



**Ashtabula  
County**

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# ACCEPTING RESUMES

<b>Position:</b>	<b>Seasonal Highway Maintenance Worker 1</b> OhioMeansJobs Post #270195663
<b>Job Description:</b>	<b>ODOT is hiring a: Summer Seasonal Highway Maintenance Worker 1:</b>  maintenance & construction work sites on State & Federal highway & interstate routes; follows established safety procedures to control moving traffic with various traffic control devices & structures (e.g., barricades, cones, signage, pavement markings, electrical warning devices); performs general labor by using various hand tools (e.g., shovels, rakes) in maintenance & repair of highways (e.g., patches potholes, spreads berm gravel, repairs & paints guardrails, picks up trash/litter & places in dumpster); operates state vehicle to travel to work sites. Performs general maintenance on equipment, building structures & grounds &/or custodial work (e.g., sweeps garage floor; uses mower to mow grass & uses weed eater to trim around sidewalks, trees & shrubs; maintains & trims shrubbery & trees; washes windows; cleans offices; removes trash; shovels snow from sidewalks, steps & pedestrian walkways; rakes leaves; paints building structures; cleans & refuels equipment). Maintains & completes daily log & work record; cleans, repairs & performs general maintenance on equipment needing minor repairs &/or adjustments by using various hand tools (e.g., wrenches, screwdrivers, pliers); when necessary, relieves employees during emergency situations; operates radio in state vehicle & base station at county location; answers telephone; takes & delivers messages; assists county operations clerk at garage locations; performs other duties as assigned by supervisor. This is a Seasonal Summer Position \$18.45 per hour
<b>Desired Skills:</b>	Formal education in arithmetic that includes addition & subtraction & in reading, writing & speaking common English vocabulary. Note: If involved in driving motorized snow & ice control equipment, must also have valid commercial driver's license. In accordance with Section 124.11(B)(2) of Revised Code, Director of Administrative Services has determined this classification to be unskilled labor class & therefore exempt from written examination. Or equivalent of Minimum Class Qualifications for Employment noted above. Candidate must pass drug screen and background check (Criminal convictions do not necessarily preclude an applicant from consideration for a position.)
<b>How to apply:</b>	Interested applicants may send resumes to:  External State of Ohio Employees Only: <a href="http://www.careers.ohio.gov/">http://www.careers.ohio.gov/</a> Internal State of Ohio Employees Only: <a href="http://www.myohio.gov">www.myohio.gov</a> . See below for instructions:
<b>OPEN DATE</b> <b>2/26/2024</b>  <b>CLOSE DATE</b> <b>3/27/2024</b>	If you need assistance or have any questions, feel free to contact: OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234 Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. (Attachment #2) Thank you and best of luck OhioMeansJobs Ashtabula County  <a href="#">Like us on Facebook</a> <a href="#">Follow us on Twitter</a>

