



WARREN COUNTY ENGINEER'S OFFICE
WARREN COUNTY, OHIO
210 W. Main St., Lebanon, Ohio 45036

WARREN COUNTY ENGINEER'S OFFICE

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: TEMPORARY WINTER HIGHWAY WORKER
DEPARTMENT: WARREN COUNTY ENGINEER
PAY RANGE: \$ 24.84 PER HOUR
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: UNCLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN TWENTY EIGHT (28)
CONSECUTIVE CALENDAR DAYS, BEGINNING
SEPTEMBER 19, 2023

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
COMPLETE THE APPLICATION AS FOLLOWS: CLICK ON JOB POSTINGS THEN
CLICK ON WARREN COUNTY APPLICATION FOR EMPLOYMENT, THEN
DOWNLOAD TO YOUR DESKTOP AND EMAIL THE APPLICATION TO:
BOBBI.APKING@CO.WARREN.OH.US. PLEASE CONTACT BOBBI APKING WITH
QUESTIONS AT: 513-695-3305.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. THIS
POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND A BACKGROUND
CHECK. (BCI)

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

WARREN COUNTY ENGINEER

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POSITION DESCRIPTION

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Position Title: Temporary Winter Highway Worker
Civil Service Status: Unclassified

FLSA Status: Non-Exempt

Employment Status: Temporary Winter Full time
Multiple Positions- Approx Dec. 1st – Apr. 1st
Duration no longer than 6 months

Reports To: Deputy of Operations, Assistant
Deputy of Operations and Foreman

QUALIFICATIONS: An example of acceptable qualifications:

1. High school diploma or equivalent.
2. One (1) year of experience in highway maintenance and repair and the operation of medium to heavy equipment or related experience and/or training; demonstrable ability to operate hand tools and related sign maintenance equipment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

1. Must possess a valid Class B CDL with airbrake endorsement and be able to operate a truck with a standard transmission.

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Operates medium to heavy equipment (e.g., front end loader, aerial lift truck, post driver, mower, tar distributor, lowboy, backhoe, forklift, roller, etc.) to repair and maintain road surfaces.
2. Follows proper work methods and procedures within defined work guidelines.
3. Operates dump truck to perform a variety of activities on highway road and drainage projects (e.g., hauls material to and debris from project sites, plows snow, spreads salt, etc.) and washes vehicles.
4. Performs various manual and semiskilled labor functions (e.g., applies stone, gravel, tar, and blacktop to road surfaces; erects fences and guardrails, makes head walls, cuts trees and shrubs, pulls fences, picks up litter and debris, installs culvert pipe, roadside mowing, etc.); inspects and replaces bridge guardrails and supports; maintains county bridges.
5. Flags traffic; places, removes, and replaces barricades.
6. Operates light and hand held power tools and equipment (e.g., operates chain saw, jackhammer, street sweeper, welder, torch, weed eater, etc.).
7. Performs routine preventive maintenance on various equipment operated (e.g., checks fluid levels, tire pressure, lights, brakes and other safety devices, etc.) and reports problems and/or malfunctions to proper authorities.

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8. Seeds and spreads straw.
9. Maintains existing and installs new traffic signs and devices, following approved methods.
10. Uses hand tools and operates sign maintenance equipment in completing work assignments (e.g., wrenches to adjust sign bolts, operates post hole digger to erect signs, etc.).
11. Constructs and assembles traffic signs and devices in accordance with governing specifications.
12. Operates sign and manufacturing related equipment (e.g., pressure applicator to roll stencils on sign, etc.).
13. Assembles, installs, and checks temporary traffic signs, devices, and markers as instructed.
14. Uses hand tools to assemble barricades and places signs, devices, and markers to alert traffic to road hazards and protect safety of others (e.g., high water, road work, detours, lights on barricades, etc.).
15. Maintains records reflecting fuel used to operate equipment.
16. Lift up to eighty (80) pounds and move a distance of thirty (30) yards.
17. Follows all of the Engineer's safety policies and procedures.
18. Maintains all required licenses and/or certificates.
19. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: two-way radio operations; Engineer's policies and procedures; safety practices and procedures; department goals and objectives; department policies and procedures; road construction, maintenance, and repair; proper lifting techniques; snow and ice removal; traffic signs and devices; basic sign maintenance and manufacturing methods; local, state, and federal sign regulations; public relations; records management; bridge maintenance.

Skill in: medium and heavy equipment operation; snowplow operation.