



P. DEAN OTWORTH, P.E., P.S.  
CHRISTOPHER M. FAUBER, P.E., S.I.T.  
BILL FAUL

COUNTY ENGINEER  
DEPUTY ENGINEER  
SUPERINTEDENT

---

138 BOWERS AVE • P.O. BOX 297 • HILLSBORO, OHIO 45133 • 937 393-3496 • FAX 937 393-3498

February 8, 2012

NOTICE: EMPLOYMENT OPPORTUNITY

The Highland County Engineer announces the position vacancies of Highway Maintenance Worker I. Applicants will be required to possess a valid State of Ohio Commercial Driver's License with Air Brake Endorsement.

Applications for this position will be accepted in the Office of the Ohio Bureau of Employment Services, 1575 North High Street, Suite 300, Hillsboro, Ohio from 8:00 A.M. to 4:00 P.M., Monday, February 13, 2012 through Friday, February 24, 2012. Applications received before the prescribed times or after those times will not be considered. To be considered, an applicant must possess the skills and knowledge as set forth in the Job Description.

The Highway Worker I position is Full Time, Classified Service, with benefits as provided to the County Engineer employees.

EMPLOYMENT OPPORTUNITY

# THE HIGHLAND COUNTY ENGINEER

138 Bowers Avenue, P. O. Box 297

Hillsboro, Ohio 45133

## BENCHMARK JOB DESCRIPTION

POSITION TITLE: HIGHWAY MAINTENANCE WORKER I  
Classified Position

### JOB OBJECTIVES:

Incumbent performs unskilled to semi-skilled to skilled routine labor tasks using a variety of hand and power tools and light equipment in the construction, repair, and maintenance of County roadway and bridge systems. Incumbent works as a member of a designated work crew and may occasionally work alone as required. Reports to the Maintenance Foreman, Maintenance Supervisor, or other designated Supervisor.

### ESSENTIAL JOB FUNCTIONS:

- Operates dump truck to haul road materials such as dirt, stone and cold mix to and from the job site;
- Spreads stone to form a road bed and/or along road berm during reconstruction activities using a dump truck and/or shovel/rake;
- Performs various manual labor activities such as patching holes in roadways to include preparing hole for asphalt, adding mix and tamping down, sealing operations to include spreading tar by hand and shoveling dirt, gravel and blacktop;
- Performs roadside landscaping duties such as cutting grass and weeds using a highway mower, cutting brush and trees using a chain/power saw, removing tree limbs and other debris from the roadway and other related activities;
- Operates a jackhammer to breakup concrete and paving materials during roadway construction, repair and maintenance activities;
- Performs activities in the construction, repair and maintenance of bridges and culverts to include setting metal and/or wooden forms, cutting reinforcing rods, sandblasting, painting, installing culverts and other related activities;
- Performs traffic control safety sign activities such as making signs, erecting new signs, repairing and/or replacing missing/damaged roadway signs;
- Performs flagperson activities to control traffic flow;
- Performs snow removal activities and spreads salt/grit mixture for snow and ice control;
- Performs preventative maintenance to equipment to include checking fluid levels, lights and battery;
- Completes daily/weekly tickets and/or reports such as mileage report, material and/or delivery tickets as they relate to the work assignments and noting on ticket any equipment problems.

**NON-ESSENTIAL FUNCTIONS:**

-----Performs general custodial duties such as sweeping, mopping, and/or cleaning garage and pumping areas.

Performs related Essential/Non-Essential functions, at the same level of skill and knowledge, as required.

**I. SKILLS AND KNOWLEDGE:**

**Equipment:** Ability to operate and use a two-way radio, a variety of small hand/power tools such as hammer, rake, shovel, jackhammer, chain/power saw, light equipment such as dump truck, highway mower and related equipment as required to complete the work assignments.

**Critical Skills/Expertise:**

-----Working knowledge of the methods and equipment used in labor operations to construct, repair and maintain county roads and bridges;

-----Working knowledge of the policies and procedures of the department as they apply to the work assignments;

-----Working knowledge of highway safety practices and procedures and the ability to apply to the work environment;

-----Ability to understand general highway and bridge construction, repair and maintenance procedures;

-----Ability to use power/air driven tools, 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 semi-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 either work well alone or with others and to function as a member of a work crew.

**Job Standards:** Related work experience is acceptable in place of secondary education or the equivalent. Must hold a valid State of Ohio Commercial Driver's License with Air Brakes Endorsement.

**II. RESPONSIBILITY:**

Incumbent works under direct and close supervision following established policies, procedures and work methods. Must be knowledgeable regarding highway statutes. May occasionally work under general supervision when appropriate. Receives detailed and

general instructions before and during work. The incumbent has casual contact with the general public and representatives of private entities. 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. Overtime is mandatory and a condition of continued employment. Must reside within Highland County at time of employment and throughout period of employment. Must maintain a telephone at place of residence and be available for call out.

### III. PHYSICAL EFFORT:

Incumbent's work effort involves prolonged and frequent standing, walking, climbing, balancing, pushing, pulling, carrying, hammering, shoveling, tamping, bending, stooping, kneeling, crouching and lifting activities using all major muscle groups. Manual dexterity and normal vision, including depth perception, are required to use hand/power tools and operate equipment. Neck mobility is necessary when operating snowplow equipment. Normal hearing acuity is required due to working in close proximity to heavy equipment and moving traffic. Physical qualifications set forth in 49 CFR 391, Subpart E, Section 391.41 for holding a valid State of Ohio Commercial Driver's License are included herein by reference. Incumbent must be able to work moderately fast, steadily and at various heights to complete work assignments.

### IV. WORK ENVIRONMENT:

**Job Location:** Work is performed outside where incumbent is exposed to extremes in outdoor temperatures and weather conditions, noise, dirt, grease, vibration, electrical and mechanical hazards, dust and burns. Exposure to unfavorable health and safety factors is frequently present and work may be exacting. The incumbent may experience eyestrain while plowing snow. Incumbent has the option to wear safety gear such as goggles/glasses, ear plugs/muffs, reflectorized vests, welding glasses and gloves or as may be required by OSHA.

### APPROVED:



Dean Otworth, P.E., P.S.  
Highland County Engineer  
October 1, 1995