



Coshcocton County Engineer's Office

Highway Maintenance Worker

Job Description

Supervisor:	Road Superintendents
FLSA Status:	Hourly, Non-Exempt
Salary Range:	\$25.40 per hour 10% Retirement Contribution Pickup by CCEO (\$2.54 per hour)
Classification:	Full Time (40 hours per week) – Collective Bargaining Unit
Location:	Coshcocton County Engineer's Office, 23194 County Road 621, Coshcocton, Ohio
Hours of Work:	Monday – Thursday 6:00 a.m. to 4:30 p.m.
Overtime:	This position is subject to and required to be available for mandatory overtime

Summary: We expect this position to be available within thirty (30) days as a full-time position within our organization.

Essential Duties and Responsibilities include the following: performs maintenance activities and duties for the county roadways and bridges, including but not limited to: ditching, patching, grading, general construction, concrete work, signage, tree trimming, mowing, spraying, snow removal, and other maintenance activities as required.

Supervisory Responsibilities

This position will not have any type of supervisory responsibilities.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Carry out written or oral instructions
- Work alone or with co-workers

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Potential candidate must have a Commercial Driver's License, Class A in valid status or Class B in valid status with the ability to obtain a Class A within six (6) months of start date.

Education and/or Experience

High school diploma or general education degree (GED) is required for this position.

Language Skills

Ability to read and comprehend simple instructions, manuals, short correspondences, and to communicate information effectively to co-workers. Ability to provide information in written format regarding details of work performed.

Mathematical Skills

Basic understanding of math skills including simple arithmetic and preparing information for billing, such as quantities used and the cost of items.

Computer Skills

Basic computer skills are not necessary for this position.