

SEASONAL LABOR POSITION

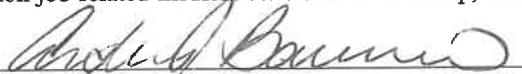
We are currently accepting applications for an unclassified intermittent position without benefits. The position description and application are attached with this document. Your completed application must be mailed to the Auglaize County Engineer, PO Box 59, Wapakoneta, OH 45895, dropped off at 1014 S. Blackhoof St., Wapakoneta, OH 45895 or emailed to abaumer@auglaizecounty.org. We are accepting applications 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

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 available to work: Full Time Part Time Summer Work
 (Circle one or more)

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			
			5	6	7	8
Elementary	_____					

High	_____					

College	_____					

Other (specify)	_____					

College attending in the fall (seasonal applicants): _____

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.

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

	From:	To:
(Employer)	(Dates Employed)	
(Address)	Starting:	Final:
(Telephone Number(s))	(Hourly Wage)	
(Job Title)	(Supervisor)	
(Work Performed)		
(Reason for Leaving)		

Special Skills and Qualifications

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

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. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: **YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

VOLUNTARY SURVEY

(Please Print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name _____

Address _____

City _____ State _____ Zip Code _____

Social Security Number _____ / _____ / _____

Complete Only the Sections Below That Have Been Checked

Current Job _____

Check One: _____ Male _____ Female

Check One Of The Following: (Ethnic Origin)

_____ White _____ Hispanic _____ American Indian/Alaskan Native

_____ Black _____ Other _____ Asian/Pacific Islander

Check If Any Of The Following Are Applicable

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped

Birth date _____ / _____ / _____

Please provide drivers license to verify applicant has valid CDL

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.

(Signature of Applicant)

(Date)

AUGLAIZE COUNTY
Highway Department

Title: *Seasonal Laborer*

Job Objective: Under immediate supervision, performs a variety of unskilled tasks to assist with the completion of county highway maintenance and repair projects; performs other related duties as assigned. Incumbent reports to the Road/Bridge Superintendent.

Essential Job Functions:

Perform a variety of unskilled tasks to assist with the completion of county highway maintenance and repair projects e.g. operates tractor to mow and maintain side ditches, pneumatic hammer to cut or break pavement, operates chainsaw to clear brush from county right-of-way, cleaning, primes, and paint guardrails and bridges; mixing concrete shoves and spreads stone, hot mix and other road materials, pick up trash, flag traffic around job sites, etc.

Cleans and maintains county equipment, e.g. hose and brush trucks, bituminous distributor, etc. Performs unskilled building and grounds maintenance, e.g. mows grass around the facility, paints buildings, cleans storage and work areas, assists mechanic with on-site repairs, etc.

Performs other related duties as required; Prepares and submits work-related records, e.g. work performed, materials used, etc.

I. JOB REQUIREMENTS:

Equipment: Ability to effectively operate light/heavy equipment, (mowing tractor, truck, hand tools, two-way radios). Knowledge and use of safety equipment (goggles/glasses, shields, earplugs, gloves, hard hat, lights, flags).

Critical Skills/Expertise:

- . Ability to review work orders and evaluate tooling, supplies and equipment requirements to effectively complete assignments.
- . Ability to drive on-the-road vehicles in a safe and effective manner regardless of weather conditions.
- . Ability to operate light/heavy equipment effectively and safely to accomplish the desired task.
- . Ability to use hand tools safely to complete work assignments.
- . Ability to perform repair and preventative maintenance on equipment/vehicles to keep in good working order.
- . Ability to communicate effectively both orally (on a two-way radio) and in writing (by completing required paperwork).
- . Ability to work well with others both with and without direct supervision.

Job Standards: High school graduation/GED. Work-related experience might substitute for formal education/training where appropriate.

II. RESPONSIBILITY:

Incumbent operates light/heavy equipment; performs preventative maintenance on equipment; performs weed control; traffic control; uses two-way radio to communicate with Highway Department; and completes required paperwork concerning work performance.

III. PHYSICAL EFFORT:

Incumbent interacts with co-workers, supervisors, and the general public in performing assigned tasks. Incumbent performs light to heavy work while sitting, standing, walking, balancing, and climbing. Incumbent is required to lift, carry and use a push/pull action to complete work assignments. Adequate hearing (corrected) and binocular 20/20 (with correction) vision is required for the worker’s depth perception and peripheral vision for the person to safely operate equipment near and around other employees, utilities and oncoming vehicles and to safely be aware of surroundings while performing duties on construction projects such as work in trenches, roadway, drainage, snow/ice control and bridge projects.

IV. WORKING ENVIRONMENT:

Work is performed inside and outside, regardless of weather conditions, primarily within the boundaries of Auglaize County. The work environment is noisy, hot/cold, and dirty, with exposure to vibration. Incumbent must deal with the dangers of electrical, mechanical and chemical hazards, traffic control, burns and cuts, and uneven terrain. Incumbent is required to wear protective gear such as goggles/glasses, shield, earplugs, gloves, and hard hat.

V. APPOINTMENT CATEGORY:

This would be an intermittent position defined as “An employee who works an irregular schedule which is determined by the fluctuating demands of the work and is generally not predictable. An intermittent employee shall not work more than 1000 hours in a 12 month period. Intermittent employees serve in unclassified service at the pleasure of the Engineer by operation of law.

Working hours would be 6:30 am-4:30 pm Monday through Thursday.
Work would be on an as-needed basis and a 40-hour work week is not guaranteed. The employee could be told not to report if inclement weather, lack of work, etc.

This position would be subject to the Ohio Public Employee Retirement System (OPERS). There is no vacation or sick time accrued for this position

Job Location: *Auglaize County*

I acknowledge that the above description is a representation of the major duties and responsibilities of the position.

Name: _____ Date: _____

Probationary Period: 1 Year

Beginning Pay: \$18.00/hr.