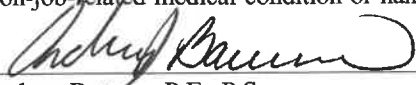


## ROAD LABORER POSITION

We are currently accepting applications for a full time, classified position with benefits. The position description and application are attached with this document. Your completed application and proof of a valid Class A CDL must be mailed to the Auglaize County Engineer, P.O. Box 59, Wapakoneta, OH 45895, dropped off at 1014 S. Blackhoof St., Wapakoneta, OH 45895 or emailed to [abaumer@auglaizecounty.org](mailto:abaumer@auglaizecounty.org) until the position is filled.

**APPLICATION FOR EMPLOYMENT**  
**AT AUGLAIZE COUNTY HIGHWAY DEPARTMENT**  
 (Auglaize County Is an Equal Opportunity Employer)  
 (Please Print Plainly)

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in the position that best meets your qualifications and may assist us in possible future upgrading. Filling out this application does not necessarily mean you will be accepted for a job. We consider applicants for all positions without regard to race, color, religion, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

  
 Andrew Baumer, P.E.; P.S.  
 Auglaize County Engineer

**Position(s) Applied For** **Date of Application**

---

(Last Name)	(First Name)	(Middle Initial)
(Address)	(City)	(State) (Zip Code)
(Telephone Number(s))	(Social Security No.)	
(E-mail address)		

**Circle the correct answer:**

Have you ever filed an application with us before? Yes    No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? Yes    No  
 If Yes, give date \_\_\_\_\_

Are you currently employed? Yes    No

Do you have a valid Commercial Driver's License Class A? Yes    No  
 Please circle endorsements: N H X

**PLEASE PROVIDE A COPY OF YOUR CURRENT DRIVERS LICENSE TO VERIFY YOUR CDL.**

Do you have your CDL Permit? Yes    No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes    No  
 Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? Yes    No

Can you travel if a job requires it? Yes    No

**We are an Equal Opportunity Employer**

# EDUCATION

School	Name & Address of School	Course of Study	Check Last Year Completed			
			9	10	11	12
High	_____					
	_____					
	_____					
College	_____		1	2	3	4
	_____					
	_____					
Other (specify)	_____		1	2	3	4
	_____					
	_____					

Check If Any Of The Following Are Applicable:

\_\_\_\_\_ Vietnam Era Veteran      \_\_\_\_\_ Disabled Veteran      \_\_\_\_\_ Handicapped

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job-related training in the United States? Yes      No  
 If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Are you physically or otherwise unable to perform the duties of for which you are applying? Yes      No

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

---

(Employer)	From:	To:
	(Dates Employed)	

---

(Address)	Starting:	Final:
	(Hourly Wage)	

---

(Telephone Number(s))	(Supervisor)
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---

(Job Title)

---

(Work Performed)

---

(Reason for Leaving)

---

(Employer)	From:	To:
	(Dates Employed)	

---

(Address)	Starting:	Final:
	(Hourly Wage)	

---

(Telephone Number(s))	(Supervisor)
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---

(Job Title)

---

(Work Performed)

---

(Reason for Leaving)

### **Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## **Employment Data Record**

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements.

## **APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Prior to employment, I understand that I will be subject to a DMV check and drug/alcohol screening.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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(Signature of Applicant)

(Date)

## **Probationary Period: 1 Year**

Beginning Pay: \$22.00/hr.

6 months: \$23.00/hr.

End of Probationary Period: \$23.00 – \$25.06/hr.

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 1 of 3

<b>Agency:</b>	Engineer	<b>Employee Name:</b>	
<b>Class Title:</b>	Laborer	<b>Position Title:</b>	Laborer
<b>Class Number:</b>	53811C	<b>Position Number:</b>	
<b>Dept./Div.:</b>	Engineer's Office	<b>Civil Service Status:</b>	Classified
<b>Unit:</b>		<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Road Superintendent	<b>FLSA Status:</b>	Nonexempt
<b>EEO Status:</b>	08	<b>DOT/O*Net Code:</b>	869.687-026
		<b>Normal Work Hours:</b>	

### GENERAL DESCRIPTION:

Operates medium and light motorized equipment and performs skilled, semi-skilled, and unskilled labor in order to assist with the maintenance of roads, buildings, and vehicles.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of high school education, plus six (6) months of unskilled labor work experience, or equivalent.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio Commercial Driver's license; must remain insurable under the County's insurance policy.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Hand and power tools, lawn mower, and other heavy motorized equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and descends from ladders, stairs, and scaffolds; works in a confined space (e.g., manhole); works in the vicinity of dock boards (bridge plates); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); exposure to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and poorly ventilated work areas; exposure to possible injury from extremely noisy conditions above 85db; exposure to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, or unclean conditions; exposure to possible injury from electrical shock, explosions, working with moving mechanical parts of equipment, or falling from high places; works in and around crowds; has contact with potentially violent or emotionally distraught people; exposure to potentially vicious animals; exposure to fire; exposure to hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; exposure to shaking objects or surfaces; exposure to second-hand smoke; may be required to lift, carry, push, and pull items up to 20 pounds frequently and up to 90 pounds occasionally.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered very heavy work.

In cases of emergency, unpredictable situations and/or department needs may be required to lift, push, pull and/or carry objects heavier than D.O.L. strength ratings recommend.

Date Adopted:

Date Revised:

4879-4474-3583

Developed by:

Clemans Nelson & Associates, Inc.

Lima, OH 45805

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Agency:</b>	Engineer	<b>Employee Name:</b>	
<b>Class Title:</b>	Laborer	<b>Position Title:</b>	Laborer
<b>Class Number:</b>	53811C	<b>Position Number:</b>	
<b>Dept./Div.:</b>	Engineer's Office	<b>Reports To:</b>	
<b>Unit:</b>			

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS: JOB DUTIES in order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Performs a variety of unskilled and semi-skilled labor in order to assist with the maintenance of County roads and ditches such as flagging traffic; setting up and picking up of traffic cones; operates light/heavy equipment; clearing ditches of trash, rocks, limbs, and other debris, plows snow, and maintaining and installing road signs; mowing roadsides; spreading hot and cold patch and hand berming.
- 30% (2) Cleans and maintains County facilities and equipment such as sweeping floors, washing vehicles, mowing grass, removing snow and ice, picking up trash, lubricating equipment, and painting plows.
- 10% (3) Assists with the maintenance, repair, and installation of traffic signs.
- 5% (4) Assists with the application of road markings.
- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Attends professional education and training sessions, seminars, and workshops as directed.
- (7) Must demonstrate regular and predictable attendance.

#### OTHER DUTIES AND RESPONSIBILITIES:

- 5% Performs any and all other duties as assigned or directed in order to promote, further, or ensure the effective and efficient operation of the Auglaize County Engineer's Office.

#### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** Auglaize County Engineer's Office policies and procedures\*; safety practices and procedures, department policies and procedures,\* proper lifting techniques.

**Skill in:** operation of handheld and power tools.

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Date Adopted:

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# AUGLAIZE COUNTY

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## POSITION DESCRIPTION

Page 3 of 3

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<b>Agency:</b>	Engineer	<b>Employee Name:</b>	
<b>Class Title:</b>	Laborer	<b>Position Title:</b>	Laborer
<b>Class Number:</b>	53811C	<b>Position Number:</b>	
<b>Dept./Div.:</b>	Engineer's Office	<b>Reports To:</b>	
<b>Unit:</b>			

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**Ability to:** carry out simple instructions, deal with problems involving few variables within familiar context, recognize safety warnings, exert 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to lift, carry, push, pull, or otherwise move objects, travel to and gain access to work site, develop and maintain effective working relationships.

### POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

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(Approval of Appointing Authority)

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(Date)

---

(Employee Signature)

---

(Date)

Date Adopted:

Date Revised:

4879-4474-3583

Developed by:  
Clemans Nelson & Associates, Inc.  
Lima, OH 45805