

TOWNSHIP OF ANTRIM
Job Description

Title: Laborer / CDL Driver

Division: Road Department

Reports to: Roadmaster

Summary: Three years of responsible experience in roadway construction or related work and the ability to operate CDL Class B vehicles with air brakes and related construction equipment. The ability to perform manual labor in all environments and be available for immediate call out after regular work hours for weather related or manmade situations. Working with a team environment. The regular work schedule is Monday thru Friday, from 7:00 A.M. until 3:00 P.M. with occasional assigned over time. *A pre-employment CDL drug test is required by Federal law.* Random drug/alcohol testing is also conducted according to law.

Duties and Responsibilities:

1. Perform general labor duties with the ability to lift heavy objects of at least 50 pounds properly.
2. Snow plowing and cindering.
3. Street sweeping.
4. Perform multiple tasks of roadway maintenance and construction.
5. Mounting and repairing road signs.
6. Buildings, grounds, and park maintenance.
7. Operation of CDL Class B motor vehicles and heavy construction equipment.
8. Assist with the maintenance of Township equipment.
9. Mowing along Township roads with Tractor mounted equipment.
10. Traffic control and flagging.
11. Working with the Utility Department as needed.
12. Other tasks as assigned by the Roadmaster or Road Department Foreman.

Work Schedule:

1. Normal work schedule is Monday thru Friday, from 7:00 A.M. until 3:30 P.M.
2. Occasional assigned over time and callouts. These may be more frequent in periods of inclement weather.

Skills: Excellent interpersonal and communication skills. Ability to operate and maintain a variety of road department manual and power tools and equipment along with building facilities. Willingness and ability to learn general operating procedures and follow up on assignments and responsibilities in a timely manner. Must be safety conscious.

Education: High school diploma. Experience in Public Works, operation and supervision may be required or equivalent experience helpful.

“This job description is not intended to be a contract of employment with Antrim Township. It is also not intended to create any property interest of the employee. The employee covered by this job description is an at-will employee of the Township.”

Witness: _____ Signature: _____
Date: _____ Date: _____