



BRIAN J. WISE, P.E., P.S.

ENGINEER'S OFFICE AND HIGHWAY DEPT.
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119 S. LISBON STREET
OFFICE 330-627-7010 FAX 330-627-7496

NOTICE

To: All Interested Applicants
From: Brian J. Wise, P.E., P.S.
Carroll County Engineer
Subject: Carroll County Engineer - Job Position Openings

Applications for the position of Highway Worker may be obtained from the Carroll County Engineer's Office at 200 Kensington Road NE, Carrollton, Ohio beginning May 29, 2025 until the positions are filled. Office hours are 7:00 A.M. to 3:30 P.M.

A valid State of Ohio Commercial Driver's License (CDL) is a condition of employment for this position. A Class A (with air brake endorsement) is preferred for application but not required. Candidates with a Class B must be able to obtain a Class A (with air brake endorsement) through our County training program within six months of employment; candidates without a CDL must be able to obtain a Class A (with air brake endorsement) through our County training program within one year of employment.

Applicants should have experience with the use of general outdoor hand and power tools, such as chainsaws, shovels, rakes, leaf blowers, etc. as listed in the job description. Additionally, applicants must perform daily inspections on assigned equipment, including checking fluid levels, cleanliness, replacing blades, and changing attachments.

Preference may be awarded to applicants who possess verified experience in either:

- Steel and concrete construction, maintenance, and repair or heavy/highway construction including skills in carpentry, concrete work, or structural steel; or
- Diagnosis and repair of vehicles and equipment, diesel and gasoline engines, electrical, mechanical and hydraulic systems.

EQUAL EMPLOYMENT OPPORTUNITY: A commitment to equal employment opportunities as prescribed by the laws and Constitutions of the State of Ohio and the Federal Government is reaffirmed by the Carroll County Highway Department Policy & Procedure Manual. Therefore, all personnel decisions and/or practices, including but not limited to hirings, suspensions, terminations, layoffs, demotions, transfers, and evaluations shall be made without regard to race, color, religion, sex, national origin, handicap, age, or other lawful bias. All applicants for employment and all employees of the Carroll County Engineer shall be treated fairly and equitably based upon their respective merit, fitness, and bona fide occupational qualifications.

Dated: 05/29/25

/s/ Brian J. Wise
Brian J. Wise, P.E., P.S.
Carroll County Engineer

Carroll County Engineer's Office

Highway Worker IV Job Description

Employer:	Carroll County Engineer's Office
Position Title:	Highway Worker
Classification:	Classified - Civil Service
Division:	Road and Bridge Departments
Carroll County Engineer:	Brian J. Wise, P.E., P.S.
Superintendent:	Mike Bryan

Job Location

The buildings and grounds are located at the Carroll County Highway Department, 200 Kensington Road N.E., Carrollton, Ohio.

Job Objectives

1.) Policy and Procedure

Upon your employment with the Carroll County Highway Department you will be issued a Personnel Policies and Procedures Manual with which you must familiarize yourself. The purpose of the manual is to provide an organized approach to the establishment, implementation and administration of the personnel policies, practices, and procedures of the Carroll County Engineer.

2.) Availability

You must be available to work overtime or on your days off at any time an emergency situation requires you to be on the job, possibly seven (7) days a week.

3.) Driver's License

A valid State of Ohio Commercial Driver's License (CDL) is a condition of employment for this position. Newly hired employees who possess a valid Class B license must obtain a Class A (with air brake endorsement) within 6 months of employment. Likewise, newly hired employees without a CDL must be able to obtain a Class A (with air brake endorsement) within one year of employment.

4.) Perform skilled labor with technical knowledge

Must have technical skills and abilities in the attached job specific expertise description.

5.) Shovel/Rake/Power and Hand Tools

You must be able to use shovels, rakes and various power and hand tools as these tools are indispensable for paving, ditch, bridge and culvert installation and maintenance.

6.) Truck Operation

You must be able to operate single axle/tandem axle dump trucks and tractor/trailer Lo-boy, some of which are equipped with five and two speed, ten speed, or thirteen speed manual transmissions. Every Highway Worker must be proficient at operating a snow plow truck under winter maintenance conditions within one year of employment. Failure to meet or maintain the necessary skill level for snow and ice control work may be grounds for demotion or termination of employment.

7.) Carroll County Orientation/Highway System

You must be oriented with the Carroll County Highway system to the extent that you can accurately follow supervisory or 2-way radio instructions to work areas or emergency locations.

8.) Washing/Fueling Vehicle

You must keep your assigned vehicle clean and fueled.

9.) Two-Way Radio

You must be able to send and receive communication by 2-Way radio for communication with supervisors, other vehicles in our department and our base station.

Job Standards

1. Must be able to read instructions, written in English, relating to the performance of your duties.
2. Must be able to write legibly in English to complete your daily work sheet, leave slips, and accident reports.
3. Must have a telephone in your residence so that you may be contacted for work in emergency situations.
4. Will be on call 24 hours per day, 7 days per week. Must be able to respond to an on-call event within fifty (50) minutes.
5. Must be able to send and receive messages by 2-way radio.
6. Have vision not only suitable for driving but of a quality necessary to observe objects and personnel through your truck mirrors while performing backing operations in close quarters.
7. Must have the physical endurance to be able to drive a truck up to 16 hours in emergency situations, said truck being equipped with a manual transmission and perhaps a snow plow.
8. Must have the physical endurance to be able to stand and perform traffic control operations for extended periods daily.
9. Must be ambulatory to the extent necessary to:
 - A. Enter and exit vehicles.
 - B. Operate gear shift lever, clutch, brake, and accelerator to safely maneuver trucks.
 - C. Steer and simultaneously operate levers and switches necessary to truck operation while driving.
 - D. Climb into truck bed to free stuck material.
 - E. Climb ladder or areas of truck necessary to clean it.
 - F. Enter ditches with shovel, spud bars, or picks and use the same to clean culverts or ditch areas to provide necessary drainage.
 - G. Walk or transport yourself in a mode which makes carrying and using rakes and shovels practical for the purpose of placing and leveling paving materials.
 - H. Operate fuel pump for the purpose of fueling vehicles and equipment.
 - I. Operate all hand and power equipment in a safe manner including chain saws, chop saws and breakers.
 - J. Drag and move brush to chipper. Shovel and rake asphalt patching material from the truck bed.
 - K. Climb over or crawl under equipment or bridges and use hand tools in various positions for extended periods.

Equipment

Must have the ability, physically and mentally, to operate the following:

- A. Telephone
- B. Two-way radio
- C. Trucks and accessory equipment
(Snow Plows, Spreader boxes)
- D. Pen and pencil, tape measure
- E. Cleaning agents, sponge, brush and hose
- F. Flashlight
- G. Shovel, rake, pick, hand tools and spud bar
- H. Forklift, skid steer, rollers, power brooms
- I. Front-end articulated loader
- J. Fuel pumps
- K. Chain saws, chop saws, pole saws, blowers
- L. Water pumps, pressure washers
- M. Air hammers, breakers, drills
- N. Air compressors, sandblaster, coating sprayer
- O. Wood Chipper, Dura Patcher, crack sealer
- P. Power tools and power equipment

Critical Skills

Must be able to:

- A. Read English
- B. Write English
- C. Speak English
- D. Comprehend written instructions
- E. Comprehend verbal instructions
- F. Familiarize yourself with all safety equipment
- G. Utilize all safety equipment as instructed by supervisors
- H. Operate trucks
- I. Perform basic math skills for computation of quantities
- J. Operate forklift, skid steer, roller, power broom
- K. Operate front-end articulated loader
- L. Operate chain saw, chop saw, power equipment
- M. Operate snow plow and spreader box
- N. Operate fuel pump
- O. Operate water pump, pressure washers
- P. Operate air hammers, breakers, drills
- Q. Operate air compressors, sandblaster, coating sprayer
- R. Operate wood chipper, Dura Patcher, crack sealer
- S. Use hand and/or power tools with technical skill

There are no collective bargaining agreements. The job of highway worker is classified and under civil service.

The employee must have at least 3 years of verifiable skilled experience in the attached specialty:

(NOTE: Only candidates who indicate experience in job duties and responsibilities that coincide with those essential duties and responsibilities required in the Job Specific Expertise portion of the job description will be contacted for an interview.)

JOB SPECIFIC EXPERTISE**BRIDGE AND DRAINAGE LABOR****SUMMARY**

This employee performs construction, maintenance and repair to bridge, culvert, storm sewer, guardrail, roadway and drainage systems. The employee may be required to operate light to heavy equipment. The required tasks may demand skill with manipulative devices. The required tasks demand knowledge of proper installation, repair and maintenance procedures. The position requires heavy physical exertion, often under unfavorable conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Flags traffic for extended periods of time daily.
- Establishes and maintains a safe work area. Ensures standard operating procedures and safety standards are observed and met.
- Operates hand tools, power tools, saws, drills, sprayers, chain saws, jack hammers, shovels, rakes, picks, tampers, brooms, water pumps, cut off saws, cutting torches and welders.
- Performs manual & skilled labor duties (e.g. operate equipment, install guardrail, install culverts and drainage structures, shovel asphalt, bolt together bridge members, place and tie rebar, form, place, pour and finish concrete).
- Assists work crew with work site preparation. (e.g. correctly placing work zone signs, correctly coning off work area and/or equipment, acts as runner to get accessory tools and/or equipment).
- Removes unwanted material or debris from work area/or right of way.
- Cleans and /or washes related equipment and tools and bridge structural members. This may include sandblasting, pressure washing and painting or protective coating applications.
- May act as ground support for equipment operators.
- Construction, layout and staging of the concrete formwork including form assembly and removal.
- Preparation, pouring and finishing concrete including assembly and installation of reinforcing steel.
- Operates light to heavy equipment needed for bridge, roadway and drainage system maintenance and repair.
- Use construction layout tools (e.g. tape measure, transit, level, string line, laser, etc.) to layout bridges and culverts to lines and elevations shown on plans, drawings and written instructions
- Performs other related duties as assigned.

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.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) and 3 years work experience in bridge construction and maintenance, or heavy/highway construction related field.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid State of Ohio Commercial Driver's License is a condition of employment for this position. New employees hired with the minimum requirement of a Class B license must obtain their Class A license with combination and air brake endorsements within 6 months of employment. Tanker and Haz-Mat endorsements are desirable. Welder certification desirable.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, use hands to touch, handle or feel; and reach with hands and arms. The employee is occasionally required to stand; sit; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.

JOB SPECIFIC EXPERTISE**GARAGE MECHANIC****SUMMARY**

This employee performs tool, machinery and vehicle maintenance and repair. This employee diagnoses and repairs mechanical, electrical and hydraulic system problems, repairs and rebuilds equipment and systems including diesel and gasoline engines. The employee may be required to operate light to heavy equipment. The required tasks may demand skill with manipulative devices. The required tasks demand knowledge of proper installation, repair and maintenance procedures. This position may require heavy physical exertion, often under unfavorable conditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Diagnoses mechanical problems; repairs and rebuilds water pumps, commercial mowers, saws, self-propelled rollers, and compactors, etc.
- Diagnoses problems and repairs rolling stock such as mowing tractors, front loaders, snow removal equipment, salt spreaders, brakes, transmissions, rear-ends, clutches, hydraulic systems, valves, pumps and electrical problems, etc.
- Diagnoses problems and repairs engine electrical controls.
- Establishes and maintains a safe work area.
- Performs tune-ups on county vehicles routinely as needed.
- Welds equipment as needed. Fabrication of metal parts and accessories.
- Sand blasts, paints and repairs body of equipment as needed.
- Prepares shop work orders on equipment repair.
- Maintains file cards on county fleet.
- Orders parts as needed to maintain stock; picks up parts.
- Makes service calls as needed.
- Cleans shop, storage area and parts room.
- Drives snow plow in emergency situations, as needed.
- Performs other related duties as assigned.

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.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED) and 3 years work experience as a mechanic. Should have ability to diagnose mechanical problems and make repairs. Knowledge of standard materials, tools and equipment and skill in the use and care of tools.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret miscellaneous drawings and schematics.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: State of Ohio Class B driver's license with air brake endorsement.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to walk, use hands to touch, handle or feel; and reach with hands and arms. The employee is occasionally required to stand; sit; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.



APPLICATION FOR EMPLOYMENT

Carroll County Engineer

Highway Department

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the Human Resources Department. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for: _____

Date of Application: _____

How did you hear about the position?

Advertisement: ____ Relative: ____ Inquiry: ____ Website: ____ Friend: ____

Employment Agency ____ Other: _____

Name: _____
Last First Middle

Mailing Address: _____
Street Apt. City State Zip

Telephone #: (_____) _____ Mobile/Other: (_____) _____

E-mail: _____ Best time to contact you at home is: _____ am / pm

Have you ever submitted an application to Carroll County? _____ If Yes, when? _____

Have you ever been employed by Carroll County? _____ If Yes, when? _____

Are you legally eligible for employment in the United States? _____

Are you over 18 years of age? _____

Do you have a valid Commercial Driver's License? _____ Class _____ Endorsements _____

State / Number: _____

How many years of CDL driving experience do you have behind the wheel? _____

Are you able to meet all of the attendance requirements of this position? _____

Are you able to work overtime if necessary? _____ Will you travel if the position requires it? _____

Do you have any friends / relatives currently employed by Carroll County? _____

If Yes, who? _____

What is your desired salary range or rate of pay: \$ _____ per _____

Date available for work: _____

Employment History: Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any 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. **NOTE: Information provided below in each Job Duties/Responsibilities line will be a major factor used in determining which job applicants are scheduled for interviews. Only candidates who indicate experience in job duties and responsibilities that coincide with those essential duties and responsibilities required in the Job Specific Expertise portion of the job description will be contacted for an interview.**

1. From/To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor: _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

2. From/To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor: _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

3. From/To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor: _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

4. From/To _____ Employer/Organization _____

Telephone # _____ Address _____

Job Title: _____ Supervisor: _____ May We Contact? _____

Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

5. From/To _____ Employer/Organization _____
Telephone # _____ Address _____
Job Title: _____ Supervisor: _____ May We Contact? _____
Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

6. From/To _____ Employer/Organization _____
Telephone # _____ Address _____
Job Title: _____ Supervisor: _____ May We Contact? _____
Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

7. From/To _____ Employer/Organization _____
Telephone # _____ Address _____
Job Title: _____ Supervisor: _____ May We Contact? _____
Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

8. From/To _____ Employer/Organization _____
Telephone # _____ Address _____
Job Title: _____ Supervisor: _____ May We Contact? _____
Job Duties/Responsibilities _____

Reason for Leaving _____ Final Rate of Pay: _____

(Attach additional pages if necessary.)

PLEASE ATTACH RESUME

Please explain any gaps in employment: _____

Have you ever been fired or asked to resign from a job? _____

If yes, please explain: _____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree Obtained
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Related Information: Please list any relevant professional or trade organizations of which you are a member. Exclude memberships 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.

Organization	Offices Held

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Name: _____ Title: _____
Relationship: _____ Telephone: _____
Email: _____

Name: _____ Title: _____
Relationship: _____ Telephone: _____
Email: _____

Name: _____ Title: _____
Relationship: _____ Telephone: _____
Email: _____

We are looking for employees that will provide long term service to the Highway Department. We are concerned with hiring employees that can provide for the safety of the public without harm to themselves. The work of a Highway Worker requires a high level of durable physical and mental ability. The Highway Worker must cope with working flexible hours and in extreme environmental conditions. Below are some examples of the physical and mental abilities required of a Highway Worker.

The Highway Worker:

- Will be on call 24 hours a day, 7 days a week.
- Must be able to demonstrate fitness and agility.
- Must be able to respond to an on call event within fifty (50) minutes.
- Must be able to withstand the strain of operating a snow plow truck for sixteen hour periods.
- Must be capable of working outside, exposed to extreme cold or heat for two or more hours.
- Must be able to stand and perform traffic control operations for extended periods of time each day.
- Must be able to work close to, or operate, highway equipment with associated dust, noise, and fumes.

One of the major services of the Highway Department is snow and ice control. Every Highway Worker must be proficient at operating a snow plow truck under winter maintenance conditions within one year of employment. Failure to meet or maintain the necessary skill level for snow and ice control work may be grounds for demotion or termination of employment.

A valid State of Ohio Commercial Driver's License is a condition of employment for this position. A Class A (with air brake endorsement) is preferred for application but not required. Candidates with a Class B must be able to obtain a Class A within six months of employment; candidates without a CDL must be able to obtain a Class A within one year of employment. Loss of a valid CDL license may be grounds for demotion or termination of employment.

Applicant Statement and Signature:

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an "at will" nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

ONLY SIGNED APPLICATIONS WILL BE ACCEPTED.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Signature: _____ **Date:** ____/____/____