

# SUMMER APPRENTICE PROGRAM

## NOW HIRING 4 APPLICANTS

**Emmet County Road Commission is partnering with Michigan Department of Transportation**

What: Minimum 20-Week Summer Apprenticeship Program  
\$18.00 Per Hour  
CDL Class And Test Available

When: Apply – Now through Thursday, March 27, 2025, at 3:30 p.m.  
Work Starts – Monday, June 2, 2025, to mid-October

This is a 40 hour per week seasonal position with overtime available. Regular work hours are Monday-Thursday, 6:00 A.M. - 4:30 P.M. Applicants must be 18 years or older by June 2, 2025, with a valid driver's license. This position includes a variety of tasks such as bridge, culvert, sign, and other general road maintenance work, throughout several counties in Northern Michigan. A pick-up truck will be provided for work travel. There is an opportunity to obtain your CDL license while still earning \$18.00 per hour. Upon successful completion of the 20-week program, this 3-week class and test (valued at \$6,000) will take place at Road Warrior Truck Driving School in Gaylord, MI.

The application and job description are available at [www.emmetcrc.org](http://www.emmetcrc.org). Applications will be accepted until Thursday, March 27, 2025, at 3:30 p.m. at Emmet County Road Commission, 2265 E. Hathaway Road, Harbor Springs, MI 49740, or to the e-mail below. For further questions, please call or e-mail Chevie Hoeksema, at (231)347-8142, Ext. 5, [choeksema@emmetcrc.org](mailto:choeksema@emmetcrc.org).

The Emmet County Road Commission is an Equal Opportunity Employer.

# 2025 Summer Apprentice Program

## **Description**

Participate in the maintenance of highways, municipal roads, and road Right-of-Way. This includes repairs to the road base by utilizing concrete or various asphalt mixes and maintaining road drainage systems. Responsibilities also include patching sections of broken and eroded pavement, repairing guard rail, operating maintenance equipment, bridge maintenance and repairs, erosion control, brush removal in road Right-of-Way, and street sweeping.

## **On-The-Job Training**

Apprentices will receive training in the various work experiences listed below. The order in which this training is given will be determined by the workflow of the job and throughout the summer.

- A. **General Knowledge and Work Skills:** health and safety, driving safety, environmental protection, surveying principals, plan reading, quantity take off, communication skills, proper documentation, customer relations, hand tool operation and maintenance, emergency disaster clean up.
- B. **Asphalt Maintenance and Repair:** application, rolling, tamping.
- C. **Concrete Maintenance and Repair:** forming, base compaction, mixing, placing, pouring, finishing.
- D. **Light Duty Equipment Operation:** operate gasoline, diesel, and electric powered equipment such as walk-behind rollers, jack hammer/air compressor, trenchers, pumps, oxy-acetylene torch, vibratory compactors, chain saw, chipper/stump grinder, concrete/asphalt saws, circular saw, generator, lawn mowers, portable cement mixer, hand tools, and other similar equipment.
- E. **General Duty Equipment Operation:** operate equipment such as dump trucks, flatbed trucks, skid steer loaders, forklift, water truck, tack truck, small roadway materials reclaimer, paving equipment, tractor operation (pull behind mowers, box blade, slope mower), pavement rollers, bucket truck, and other related equipment.
- F. **Introduction to Heavy Equipment:** operate heavy equipment such as: motor-grader, excavator, bucket loaders, bulldozers, backhoes, and other similar heavy equipment.
- G. **Right-Of-Way Ground and Tree Maintenance:** site cleaning, landscaping, mowing, herbicide/pesticide application, prepares site for landscaping, plant and mulch landscape vegetation, water, fertilizes, trim plants and trees, remove branches obstructing view, remove dead or unsafe trees from Right-of-Way, operate edgers, clippers, trimmers, mowers, sod cutters, and various hand tools.
- H. **Other Duties:** sign maintenance, traffic control, bridge and guardrail repair, culvert maintenance, and other duties as assigned, work zone safety, flagging, and safety standards applicable to road maintenance.

## **ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS**

- 1. **Physical Mobility:** Ability to walk extended distances and climb ramps to access Commission and other work-related locations and facilities.
- 2. **Vision/Sight:** Ability to read instructions, directions, and similar written information in letters, memoranda, forms, and other documents.
- 3. **Hearing/Speaking:** Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public.
- 4. **Agility/Movement:** Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards of 80 pounds.

## APPLICATION FOR EMPLOYMENT (NON-CDL)

CAREFUL AND THOUGHTFUL COMPLETION OF THIS APPLICATION IS AN IMPORTANT STEP IN OUR CONSIDERATION OF INDIVIDUALS FOR EMPLOYMENT. PLEASE COMPLETE THE ENTIRE APPLICATION. PLEASE PRINT IN INK. ASK FOR AN EXTRA PIECE OF PAPER IF YOU NEED TO CLRAIFY ANY RESPONSES. YOUR APPLICATION MUST ALSO SPECIFY THE POSITION FOR WHICH YOU ARE APPLYING. STATING THAT YOU WILL DO ANYTHING IS INDEFINITE AND MAY RESULT IN YOUR APPLICAICATION NOT BEING ACCEPTED BY THE EMPLOYER. YOUR APPLICATION WILL BE CONSIDERED FOR SIXTY (60) DAYS.

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

EMAIL: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ LENGTH OF TIME AT THIS ADDRESS: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_ LENGTH OF TIME AT THIS ADDRESS: \_\_\_\_\_

JOB(S) APPLIED FOR:

1. \_\_\_\_\_ RATE OF PAY EXPECTED: \$ \_\_\_\_\_ / \_\_\_\_\_

2. \_\_\_\_\_ RATE OF PAY EXPECTED: \$ \_\_\_\_\_ / \_\_\_\_\_

DO YOU WANT TO WORK... FULL TIME PART TIME

HAVE YOU EVER APPLIED FOR WORK WITH US BEFORE?: NO YES:

DO YOU HAVE ANY SKILLS, QUALIFICATIONS OR EXPERIENCES WHICH YOU FEEL WOULD ESPECIALLY FIT YOU FOR WORK WITH US?

U.S. ARMED FORCES SERVICE? NO YES BRANCH: \_\_\_\_\_

DUTIES: \_\_\_\_\_

\_\_\_\_\_

RANK OR RATING AT TIME OF ENLISTMENT: \_\_\_\_\_

RANK OR RATING AT TIME OF DISCHARGE: \_\_\_\_\_

WERE YOU HONORABLY DISCHARGED?: YES NO

IF NOT, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

(AN OTHER THAN HONORABLE DISCHARGE WILL NOT BE AN AUTOMATIC BAR TO EMPLOYMENT.)

ARE YOU ABLE TO DO THE JOB FOR WHICH YOU ARE APPLYING? YES NO

IF NOT, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

IF YES, EXPLAIN WHEN, WHERE, AND THE NATURE OF THE OFFENSE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(CONVICTION OF A CRIME WILL NOT BE AN AUTOMATIC BAR TO EMPLOYMENT)

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

IF HIRED, WHEN CAN YOU START? \_\_\_\_\_

## EDUCATION

### GRAMMAR SCHOOL

NAME OF SCHOOL

HIGHEST GRADE COMPLETED OR DEGREE OBTAINED

CITY/STATE

COURSE OF STUDY

### HIGH SCHOOL

NAME OF SCHOOL

HIGHEST GRADE COMPLETED OR DEGREE OBTAINED

CITY/STATE

COURSE OF STUDY

### COLLEGE

NAME OF SCHOOL

HIGHEST GRADE COMPLETED OR DEGREE OBTAINED

CITY/STATE

COURSE OF STUDY

### OTHER

NAME OF SCHOOL

HIGHEST GRADE COMPLETED OR DEGREE OBTAINED

CITY/STATE

COURSE OF STUDY

## PRIOR WORK EXPERIENCE

### EMPLOYER INFO:

NAME OF COMPANY/BUSINESS

PHONE #

ADDRESS

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

TYPE OF WORK DONE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_ FINAL PAY: \_\_\_\_\_

NAME OF COMPANY/BUSINESS

PHONE #

ADDRESS

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

TYPE OF WORK DONE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_ FINAL PAY: \_\_\_\_\_

NAME OF COMPANY/BUSINESS

PHONE #

ADDRESS

DATES OF EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

TYPE OF WORK DONE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

STARTING PAY: \_\_\_\_\_ FINAL PAY: \_\_\_\_\_

NAME OF COMPANY/BUSINESS	PHONE #
ADDRESS	
DATES OF EMPLOYMENT:    FROM _____ TO _____	
REASON FOR LEAVING: _____	
TYPE OF WORK DONE: _____	
SUPERVISOR'S NAME: _____	
STARTING PAY: _____ FINAL PAY: _____	

BUSINESS REFERENCES	
NAME	PHONE #
ADDRESS	
OCCUPATION	
NAME	PHONE #
ADDRESS	
OCCUPATION	
NAME	PHONE #
ADDRESS	
OCCUPATION	
NAME	PHONE #
ADDRESS	
OCCUPATION	

## APPLICANT'S CERTIFICATION AND AGREEMENT

### PLEASE READ CAREFULLY:

1. Certification of Truthfulness. I certify that all statements on this Application for Employment are made truthfully and without evasion, and further understand and agree that such statements may be investigated and if found to be false will be sufficient reason for not being employed or if employed will result in my dismissal.
2. Authorization for Employment / Educational Information. I authorize the references listed in the Application for Employment, and any prior employer, educational institution, or any other persons or organizations to give the Emmet County Road Commission any and all information, or any other pertinent information, they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing any lawful information to the Emmet County Road Commission. I hereby waive written notice that employment information is being provided by any person or organization.
3. Employment at Will. If I am hired, in consideration of my employment, I agree to abide by the rules and policies of Emmet County Road Commission, including any change made from time to time, and agree that, subject to the provisions of any written agreement to the contrary, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the Emmet County Road Commission or myself. I understand that no manager or other representative of the Emmet County Road Commission, other than the Managing Director, has any authority to enter into any agreement for employment for any specific or indefinite period of time, or to make any agreement contrary to the foregoing. Any such agreement made by the Managing Director must be made in writing to be effective.
4. Authorization to Work. If I am selected for hire, I will be offered employment provided I verify that I am authorized to work as required by the Immigration Reform and Control Act of 1986.
5. Need for Accommodation. If I am a person with a disability who requires an accommodation to perform the job, I must notify the Emmet County Road Commission of that need within 182 days after I knew or reasonably should have known that an accommodation was needed. Failure to do so will bar me under state but not federal law from alleging that the Emmet County Road Commission has not accommodated me as required by law.
6. Criminal Records Check. I agree to execute an authorization for the Emmet County Road Commission to secure criminal conviction history from the appropriate law enforcement agency should the County Road Commission determine it is necessary to do so.
7. Release of Medical Information. I authorize every medical doctor, physician or other healthcare provider to provide any and all information, including but not limited to, all medical reports, laboratory reports, x-rays or clinical abstracts relating to my previous health history or employment in connection with any examination, consultation, test or evaluation. I hereby release every medical doctor, healthcare personnel and every other person, firm, officer, corporation, association, organization or institute which shall comply with the authorization or request made in this respect from any and all liability. I understand that this release will not be sent to my physician or other healthcare provider until a job offer has been made.



8. Physical Exam and Drug and Alcohol Testing. I agree that if a job offer is made to me I will, before commencing employment, take a physical exam and authorize the \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission or its designated agent(s) to withdraw specimen(s) of my blood, urine or hair for chemical analysis. One purpose of this analysis is to determine or exclude the presence of alcohol, drugs or other substances. I understand the decisions concerning my employment will be made as a result of this test. I further authorize any physician or entity conducting such testing to release the results of such testing to the \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission.

9. Psychological / Physical Testing. If offered employment, I agree to submit to any psychological or physical testing which may be necessary to determine my ability to perform the job for which I am being considered. I further authorize any physician or entity conducting such medical examination to release the results of such examination to the \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission.

10. Driving Record Check. If applying for a position that requires driving a \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission vehicle, I authorize the \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission and its agents the authority to make investigations and inquiries of my driving record.

11. Fringe Benefits. In accepting employment with the \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission, I agree to accept all fringe benefits when eligible as provided now or in the future. I understand that it is my responsibility to provide documentation for verification of eligibility for fringe benefits as well as information regarding mailing address, telephone numbers or contact arrangements, withholding exemptions and dependent information. The \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission shall rely on the most recent information for all purposes.

12. Credit Report. I understand that the \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission or its agents may make an investigative inquiry whereby information is obtained through interviews with my neighbors, friends and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of the investigation.

13. Consideration of Employment. I understand that my Application will be considered pursuant to the \_\_\_\_\_ Emmet \_\_\_\_\_ County Road Commission's normal procedures for a period OF SIXTY (60) DAYS. IF I AM STILL INTERESTED IN EMPLOYMENT THEREAFTER, I MUST REAPPLY.

14. Limitation of Action. I agree that I shall not commence any action or other legal proceeding related to my employment or the termination thereof more than six (6) months after the event complained of, and I voluntarily waive any statute of limitations which is longer to the contrary.

I HAVE READ AND UNDERSTAND ITEMS #1 THROUGH #14 ABOVE, AND ACKNOWLEDGE THAT WITH MY SIGNATURE BELOW.

THIS CERTIFIES THAT THIS APPLICATION WAS COMPLETED BY ME, AND THAT ALL ENTRIES ON IT AND INFORMATION IN IT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature