



## Coshocton County Engineer's Office Highway Maintenance Worker Job Description

<b>Supervisor:</b>	Road Superintendents
<b>FLSA Status:</b>	Hourly, Non-Exempt
<b>Salary Range:</b>	\$25.40 per hour 10% Retirement Contribution Pickup by CCEO (\$2.54 per hour)
<b>Classification:</b>	Full Time (40 hours per week) – Collective Bargaining Unit
<b>Location:</b>	Coshocton County Engineer's Office, 23194 County Road 621, Coshocton, Ohio
<b>Hours of Work:</b>	Monday – Thursday 6:00 a.m. to 4:30 p.m.
<b>Overtime:</b>	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.