

Highway Worker I

FLSA Qualification: Not Exempt
Employment Status: Full Time, permanent
Classification: Classified
Revision Date: March 20, 2025
Pay Range: \$21.00 - \$22.50

SERIES PURPOSE:

This position works under general supervision and requires working knowledge of various highway maintenance procedures including flag and direct vehicular traffic, setup traffic control structures, use of hand tools, operation of a variety of equipment (motorized and nonmotorized), 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.

QUALIFICATIONS, LICENSURE AND OR CERTIFICATION REQUIREMENTS:

Licenses / Certifications:

- High School Diploma or equivalent
- Valid Ohio Driver's License with Class A CDL with Tanker Endorsement

Other Qualifications:

- Knowledge of addition and subtraction; ability to read
- Ability to understand oral and written instructions
- Able to follow and implement all safety instructions, rules and regulations.
- Able to pass FMCSA drug testing (position subject to random testing)
- Ability and willingness to perform heavy physical labor for extended periods of time
- Develop and maintain effective working relationships with coworkers, associates, supervisors, and the general public

JOB DUTIES:

(These duties are illustrative only. Incumbents may perform some, all or other duties as assigned.)

Road and Right-of-Way Duties

- Flag and direct vehicular traffic through construction and/or accident sites.
- Set up and maintain traffic control structures (e.g., barricades, cones, electrical warning devices, high water signs, etc.).
- Patch potholes, smooth tar (crack seal)
- Tar and Chip application to road surfaces
- Repair road shoulders, culverts and berm
- Cut brush, grass and other vegetation
- Minor guardrail repairs
- Repair, replace, straighten signs and markers
- Assist truck operators
- Clean up work areas (i.e, highway debris, junk, etc.)
- Improve, maintain, clean and repair highways, bridges and/or roadways and right-of-way

Highway Worker I

- Mix mortar and concrete, shovel backfill, remove debris/trash
- Install and repair catch basins, stream channel protection and perform other drainage work

General Duties:

- Operate various types of trucks (i.e., dump, ½ ton, ¾ ton and 1-ton pick-up truck or van, plow and spreader, stake body, etc.)
- Operate motorized equipment (i.e., air compressor, 1 ton brush chipper, concrete saw or vibrator, hammers and jack-hammer, chain saws, pavement joint sealer, spade, stake truck, water pumps, weed eaters)
- Ride along with and assist truck drivers (snow and ice season essential); Learn plow routes
- Equipment maintenance (e.g., move/relocate, sharpen; change tail gates and plow blades, sands; paints; refuels; lubricates; check tires for wear and pressure; replace bulbs; wash, cleans and refuel equipment). Conduct pre-trip inspections of equipment.
- Grounds maintenance and/or custodial work (e.g., mows lawns; trims shrubs; sweeps floors; wash windows; remove trash; rake leaves; shovel sidewalks; painting, general cleaning)
- Load, unload and move freight, materials, and stock items (checks for damage)
- Recognize unusual or threatening conditions; take appropriate action
- Observe and follow safety practices in all environments and locations
- Assists with Emergency response activities
- Record keeping tasks (daily work records and logs)
- Operate 2-way radio
- Such other duties as assigned/requested.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Must demonstrate regular and predictable attendance.
2. Must possess and maintain Class A CDL with tanker endorsement.
3. Participate in and pass drug and alcohol screenings as required.
4. Maintain insurability by County provider.
5. Attend training sessions, seminars and workshops
6. Must be able to work overtime on demand (24 hours, 7-days a week) and different shifts when required (mandatory during periods of inclement weather)
7. Ability to work outside in various locations (road right of way, ditches, field, confined spaces, etc.) and conditions (i.e., rain, extreme temperatures, intense noise, varied driving conditions, traffic, dirt, dust, fumes, loose stone, ice, poison ivy, animals, insects, etc.)
8. Physical requirements include but are not limited to driving, climbing, bending, stooping, reaching, walking, pulling, grasping, talking, hearing, seeing and repetitive motions.
9. Be able to lift 50- 100 pounds.

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.) \$50,000.00 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 60 days 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.

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