

Otsego County Road Commission

ROAD MAINTENANCE TECHNICIAN EMPLOYMENT OPPORTUNITY **POSTED APRIL 28, 2025**

The Otsego County Road Commission (OCRC) is seeking qualified applicants with a strong work ethic for the position of Road Maintenance Technician. Individuals that truly desire to have a meaningful career as a public servant operating heavy duty trucks, motorized equipment and performing manual labor to maintain county roadways and state trunklines, are best suited for this position.

WHAT WE OFFER

Working for the OCRC is more than just a job and a paycheck. OCRC employees are part of team with a focused mission to serve the public and make a positive difference in Otsego County's transportation infrastructure. The OCRC offers stability, work-life balance, a quality professional work environment, and a comprehensive benefits package. Employees are represented through a collective bargaining agreement between the OCRC and the American Federation of State, County and Municipal Employees AFL-CIO Union.

Benefits

- Employer paid medical insurance
- Health Care Savings Program (1% pre-tax employee contribution, 5% employer contribution)
- Dental and vision insurance
- MERS 457 retirement plan (up to 5% employer match with employee pre-tax contribution)
- 11 paid holidays
- Paid vacation (1 week first year)
- Paid sick leave (48 hrs per year, may accumulate from year-to-year)
- Compensatory time off (up to 120 hrs)
- Employer paid short-term and long-term disability insurance
- Employer paid life insurance

Schedule

- Winter schedule: Monday through Friday, 6 a.m. to 2:30 p.m. with high potential for overtime after hours and week-ends.
- Summer schedule: Monday through Thursday, 6 a.m. to 4:00 p.m. with low potential for overtime after hours and week-ends.
- Due to unforeseen weather events that may occur, overtime after hours and week-ends is expected by the employer, especially during the winter season.

Rate of Pay

- \$25.69

How to Apply

- Complete Application for Employment and submit it to Human Resources/Payroll Manager, Tianne Jones, at the Otsego County Road Commission 669 W. McCoy Road, Gaylord MI 49734. Applications can be downloaded at <https://www.otsegocrc.org/employment/>
- Position open until filled.

OTSEGO COUNTY ROAD COMMISSION JOB DESCRIPTION

ROAD MAINTENANCE TECHNICIAN

SUPERVISED BY: Road Maintenance Supervisor

SUPERVISES: No supervisory responsibility

ELSA STATUS: Non-Exempt

POSITION SUMMARY:

Under the supervision of the Road Maintenance Supervisor performs a wide variety of road maintenance tasks in support of the Road Commission. Maintains all aspects of roads and bridges depending on the season and maintenance needs including snow plowing, patching and repair, ditch maintenance, sign installation and repair, road construction, tree and brush removal and other tasks that often require truck and equipment operation. Receives daily work assignments from supervisory personnel, along with performance and completion time requirements and expectations. Position may be assigned at any time to various work groups as needs dictate or second or third shift night patrol work.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Performs a wide variety of road maintenance tasks, including, but not limited to, roadway patching and crack sealing, digging, removal and replacement, form setting, concrete pouring and finishing, bituminous patching and tamping, assisting with traffic control and other duties. Utilizes manual labor, tools, light equipment, such as pick, shovel, jack hammer, tamper, and other related equipment in performing tasks.
2. Operates a variety of specialized road repair equipment. May be assigned to tasks requiring a pick-up truck, dump truck, snow plow, bladed truck, grader, loader, power shovel or other motorized and/or heavy equipment. Performs tasks for which equipment was designed. Operates equipment utilizing all required and suggested safety precautions, noting and correcting potentially hazardous conditions that may impact self, other employees, citizens, and equipment.
3. Grades and shapes streets and drainage ditches, backfills trenches, cuts and performs blacktop work.
4. Removes current and potential road impediments. Cuts trees, removes stump and brush and other debris. Installs and replaces signage. Performs a variety of sign shop and traffic control maintenance tasks.
5. Performs clean-up activities at job sites, including, but not limited to, sweeping, loading, disposal, and other related items.
6. During performance of duties, reports areas needing attention such as obstructed signs, low limbs,

stones in the road, obstructions on railroad crossings, and other items which may be detrimental to the safe maintenance of roads.

7. May be assigned to a section of road referred to as a “blade beat”. If so assigned, assumes primary responsibility for maintenance tasks (e.g. gravel, snow etc.) associated with the defined roadway.
8. Maintains records of time, materials and activities associated with particular jobs and assignments.
9. Regularly inspects equipment to assure it is in good working order. Performs minor preventive maintenance as assigned.
10. May be temporarily assigned to a survey crew, or as a permit agent, working supervisor or other designation.
11. Performs work in an orderly manner following required safety procedures.
12. Responds to emergency repair situations in the field and other emergencies on a 24-hour basis.
13. Performs other duties as directed.

**PARTICULAR DUTIES FOR ROAD MAINTENANCE TECHNICIAN ASSIGNED
TO HIGHWAY MAINTENANCE NIGHT PATROL**

If assigned to Highway Maintenance Night Patrol a Road Maintenance Technician works second or third shift. Duties specific to this assignment include the following:

1. Responds to emergency calls for any road-related problems such as downed tree, slippery road, sign down or other situation. Determines need for additional manpower and effects call-ins as needed.
2. Performs maintenance tasks as needed (not to exceed two hours).
3. Patrols highways to identify existing or potential problems.
4. Performs other tasks such as vehicle checks, loading of stores etc. when not engaged in patrol or emergency response – or performs other duties as directed.

The duties stated here are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

Physical Mobility - Ability to walk extended distances and climb ramps and stairs to access Commission and other work-related locations and facilities.

Vision and Sight - Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents.

Hearing/Speaking Ability to converse orally to receive and communicate information to employees and superiors.

Agility/Movement Ability to lift, push, bend, twist, pull, and manipulate (unassisted and repeatedly) equipment, supplies, and other objects often weighing upwards to 80 pounds.

DESIRABLE QUALIFICATIONS:

High school diploma and four years of experience operating equipment utilized in road and bridge construction and maintenance.

Strong working knowledge and competency with heavy equipment, trucks and equipment use. Experience working at a state, county, or city road agency preferred.

Ability to deal with fellow employees and the public courteously and effectively and work cooperatively with others.

Working knowledge of the mechanics associated with the equipment to identify repair issues.

Ability to work extended hours and be available for 24 hour call-in.

SPECIAL REQUIREMENTS:

Group A or B Commercial Driver's License with required endorsements. Class A CDL with no restrictions and tanker (N) endorsement preferred.