

Highway Worker I

(Probationary – Laborer)

Class Code: 53211
Classification: Classified
Revision Date: March 1, 2015

Pay Range: \$18.00 to \$20.00 starting pay with probationary incentives possible

CLASS CONCEPT:

This position works under general supervision and requires working knowledge of highway maintenance procedures in order to flag and direct on-going vehicular traffic, setup traffic control structures, use of hand tools to perform road repairs, limited equipment operations in order to perform general highway maintenance, operate a variety of motorized equipment, to clean and maintain highways and/or roadways, haul trash/debris, acquire and/or move supplies and materials, control snow and ice, mow grass, cut brush, trees and other vegetation and to perform other tasks to construct, improve, maintain, repair and clean highways, bridges and /or roadways and rights-of-way.

JOB DUTIES IN ORDER OF IMPORTANCE:

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Flags and directs on-going vehicular traffic through highway maintenance, construction and/or accident sites, sets up and maintains traffic control structures (e.g., barricades, cones, pavement markings, electrical warning devices, high water signs), sets lane closures, uses hand tools to perform road repairs (e.g., repairs road shoulders, culverts and berms, patches pot holes, smooth tar poured into cracks, does minor guardrail repair, rough painting, shovels snow, spreads salt); rides “shot-gun” as helper to truck operator when assigned; performs emergency response and clean up; .
2. Performs general building, grounds maintenance and/or custodial work (e.g., mows lawns; trims shrubs; sweeps floors; washes windows; removes trash; rakes leaves; shovels sidewalks; paint structures; cleans, paints) equipment maintenance (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear and pressure; replaces light bulbs; washes and cleans trucks and equipment to prevent rusting; refuels equipment), change tail gates and snow plow blades; conducts pre-trip inspections of equipment. Performs general labor and maintenance functions at garage; loads and unloads freight/materials (checks for damage); arranges stock; moves equipment.
3. Performs variety of general highway maintenance duties, which vary by season, (e.g., cuts brush, grass and other vegetation; patches and seals berm and pavement; mix mortar and concrete; shovel backfill; installs and repairs catch basin and stream channel protection and completes other drainage work; screens bleeding surface; pours hot tar; removes trash; repairs/replaces/straightens street and/or traffic signs and other route markers; operates any combination of the following motorized equipment (i.e, air compressor, 1 ton brush chipper, concrete saw or vibrator, single and tandem axle dump trucks, hammers and jack-hammer, ½ ton, ¾ ton and 1 ton pick-up truck or van, plow and spreader, chain saws, pavement joint sealer, spade, stake truck, water pumps, weed eaters), mow grass, construct, improve, maintain, clean and repair highways, bridges and/or roadways and right-of-way, move and load supplies and materials and complete other related highway maintenance assignments.

4. Performs miscellaneous labor and record keeping tasks; completes daily work records and logs; interacts with and responds to general inquiries from public (e.g., gives directions; explains why delay in commute; explains work underway); assists stranded motorists (e.g., telephone for needed assistance), operates 2-way radio; answers telephone; cleans offices and garage when assigned; rides “shot-gun” during snow and ice season; drive truck with snow plow and spreader attachments to perform snow and ice control duties as conditions allow.
5. Such other duties as assigned/requested.

MAJOR WORKER CHARACTERISTICS:

Knowledge of addition and subtraction, safety practices pertaining to highway maintenance, equipment operations, hand tools, and traffic control*. Skill in operation of hand tools* and snow control equipment*. Ability to recognize unusual or threatening conditions and take appropriate action; read simple sentences; carry out simple instructions, cooperate with co-workers on group projects; demonstrate strength to lift 50-100 pounds.

(*) Developed after employment

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic (includes addition and subtraction), reading, writing and speaking common English vocabulary.

Valid Class “A” Commercial Driver’s License.

Maintain insurability by County provider. Participate in and pass random drug and alcohol screening as prescribed by policy and law.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renew and maintain Class “A” Commercial Driver’s License as required by law.

UNUSUAL WORKING CONDITIONS:

Works outside exposed to weather (i.e., including rain, lightning, humidity and hot temperatures in summer time and cold temperatures in winter) and ongoing traffic; may work rotating shift; may be on-call 24 hours, 7 days per week; lift 50-100 pounds; may be exposed to unpleasant surroundings to include dead animals, containers filled with human waste, diapers, ditches with water and sewage, loud noise from equipment and traffic, confined work area while driving truck during regular and/or double shift during snow and ice removal or in confined space while digging ditches to install pipes or digging holes; may be exposed to insects such as bees, mosquitos, flies and spiders; may be exposed to rodents to include mice and rats; may be exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac and pollen.

Note: The list of equipment within this description is provided for example purposes. Specific designations will be dependent upon the actual County Fleet and project needs at any given time.

BENEFIT INFORMATION

1.) HOSPITALIZATION PLAN WITH DENTAL AND VISION COVERAGE
(60 Day Waiting Period for participation)

Employee contributions and deductibles are based upon the type of plan selected and number of covered individuals on the policy.

If you are married, and your spouse is eligible for insurance through their employer, they **must** participate in their employer's plan. They will be offered secondary coverage on the county plan at applicable rates.

2.) FLEXIBLE SPENDING (Minimum One Year Waiting Period for participation)

This program allows you to set money aside, tax free, to use toward medical expenses. Enrollment is open to you the January after your one year anniversary.

3.) \$30,000.00 PAID LIFE INSURANCE POLICY (30 Day Waiting Period for participation)
** With option to purchase additional insurance through payroll deductions

4.) EMPLOYEE ASSISTANCE PROGRAM (E.A.P.)
Available immediately upon full time employment

5.) DEFERRED COMPENSATION PLAN -
This is available immediately to those selecting to participate

6.) 11 PAID HOLIDAYS PER YEAR

7.) SICK LEAVE - Accumulated at a rate of 4.6 hours per pay period for a total of 15 days a year.

8.) VACATION
Accumulated per the Ohio Revised Code as follows:

Years of Completed Service	Weeks Available
1	2
8	3
15	4
25	5

New hires are eligible to take vacation upon completion of a one full year of employment. (Individuals with previous government employment may be eligible for an altered schedule.)

9.) CLOTHING ALLOWANCE (Uniforms provided for Highway employees after the successful completion of the probationary period.)

Ottawa County is an Equal Opportunity Employer.

**** All job offers are contingent upon the applicant passing a pre-employment drug screen and verification of a satisfactory driving record and background check.**

OTTAWA COUNTY ENGINEER'S OFFICE AND HIGHWAY DEPARTMENT

APPLICATION INFORMATION

Please read the following information before completing the application.

1. Completing and submitting your employment application does not guarantee a job offer or a job interview. Your application will be reviewed and considered with others who have submitted applications for the same job opportunity. Decisions about interviews will be based on those considerations. If we wish to schedule an interview, we will call you. Please, no unsolicited phone calls.
2. The employment application must be completed in its entirety to be considered.
3. If the information provided on the application cannot be satisfactorily verified or is found to be untruthful, your application could be considered incomplete or unacceptable.
4. We do not accept or retain unsolicited applications. Applications are filed according to specific, posted job opportunities.
5. Due to the large number of applications received and the competitive nature of our employment process, we are not able to release specific reasons for employment decisions.
6. Depending on the position, applicants considered for employment may be subject to the following:
 - a) Employment reference checks from current and previous employers
 - b) Post-offer criminal background check (BCI and/or FBI)
 - c) Post-offer drug screen and alcohol screen
 - d) Post-offer physical examination
 - e) Post-offer Federal Motor Carrier Clearinghouse Record Search
 - f) Motor Vehicle Record check
 - g) Check of personal references
 - h) Verification of post-secondary educational degrees

If you have questions regarding the application process or posted positions,
please contact the Ottawa County Engineer's Office at:

OttawaCoEng@co.ottawa.oh.us

8247 West State Route #163

Oak Harbor, Ohio 43449

Ottawa County is an Equal Opportunity Employer.
Please, no unsolicited phone calls.

**APPLICATION FOR EMPLOYMENT
OTTAWA COUNTY ENGINEER'S OFFICE AND HIGHWAY DEPARTMENT**

Ottawa County is an equal opportunity employer and employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, military status, genetic testing, or other unlawful bias except when such a factor constitutes a bona fide occupational qualification.

PLEASE PRINT CLEARLY OR TYPE

Position(s) Applied For _____ Application Date _____

Rate of Pay Expected _____

Referral Source:

Advertisement Relative Inquiry Website
 Employment Agency Friend Other

Name _____
Last First Middle

Address _____
Street City State Zip Code

Contact Information _____
Home Phone Cell Phone or Other Contact No. Email Address

Are you legally eligible for employment in the United States?

(Proof of citizenship or immigration status will be required upon employment.) Yes No

If employed and you are under age 18, can you furnish a work permit? Yes No

Can you meet the attendance requirements of this position? Yes No

Can you travel if the job requires it? Yes No

Have you ever applied to Ottawa County before? Yes No

If yes, which office or department? _____

Have you ever worked for Ottawa County before? Yes No

If yes, which office or department? _____

Type of employment desired: Full-Time Part-Time Temporary Intermittent

Have you been provided with a written job description of the position for which you have applied? _____

List any relatives or friends who are employed by Ottawa County _____

EDUCATION

Upon employment, the successful applicant may be required to provide proof of graduation or GED.

Name and Location of School	Highest Level Completed	Did you Graduate?	Field of Study
High School or GED Courses	9 10 11 12		
College or Trade School	1 2 3 4 5 5+		
Graduate or Business School	1 2 3 4 5 5+		

List special equipment or machines you can operate: _____

List computer software in which you have skills, including word processing, spreadsheets and data base programs. Please indicate the name of the specific software: _____

List special clerical skills including keyboarding and shorthand/speedwriting: _____

LICENSES, REGISTRATIONS AND CERTIFICATIONS

Upon employment, the successful applicant must provide copies of all licenses/certifications required for the position.

Do you presently hold a valid State of Ohio driver's license? *(This information will be considered for selection purposes only if such license is required by law to perform the duties of the position for which you are considered.)*

_____ Yes _____ No

If yes, type of license: _____ Operator's _____ Commercial

Driver's License (CDL) Endorsements?

Please provide other License/Certification/Apprenticeship information including the certification numbers and expiration dates:

Please list any additional information you feel may be helpful to us when considering your application, including any special skills, business and civic activities, and honors. Exclude those which indicate race, color, religion, sex or national origin:

EMPLOYMENT HISTORY

Provide your work experience starting with your present or last job. All sections must be completed for each employer. Include any job-related military service assignments and volunteer activities. *Exclude organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.*

① Employer _____ Telephone Number _____
Address _____
Date Employed From _____ To _____ Job Title _____
Work Performed _____
Supervisor _____
Reason for Leaving: _____

② Employer _____ Telephone Number _____
Address _____
Date Employed From _____ To _____ Job Title _____
Work Performed _____
Supervisor _____
Reason for Leaving: _____

③ Employer _____ Telephone Number _____
Address _____
Date Employed From _____ To _____ Job Title _____
Work Performed _____
Supervisor _____
Reason for Leaving: _____

④ Employer _____ Telephone Number _____
Address _____
Date Employed From _____ To _____ Job Title _____
Work Performed _____
Supervisor _____
Reason for Leaving: _____

Please explain any gaps in employment: _____

Have you ever been fired or asked to resign from a job? _____ If yes, please explain _____

PERSONAL REFERENCES

Persons you have known for at least one year. Do not include former employers or relatives.

Name & Occupation	Address	Telephone	Years Known

SUMMARY OF QUALIFICATIONS

Briefly describe the experience, education, training and other factors that qualify you for the position you are applying for.

APPLICANT STATEMENT AND SIGNATURE

Please read the statement carefully. Signature is required for application to be complete.

I agree and understand that omissions, misstatements and falsifications will cause forfeiture on my part of all eligibility to any employment with Ottawa County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service when it is discovered. I expressly authorize Ottawa County, its representatives, members or agents the right to investigate and verify any information obtained through the application process. I authorize all individuals, schools, and firms named therein to provide any information requested about me, and I release them from all liability for damage in providing relevant, job related information that will assist in this process.

I recognize that an offer of employment may be contingent upon successful completion of a pre-employment drug screen, alcohol screen, background investigation, criminal record check, valid and acceptable driving record, physical, and psychological tests. I understand that all conditions of employment, including, but not limited to hours, benefits and salary are subject to change by Ottawa County at any time. I understand that no representative of Ottawa County is authorized to make any assurances to the contrary and that no implied, oral and written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Appointing Authority.

I understand that a new application must be completed for any future job postings or employment opportunities.

I certify that all information I have provided in order to apply for and obtain employment with Ottawa County is true, complete, and correct.

Applicant Signature (Required)

Date Signed

REFERENCE CHECK RELEASE

“I expressly authorize *Ottawa County*, its representatives, members or agents, the right to investigate and verify any information obtained through the application process.

I authorize all individuals, schools, and employers to provide any information requested about me, and I release them from all liability for damage in providing relevant, job-related information that will assist in the applicant consideration process.”

Printed Name: _____

Any Other Names Used (*Maiden Name, Former Last Names, Nicknames*): _____

Signature: _____ Date: _____

Current or Former Employer:

Please complete the attached Reference Check Form as authorized by the above Reference Check Release.

Completed forms can be faxed to 419-734-6778.

Thank you for your assistance!

The Ottawa County Engineer's Office

A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **The following FCRA right applies with respect to nationwide consumer reporting agencies:**

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE: *You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.* The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

Sign below to indicate you've received and reviewed *Your Rights under the Fair Credit Reporting Act*.

Applicant Signature (Required)

Date Signed