

Ashland County Engineer

Position Application Announcement

Ashland County Engineer, Edward J. Meixner, PE PS, has announced that applications will be taken for **Seasonal Flagger** for the Ashland County Highway Department. Applications will be received from all qualified applicants. The Ashland County Engineer is an EEO employer.

Position Title: Seasonal Flagger

Job Objective: The object of this position is to provide for temporary seasonal help for the County Highway Department. The work will be for a period of 14 weeks or less. The hours will be 6:30 AM to 5:00 PM Monday through Thursday.

Qualifications: The applicant must be at least 18 years of age. The applicant must have a valid driver's license with no citations within the last three years. Applicant must meet qualifications of job description on file in the Ashland County Engineer's Office.

Compensation: Compensation will be at \$9.50 per hour.

How to apply: Submit letter of application with resume including work experiences, references and a completed attached Schedule C to the Ashland County Engineer, 1511 Cleveland Avenue, Ashland, Ohio 44805. Resume to state that individual can perform the duties of the job description and the date when the individual is available to start.

Close Date: 4:00 PM, Friday, May 17, 2019

**Ashland County Highway Department
1511 Cleveland Avenue
Ashland, Ohio 44805**

BENCHMARK JOB DESCRIPTION

POSITION TITLE: FLAGGER - SEASONAL

ESSENTIAL DUTIES:

- The individual selected will provide on site flagging duties and other laboring type functions for the Ashland County Engineer's Office and generally on Ashland County highways. The work hours will be from 6:30 AM until 5:00 PM Monday through Thursday.
- In addition to the flagging functions, the individual may be required to operate a weed eater for trimming, wash vehicles, litter pick-up, painting, raking asphalt, and operate a screed on a paver. The individual may be required to mow the lawn at the County Engineer's complex and perform custodial services such as washing windows, brooming, mopping and waxing of the floors, cleaning of rest rooms and other duties as may be assigned.

MINIMUM QUALIFICATIONS:

- The individual selected must be at least eighteen (18) years old, must have a valid State of Ohio drivers' license with no citations within the last 3 years, must be physically fit to use all major muscle groups, must have vision correctable to 20-20 and must have normal hearing acuity. Said individual must be fluent in the English language and have the ability to read the English language for comprehension.

WORK ENVIRONMENT:

- The individual selected will work under the direction of the highway superintendent and the foremen on the project. The wearing of steel toe shoes is required, said shoes being the responsibility of the individual to secure. Personal protective wear, as furnished by the county, will be required to be worn. Individuals will be required to abide by all personnel and safety policies currently in effect for employees of the Ashland County Engineer. A copy of said policies is available at the Ashland County Engineer's Office.

BENEFITS AND COMPENSATION:

- The individual will receive vacation and sick leave benefits according to state laws and will receive holiday pay, as appropriate. The individual will not be eligible for Ashland County health care coverage, but will be covered by workers compensation. The individual will be compensated at a rate of \$9.50 per hour. This is a fourteen (14) week appointment.

Employee Signature _____ Date _____

SCHEDULE C

For new employees hired who may on occasion drive a county vehicle or any other vehicle on behalf of the county.

First, middle & last name: _____

Address: _____

Ohio Driver License Number: _____

Social Security Number: _____

Date of Birth: _____

(THE ABOVE INFORMATION IS REQUIRED BY THE STATE OF OHIO TO RUN A MVR)

Position applied for: _____

Questionnaire:

During the previous thirty-six months, have you been involved in any of the following:

1. Had any medical or other condition which would limit, restrict, or impair your driving?

2. Had automobile insurance rejected, cancelled, refused or been in a high risk insurance?

3. Been involved in any accidents either at fault or not at fault?

4. Been arrested for any traffic related incidents?

5. Had any traffic violations other than overtime parking?

Please provide all details including date and location for any question that was answered "yes".
(Continued on next page)

I understand that as a condition of employment I must have a current and valid Ohio driver's license and an acceptable driving record which meets the standards of the county's auto liability insurer.

I further understand that I must provide, with my application, proof of personal auto liability insurance that meets the requirements of the state of Ohio and existing county minimum requirements.

I further understand that the county will request a copy of the bureau of motor vehicles report showing my driving record for all states that I have resided in during the past thirty-six months (3 years) period.

I understand that by giving incorrect information or by omitting information I am falsifying my application and therefore subject to dismissal if hired. I further agree to report to my supervisor any accidents, arrests, violations, or cancellation of personal insurance as soon as possible after they occur and prior to driving any vehicle on behalf of the county.

Prior to driving on behalf of the county: I declare I am familiar with the county resolution requiring driving suspensions for a poor driving record. I understand all of the above and agree to all requirements. I further attest that all statements made by me in this report are true to the best of my knowledge.

EMPLOYEE SIGNATURE

DATED: