



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

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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  
NOVEMBER 6, 2024

**APPLICANTS SHOULD APPLY ON LINE AT: [WWW.CO.WARREN.OH.US](http://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](mailto: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

Page 1 of 5

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

**FLSA Status:** Non-Exempt

**Employment Status:** Temporary Winter Full time  
Multiple Positions- Approx Dec. 1<sup>st</sup> – Apr. 1<sup>st</sup>  
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.

# WARREN COUNTY ENGINEER

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## POSITION DESCRIPTION

Page 2 of 5

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.

# WARREN COUNTY ENGINEER

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 3 of 5

**Ability to:** carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; compile and prepares reports; communicate effectively; maintain records according to established procedures; cooperate with co-workers on group projects; develop and maintain effective working relationships; lift up to 80 pounds and move up to a distance of 30 yards; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Front end loader, mower, tar distributor, lowboy, backhoe, forklift, roller, dump truck, snow plow, chain saw, street sweeper, welder, torch, weed eater, aerial lift truck, post hole digger.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee must negotiate, use, or work with or in the vicinity of:

1. Floor openings, wall openings and holes; open-sided floors, platforms and runways; stairs.
2. Portable ladders.
3. Fixed ladders.
4. Scaffolding.
5. Emergency plans for evacuation purposes.
6. Fire plans for the prevention of fire hazards.
7. Noisy operations or activities.
8. Compressed gases (oxygen, argon).
  - a. Acetylene.
9. Flammable and combustible liquids (gasoline, diesel fuel).
10. Storage and handling of liquified petroleum (propane).
11. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances (asphalt).
12. Personal protective equipment. General requirements for use, care, and limitations of personal protective equipment.

# WARREN COUNTY ENGINEER

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 4 of 5

13. Eye and face protection.
14. Respiratory protection.
15. Occupational head protection.
16. Occupational foot protection.
17. Hand protection.
18. First aid situations.
19. Medical and first aid.
20. Corrosives.
21. Portable fire extinguishers.
22. The handling of material and supplies.
23. Powered industrial truck.
24. Overhead or gantry crane.
25. General requirement for safe use of tools and guarding.
26. Woodworking equipment.
27. Abrasive wheels.
28. Hand and portable tools.
29. Guarding of portable power tools.
30. Arc welding and cutting.
31. Electrical wiring.
32. Installation of wiring on cables, and other equipment which transmits electricity.
33. Air contaminants.
34. Human blood or other potentially infectious materials.

# WARREN COUNTY ENGINEER

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 5 of 5

35. Hazardous chemicals.
36. Construction activities.
37. Fall protection - construction.
38. Vehicles on a construction site.
39. Construction type material moving equipment.
40. Excavations.

### **GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE**

The employee:

1. Has exposure to potentially vicious animals.
2. Has exposure to hot, cold, wet, humid or windy weather conditions.
3. Has exposure to hazardous driving conditions.
4. Has exposure to shaking objects or surfaces.
5. Has exposure to second-hand smoke.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)