

ASHLAND COUNTY ENGINEER

POSITION APPLICATION ANNOUNCEMENT

The Ashland County Engineer, Edward J. Meixner, P.E., P.S., has announced that applications are being taken for the position of Highway Worker - Ashland County Highway Department. Applications will be accepted from all qualified applicants. The office of the Ashland County Engineer is an EEO employer.

- QUALIFICATIONS:** Applicant must meet qualifications of benchmark job description, a copy of which is available in the County Engineer's Office, 1511 Cleveland Avenue. A Class A or Class B CDL is a requirement for employment.
- COMPENSATION:** \$19.00/hour to start.
- BENEFITS:** Health Insurance, Public Employees Retirement System, State Holidays, Vacation, Sick Leave, and Life Insurance.
- HOW TO APPLY:** To the office of the Ashland County Engineer, 1511 Cleveland Avenue, Ashland, Ohio, 44805, submit the following:
- (1) Letter of application (important as our office may be hiring multiple positions) with experience resume & references
 - (2) A completed Schedule "C" as attached
 - (3) Part 1 of the "Release & documentation of testing information by previous employer" form as attached. Copy as needed to complete one form for each place of employment you have had in the preceding two years
 - (4) A completed "Applicant's Certification" as attached
- CLOSE DATE:** Open until position is filled

**Ashland County Highway Department
1511 Cleveland Avenue
Ashland, Ohio 44805**

BENCHMARK JOB DESCRIPTION

POSITION TITLE: HIGHWAY WORKER

JOB OBJECTIVES:

- Incumbent performs unskilled to advanced routine labor tasks and operates light to heavy equipment in the construction, repair and maintenance of county roadway and bridge systems. Incumbent works as a member of a designated work crew or may work alone as required. Reports to Highway Superintendent.

ESSENTIAL JOB FUNCTIONS:

- Installs and repairs guardrail including digging post holes, attaching rails to posts and replacing damaged rails.
- Performs landscaping duties such as grading and seeding, cutting grass, weeds, roadside foliage, and removing trees and stumps using equipment such as chain/power saws, tractor mowers and chippers.
- Installs, repairs and/or replaces drainage culverts and appurtenant items using a variety of hand tools, power tools and equipment such as shovels, tampers, jackhammers, tractor, backhoe, and/or excavator.
- Erects new signs, replaces or repairs missing/damaged roadway signs or other traffic control devices.
- Performs berming of roadways using dump truck, loader, berm box, and grader.
- Performs patching work on holes in roadways to include preparing hole for asphalt mix, adding mix, and tamping down.
- Performs flagger activities to control traffic flow.
- Spreads and rakes hot and cold asphalt mix and other paving materials to proper thickness and grade on roadways.
- Moves equipment/materials to and from job site, to include loading and unloading of same, using equipment such as loaders, backhoes, excavators and light/medium/heavy duty trucks.
- Performs excavation work for bridges and to clean channels using equipment such as excavator, backhoe and loaders.
- Performs activities in the construction, repair and maintenance of bridges, culverts, headwalls, and railings, such as building forms and pouring concrete as assigned.
- Performs snow and ice removal activities and salting for ice control to include operation of single and tandem axle trucks with plows and spreaders.
- Operates equipment to load trucks for salting operations and to make asphalt emulsion mixes.
- Services and maintains equipment by lubricating, changing oil, adding fluids, and performing routine adjustments.
- Completes daily reports/logs/time sheets as they relate to the work assignments as required.
- Works overtime based on the needs of the organization.
- Required to be available for emergency type callouts.

- Interacts with the public in a courteous manner.
- Maintains regular and predictable attendance.
- Performs other duties as assigned by the Superintendent based on the needs of the organization.

NON-ESSENTIAL JOB FUNCTIONS:

- Performs minor repair and/or maintenance on tools and equipment.
- Performs routine maintenance/repair to facilities and grounds to include mowing grass, electrical work, plumbing, painting, etc.
- May be required to serve on various committees.
- Performs related Essential/Non-Essential functions, at the same level of skill and knowledge, as required.

SKILLS AND KNOWLEDGE:

- Equipment: Ability to operate and use a two-way radio, a variety of small hand/power tools and to operate light vehicles such as cars, pickups, tractor, and small machines, from less complex power equipment such as chippers and sweepers to heavy more complex equipment such as tandem and single axle trucks, backhoe, excavator, rollers, and related equipment as required to complete the work assignments.

CRITICAL SKILLS/EXPERTISE:

- Thorough knowledge of the methods and equipment used to construct, repair and maintain county roads and bridges.
- Thorough knowledge of the policies and procedures of the department as they apply to the work assignments.
- Working knowledge of highway safety practices and procedures.
- Ability to understand general highway and bridge construction, repair and maintenance procedures.
- Ability to use power/air driven tools and light to heavy equipment to complete work assignments.
- Ability to read and write and to comprehend and act upon written instructions, policies and procedures pertaining to assigned duties.
- Ability to perform a variety of unskilled to advanced skilled tasks relevant to construction, repair and maintenance of county roads and bridges.
- Ability to control traffic flow in construction areas.
- Ability to perform heavy manual labor for prolonged periods, often under adverse weather conditions.
- Ability to perform assigned duties safely and without injury or harm to self or others.
- Communicates with others in the workplace with courtesy, respect, and sensitivity.

JOB STANDARDS:

- Completion of secondary education plus experience in construction or related work or an equivalent combination of training and/or related work experience is acceptable in place of secondary education. Must hold a valid State of Ohio Commercial Driver's License. Must pass medical exam to meet physical qualifications set forth in 49 CFR 391.41, Subpart E, for

holding a valid State of Ohio Commercial Driver's License, including passing pre-employment and random drug and alcohol testing. Must maintain a valid US DOT CDL medical card.

RESPONSIBILITY:

- Incumbent works under direct or general supervision and follows established policies, procedures and work methods. Incumbent receives detailed and general instructions before and during work. Caution and appropriate safety measures must be exercised while operating assigned equipment and tools to prevent injury to self or others and to prevent damage to tools and equipment. Incumbent may be required to occasionally serve as a crew leader or acting foreman.

PHYSICAL EFFORT:

- Incumbent's work effort involves prolonged and frequent walking, climbing, balancing, pushing, pulling, lifting, carrying, shoveling, hammering, tamping, bending, stooping, crouching and sitting activities using all major muscle groups. Neck mobility is necessary when operating equipment such as snowplow, loader, excavator or roller. Manual dexterity, normal vision, including color and depth perception, and hearing acuity are required to operate tools and equipment due to working in close proximity to heavy equipment and moving traffic. Incumbent must be able to work steadily, accurately and at various heights to complete work assignments. Moderately fast work speed is required.

WORK ENVIRONMENT:

- Work is performed both in a garage environment and outside where incumbent may be exposed to extremes in temperatures and weather conditions, noise, dirt, grease, vibration, electrical and mechanical hazards, dust and chemicals. Exposure to unfavorable health and safety factors is frequently present. The incumbent may experience eyestrain when plowing snow. Incumbent is required to wear safety gear such as hard hat, safety glasses or goggles, heavy/rubber gloves, seatbelts, noise reduction ear muffs/plugs, steel-toe shoes/boots, reflective safety vests and related safety clothing/gear as required.

I acknowledge that the above description is representative of the major duties and responsibilities of this position.

Employee: _____ Date: _____

Employee's Supervisor: _____ Date: _____

SCHEDULE C

For positions that may on occasion drive a county vehicle or any other vehicle on behalf of the county.

First, middle & last name: _____

Address: _____

Ohio Driver License Number: _____

Social Security Number: _____

Date of Birth: _____

(THE ABOVE INFORMATION IS REQUIRED BY THE STATE OF OHIO TO RUN A MVR)

Position applied for: _____

Questionnaire:

During the previous thirty-six months, have you been involved in any of the following:

1. Had any medical or other condition which would limit, restrict, or impair your driving?

2. Had automobile insurance rejected, cancelled, refused or been in a high risk insurance?

3. Been involved in any accidents either at fault or not at fault?

4. Been arrested for any traffic related incidents?

5. Had any traffic violations other than overtime parking?

Please provide all details including date and location for any question that was answered "yes".

(Continued on next page)

I understand that as a condition of employment I must have a current and valid Ohio driver's license and an acceptable driving record which meets the standards of the county's auto liability insurer.

I further understand that I must provide, with my application, proof of personal auto liability insurance that meets the requirements of the state of Ohio and existing county minimum requirements.

I further understand that the county will request a copy of the bureau of motor vehicles report showing my driving record for all states that I have resided in during the past thirty-six months (3 years) period.

I understand that by giving incorrect information or by omitting information I am falsifying my application and therefore subject to dismissal if hired. I further agree to report to my supervisor any accidents, arrests, violations, or cancellation of personal insurance as soon as possible after they occur and prior to driving any vehicle on behalf of the county.

Prior to driving on behalf of the county: I declare I am familiar with the county resolution requiring driving suspensions for a poor driving record. I understand all of the above and agree to all requirements. I further attest that all statements made by me in this report are true to the best of my knowledge.

APPLICANT SIGNATURE

DATED:

RELEASE & REQUEST FOR DOCUMENTATION OF TESTING INFORMATION BY PREVIOUS EMPLOYER

This form is used by the Ashland County Engineer's Office to comply with CFR 382.413 in obtaining testing information from a new driver's previous employer(s). This information **must** be obtained from **all** employers of **all** new drivers within the preceding two years. It **must** be obtained no later than 14 calendar days after the first time a driver performs a safety-sensitive function for the Ashland County Engineer. A separate request will be sent to each previous employer. After it is completed and signed by a program representative it will become part of the driver's Personnel File.

Date of employment application: _____

Part 1 – To be completed by driver / applicant.

I, _____, hereby authorize _____
driver / applicant's name *previous employer*

to release to the Ashland County Engineer's Office the results of any positive controlled substance tests; alcohol tests with a result of .04 or greater; evidence of refusal to be tested; and information on any required substance abuse professional (SAP) evaluation, determination of need for assistance, and compliance with SAP recommendations for the preceding two years. I request such records be released immediately.

This authorization is valid until withdrawn by me in writing.

Dated this _____ day of _____, _____

Name of driver: _____

Signature of driver: _____

SS number: _____ Witness: _____

Part 2 – To be completed by previous employer in compliance with CFR 382.405.

	YES	NO
1. Has this person ever tested positive for controlled substances in the past two years during their employment with your company?	_____	_____
2. Has this person ever had a breath alcohol test with a result of .04 or greater in the past two years during their employment with your company?	_____	_____
3. Has this person ever refused a required test for drugs or alcohol in the past two years during their employment with your company?	_____	_____

If yes to any of the above questions, please release any documentation relating to the SAP evaluation, determination, and compliance, and give the SAP's name, address, and phone number for further reference.

SAP name: _____ SAP phone: _____

SAP address: _____

SAP city / state / zip: _____

Name of person releasing information: _____ Date: _____

Signature of person releasing information: _____

Please return this form to the Ashland County Engineer
by Fax: 419-282-4328 or Email: engineer@ashlandcounty.org.

APPLICANT'S CERTIFICATION

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement, or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the County, regardless of when such omission, falsification, misstatement, or misrepresentation may be discovered. I agree to the conditions and certify that all statements made by me on this application are true and complete, to the best of my knowledge. I also understand that I may be fingerprinted and a criminal background check through either the State of Ohio and/or the United States Federal Bureau of Investigation may be obtained. I understand that this employment application shall become the property of the County and that it and the information received in response to the background examination are public records.

I also understand that I may be required to furnish the County with a copy of my Income Tax Return for the year preceding this application and for each year during my employment or appointment.

I further understand and agree that my employment or appointment will be contingent upon the results of a complete drug test and any other medical or psychological examination reasonably necessary to determine my fitness for employment.

I understand that the use of drugs or alcohol is not permitted during work time, whether paid or unpaid, on County property, including vehicles at any time.

I understand that my continued employment or appointment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment or appointment and the maintenance of personal physical fitness, to the degree necessary, to perform satisfactorily the duties of my position or assignment with the County.

I understand the following types of information will be collected: employment and educational histories; medical, military, insurance, credit and financial information, motor vehicle and police records; information about my abilities, family, character, lifestyle, and organization memberships, and information about any current drug use via drug testing. Information will be obtained by letter, by telephone, and by personal interview with both primary and secondary sources. This information is used as one element for appointment decisions.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment or appointment with the County and I relieve all such parties and the County from any and all liability for any damage that might result from furnishing such information to the County.

I agree to conform to the rules, regulations, and orders of the County and acknowledge that these rules, regulations, and orders may be changed, interpreted, withdrawn, or added to by the County, at its discretion, at any time and without any prior notice to me.

Signature of Applicant

Subscribed and sworn to be according to the law by the above named applicant on the

_____ day of _____, 20_____.

Notary Public