



Coshocton County Engineer's Office Highway Maintenance Worker Job Description

Supervisor: Road Superintendents — Scott Frazee, Ben St. Clair
FLSA Status: Hourly, Non-Exempt
Rate of Pay: **\$25.91 per hour — Class “A” CDL** (\$28.50 per hour effective with OPERS retirement contribution pickup by CCEO)
\$25.32 per hour — Class “B” CDL (\$27.85 per hour effective with OPERS retirement contribution pickup by CCEO)
Effective September 1, 2026; paid per class of CDL held. The CCEO pickup is 10% of the base rate — \$2.59 / \$2.53 per hour.
Classification: Full Time (40 hours per week) — Collective Bargaining Unit (AFSCME Local 343)
Location: Coshocton County Engineer's Office, 23194 County Road 621, Coshocton, OH 43812
Hours of Work: Monday – Thursday, 6:00 a.m. to 4:30 p.m. — a ten (10) hour work schedule, including a one-half (½) hour unpaid lunch period
Overtime: Subject to mandatory overtime
Probation: One hundred sixty (160) calendar days from the first day of compensation

Essential Duties and Responsibilities include, but are not limited to, the following:

Roadway and bridge maintenance. Performs maintenance activities and duties for the county roadways and bridges, including but not limited to ditching, patching, berm and shoulder work, grading, general construction, concrete work, signage, guardrail, tree trimming, mowing, and litter and debris removal.

Equipment operation. Operates trucks and heavy equipment used in roadway maintenance and construction, including single- and tandem-axle dump trucks, snowplow and spreader units, loaders, backhoes, excavators, rollers, chip spreaders, distributors, tractors, boom mowers, and related tools and small-engine equipment.

Snow and ice control. Participates in winter snow and ice control, including plowing and the application of salt and cinders, on callout outside normal working hours, including nights, weekends, and holidays.

Drainage and culverts. Installs, cleans, repairs, and replaces culverts, tile, catch basins, and related drainage structures.

Surface treatment and paving. Assists with in-house asphalt overlay, chip seal, crack sealing, and patching operations, including material handling, raking, rolling, and cleanup.

Work zone traffic control. Sets up, maintains, and removes work zone traffic control, including signs, cones, barricades, and flagging, in accordance with the Ohio Manual of Uniform Traffic Control Devices.

Equipment care. Performs pre-trip and post-trip inspections of assigned vehicles and equipment; fuels, cleans, and washes assigned equipment; and promptly reports mechanical problems to the shop. Diagnosis and repair are performed by the Mechanic and Head Mechanic classifications.

Safety. Complies with all safety methods, practices, policies, rules, and safety devices established by the Engineer and by equipment manufacturers and not contrary to state or federal law, and wears required personal protective equipment, including steel-toed work boots.

Recordkeeping. Records daily work performed, hours worked, and materials and quantities used, as required.

Other duties. Performs other duties as assigned. This description is deemed to include all duties functionally related to those set forth above, consistent with the employee's classification and qualifications.

Supervisory Responsibilities

This position has no 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. Candidates 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, and a clean driving record. A Class "B" CDL holder is paid the Class "B" rate until a Class "A" CDL is obtained. A pesticide license is desirable; an employee who possesses one receives a \$200 annual stipend, paid in the pay period including May 1.

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, and short correspondence, to communicate effectively with co-workers, and to provide written details of work performed.

Mathematical Skills

Requires simple arithmetic and the preparation of information for billing, such as quantities used and the cost of items.

Computer Skills

Basic computer skills are helpful but are not required for this position.

Physical Requirements

The physical demands described here are representative of those required to perform the essential functions of this position. Work is performed outdoors in all weather conditions and frequently adjacent to live traffic. The position constantly requires standing, walking and working on uneven ground; frequently requires bending, stooping, kneeling, climbing, and reaching; and frequently requires lifting and carrying up to seventy-five (75) pounds, with heavier loads handled with assistance or mechanical aid. Exposure to noise, vibration, dust, and roadway construction materials is routine.