, Michigan Department of Transportation (MDOT) regulations, and or/as directed.
- Track and record materials, supplies, time, and equipment used for each work project
- Perform traffic regulating according to the Michigan Manual of Uniform Traffic Devices (MMUTCD).
- Complete Daily Vehicle Condition Report (VCR) detailing condition of vehicle and promptly report any issues.
- Maintain/clean assigned vehicle or equipment.
- Abide by all RCKC Safety Manual and Safety regulations as applicable.
- Understand and operate any additional equipment attached or utilized as part of the equipment's capability, (measuring instruments, hand power tools, AVL, automation, etc.)



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## EMPLOYMENT QUALIFICATIONS:

- A high school diploma/GED, Valid Michigan Driver License (see below)
- One (1) year of experience in construction or related field, truck driving and customer service.
- Ability to obtain a valid Commercial Driver License, Group A with air brake endorsement.

*For additional qualifications and complete job description please refer to the RCKC website at [www.kalamazoocountyroads.com](http://www.kalamazoocountyroads.com) "About Us" tab. To apply for the Road Maintenance Operator - Job Classification 3 or JB please send your resume to [hr@kalamazoocountyroads.com](mailto:hr@kalamazoocountyroads.com) or USPS to 4400 S 26th St Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. **Please no phone call position inquiries.***



## **Road Commission of Kalamazoo County Teamsters Local 214 Job Classification # 3B**

### **General Summary**

Countywide truck/equipment operator with duties that include road review and road right-of-way duties, but not limited to; pothole repairs, guardrail repair and installation, culvert repair and installation, tree trimming, brush control, hauling material to various operations and winter maintenance. Public service.

### **Essential Functions**

- Understand equipment and its' operation.
- Work cooperatively with all Superintendents to schedule work and maintain quality.
- Must be able to safely and efficiently load, secure and haul heavy equipment to and from RCKC and any job site at which the equipment is needed.
- Refuel as necessary and at the end of each shift.
- Maintain/clean daily equipment and park in designated parking area.
- Complete Daily Vehicle Condition Report (VCR) detailing condition of vehicle, daily as used. Promptly report any issues (electronically or written hard copy).
- Winter maintenance of roads/bridges.
- Road maintenance including pothole repairs.
- Haul material (gravel, bituminous, etc.)
- Maintain roadsides (guard rail, culverts, trees, brush control, drainage, etc.).
- Work cooperatively with others.
- Assist in emergency situations.
- Perform traffic regulating according to the Michigan Manual of Uniform Traffic Devices (MMUTCD).
- Actively participate in training and assist others as needed.
- 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.
- Maintain a valid Commercial Driver License (CDL) according to State & Federal Regulations. Special endorsements may be required. Maintain all necessary certifications/licenses to operate and/or transport equipment.



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- Abide by the Collective Bargaining Agreement and/or Terms and Conditions of Employment, Rules of Conduct and applicable RCKC policies.
- Understand and apply proper operating functions identified in the operator's manual and provided in training sessions.

### **Essential Functions (cont.)**

- Identify and locate all critical support, wear, and maintenance points of the equipment.
- Operate the equipment effectively and efficiently to perform the necessary work as determined by the Superintendent
- Perform all daily equipment maintenance according to operator's manual.
- Utilize proper load/unload and securing procedures when transporting equipment as described in operator's manual, Michigan Department of Transportation (MDOT) regulations, and/or as directed
- Track and be responsible for daily material usage.
- Follow all requirements of the Miss Dig System prior to excavation.
- Understand and operate any additional equipment attached or utilized as part of the equipment's capability. (Measuring instruments, hand power tools, AVL, automation, etc.)
- 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 supervision 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 Michigan Driver License (see below)

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

**Other Requirements:** Ability to obtain a valid Commercial Driver License, Group A with air brake endorsement. Special endorsements may be required. Strong organizational, planning and communication skills.

**FLSA Status:** Non-Exempt



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*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.*

### **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:

### **Physical Requirements (cont.)**

- 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
- Travel to various locations to review projects, or attend meetings
- Ability to access office files, documents, records and maps
- Ability to operate various equipment
- Ability to operate a heavy truck
- Ability to use various hand tools

### **Working Conditions:**

- Works both indoors, inside equipment and outside for projects and maintenance
- 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



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Teamsters Local 214  
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