ROSS COUNTY ENGINEER
JOB OPENING: HIGHWAY WORKER I
POSTING # 01-2026 (2 to 4 Positions)

November 3, 2026

- The Engineer will receive applications referring to this posting for the positions of Highway Worker I. To be considered, an application must be received at the Engineer's Office by 4:00 P.M. Tuesday, November 10, 2026. The Engineer's Office is located at :
  755 Fairgrounds Road
  P.O. Box 458
  Chillicothe, Ohio 45601
  Open from: 8:00 A.M. to 4:00 P.M., Monday thru Friday
  Except Holidays

- A Position description of the Highway Worker I is included. Minimum qualifications include: a valid State of Ohio Class "B" CDL with air brake endorsement or a Class A CDL; High School Diploma or GED.

- Application forms to be used are included with this posting or can be obtained at the Engineer's Office or on the web at:
  www.co.ross.oh.us/engineer

- Rate of Pay: During 9 month probationary period: entry pay $24.45 per Hour. Pay increases per Bargaining Unit Agreement and possible promotions.

- 9 month probationary period

- Shift: 7:30 A.M. – 4:00 P.M. Winter hours
  7:00 A.M. – 5:00 P.M. Summer hours

- Report in location: 755 Fairgrounds Road, Chillicothe, Ohio

- The Department of Transportation, Federal Highway Administration, rules on Controlled Substances and Alcohol Use and Testing shall apply.

- Prior to employment, a selected job candidate must; take a fit for duty exam exam based on Classification Specifications for a Highway Worker 1 and a DOT controlled substance and Alcohol test. Employment is contingent on the exam and test results.

- Current employees of this office will be given first consideration and may apply by submitting a formal application which can be obtained from Superintendent Mike Buchanan and Assistant Matthew Francis Assistant Superintendent.

We are an EEO Employer.

Posting: 4:00 P.M. 11-3-26 to 4:00 P.M. 11-10-26

CLASSIFICATION SPECIFICATION

ROSS COUNTY ENGINEER

An Equal Opportunity Employer

TITLE: Highway Worker I
CODE:

JOB RESPONSIBILITIES: Performs other related duties as required.

Under general supervision, functions as worker maintaining and repairing county highways and highway facilities; has immediate responsibility for safety of workers and proper care of equipment; operates light motorized equipment; performs snow and ice removal; performs other related duties as required.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:
Possession of high school diploma or GED; prior experience with motorized equipment, construction, and/or in the highway maintenance field; must possess a valid Class B Commercial Driver's License with air brake endorsement or a Class A CDL; expected to work outside of normal hours during emergency situations or adverse weather conditions; perform heavy manual labor.

% of time	**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification.)	**KNOWLEDGE, SKILLS, AND ABILITIES:** Necessary to perform duties (*indicates developed after employment).
40-50	(1) Participates in: cleaning and repairing of road surface by application of stone, hot mix, and cold mix; installation of driveways; laying of black top; installation, repair, and replacement of culverts and catch basins; erection and repair of guardrails; maintenance, repair, and replacement of signs and other traffic control devices; mowing of weeds, cutting of brush and trees; flags, and maintains traffic.	(1) Knowledge of (a) road construction maintenance and repair, (b) public relations, (c) safety practices and procedures; skill in (d) operation of motorized equipment; ability to (e) carry out detailed but simple written or oral instructions, (f) perform simple mathematics, (g) complete records and forms, (h) demonstrate physical fitness, and ability to lift per OSHA and Dept. of Labor guidelines for road construction and maintenance.
30-40	(2) Operates various light equipment (e.g., dump truck, tractor, snowplow, weed sprayer, fork lift, front loader, etc.) to perform various functions of the department (e.g., hauling material, plowing snow, spreading salt, mowing grass, controlling weeds, cleaning roads, loading equipment and supplies, etc.); sees that all equipment is kept in operable condition.	(2) Knowledge of (c), (d), (e), (i) department policies and procedures,* (j) snow removal procedures and techniques;* (k) cooperate with coworkers on group projects, (l) work in unfavorable weather conditions, (m) performs heavy physical labor for extended periods of time.
10-20	(3) Performs regular, routine maintenance and minor repairs of vehicles and equipment (e.g., attaches snowplow and sander, checks fluids, lights, tires, brakes, hoses, belts, filters, etc., adds or replaces fluids when necessary, changes belts, hoses, filters, and spark plugs, etc.); performs related paperwork.	(3) Knowledge of (c), (d), (i), (j), (n) equipment and motor vehicle maintenance and repair techniques; ability to (e), (g), (k).

% of time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: Necessary to perform duties (*indicates developed after employment).
10-20	(4) Performs snow and ice removal operating snowplow, spreading salt, etc.	(4) Knowledge of (c), (d), (i), (j); skill in operation of snow and ice removal equipment.
	(5) Maintains required licenses and/or certificates and insurability under the Employer's vehicle insurance policy.	
	(6) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.	
	(7) Demonstrates regular and predictable attendance.	
	(8) Expected to work overtime based on the needs of the Engineer.	

CLASSIFICATION SPECIFICATION

ROSS COUNTY ENGINEER
An Equal Opportunity Employer

TITLE: Highway Worker I
CODE:

% of time	**ILLUSTRATIVE DUTIES:** (The duties listed below are intended to depict tasks performed by this classification.)	**KNOWLEDGE, SKILLS, AND ABILITIES:** Necessary to perform duties (*indicates developed after employment)

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION FOR EMPLOYMENT

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PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS CONTAINED ON THE ENTIRE APPLICATION FORM

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POSITION SOUGHT:_____

NAME:_____
Last First Middle Initial

HOME ADDRESS:_____

CITY/STATE/ZIP:_____

COUNTY:_____ HOME PHONE:_____

ARE YOU AN ADULT? YES ☐ NO ☐

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EMPLOYMENT HISTORY AND WORK EXPERIENCE

IN THIS SECTION, LIST ALL EMPLOYMENT HISTORY AND WORK EXPERIENCE IN DATE ORDER, INCLUDING MILITARY EXPERIENCE. BEGIN WITH YOUR CURRENT EMPLOYER. USE ADDITIONAL PAPER IF NECESSARY. FAILURE TO INCLUDE ALL EMPLOYMENT MAY BE GROUNDS FOR DISQUALIFICATION.

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CURRENT EMPLOYER:_____
(Enter "None" if unemployed)

MAY WE CONTACT YOUR CURRENT EMPLOYER PRIOR TO EMPLOYMENT? YES ☐ NO ☐

ADDRESS:_____

PHONE NUMBER:_____

DATES EMPLOYED:_____ TO:_____

JOB TITLE:_____

SUPERVISOR'S NAME:_____

BEGINNING SALARY:_____ PER____ CURRENT SALARY:_____ PER____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:_____

_____

_____

WHY DO YOU WANT TO LEAVE?_____

_____

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AN EQUAL OPPORTUNITY EMPLOYER APPLICATION FOR EMPLOYMENT

PREVIOUS EMPLOYER:_____

ADDRESS:_____

PHONE NUMBER:_____

DATES EMPLOYED:_____ TO:_____

JOB TITLE:_____

SUPERVISOR'S NAME:_____

BEGINNING SALARY:_____ PER____ CURRENT SALARY:_____ PER____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:_____

_____

_____

WHY DID YOU LEAVE?_____

****

PREVIOUS EMPLOYER:_____

ADDRESS:_____

PHONE NUMBER:_____

DATES EMPLOYED:_____ TO:_____

JOB TITLE:_____

SUPERVISOR'S NAME:_____

BEGINNING SALARY:_____ PER____ CURRENT SALARY:_____ PER____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:_____

_____

_____

WHY DID YOU LEAVE?_____

****

PREVIOUS EMPLOYER:_____

ADDRESS:_____

PHONE NUMBER:_____

DATES EMPLOYED:_____ TO:_____

JOB TITLE:_____

SUPERVISOR'S NAME:_____

BEGINNING SALARY:_____ PER____ CURRENT SALARY:_____ PER____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:_____

_____

_____

WHY DID YOU LEAVE?_____

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PREVIOUS EMPLOYER:_____

ADDRESS:_____

PHONE NUMBER:_____

DATES EMPLOYED:_____ TO:_____

JOB TITLE:_____

SUPERVISOR'S NAME:_____

BEGINNING SALARY:_____ PER____ CURRENT SALARY:_____ PER____

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:_____

_____

_____

WHY DID YOU LEAVE?_____

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IF YOU NEED TO LIST ANY ADDITIONAL PREVIOUS EMPLOYERS, PLEASE USE A BLANK SHEET OF PAPER TO DO SO.

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EDUCATION AND TRAINING

THIS SECTION IS INTENDED TO GIVE THE EMPLOYER INFORMATION ABOUT THE EDUCATION AND TRAINING THAT THE APPLICANT HAS COMPLETED, AND TO DEMONSTRATE THE SKILLS, KNOWLEDGE, AND ABILITIES OF THE APPLICANT TO PERFORM THE JOB DUTIES OF THE POSITION.

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HIGH SCHOOL ATTENDED:_____

ADDRESS:_____

DID YOU GRADUATE?_____ HIGH SCHOOL EQUIVALENT?_____

COURSES PERTAINING TO JOB APPLIED FOR:_____

_____

ACTIVITIES, AWARDS, SPORTS, ETC.:_____

_____

_____

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION FOR EMPLOYMENT

COLLEGE OR TRADE SCHOOL ATTENDED:_____

ADDRESS:_____

DID YOU GRADUATE?_____ DEGREE:_____

COURSES PERTAINING TO JOB APPLIED FOR:_____

_____

ACTIVITIES, AWARDS, SPORTS, ETC.:_____

_____

GRADUATE SCHOOL(S) ATTENDED:_____

_____

ADDRESS:_____

DID YOU GRADUATE?_____ DEGREE:_____

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PLEASE USE THE FOLLOWING SPACE TO PROVIDE ANY FURTHER INFORMATION ON TRAINING, EDUCATION, SKILLS, ABILITIES, HOBBIES, VOLUNTEER WORK, ETC., THAT YOU POSSESS OR HAVE EXPERIENCED THAT MAY BE HELPFUL IN THE EVALUATION OF YOUR APPLICATION.

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If you need additional space please attach another sheet.

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PERSONAL INFORMATION

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DO YOU HAVE ANY COMMITMENTS (I.E., SECOND JOB, SCHOOL, ETC.) WHICH MIGHT INTERFERE WITH, OR ADVERSELY AFFECT, YOUR EMPLOYMENT SHOULD WE SELECT YOU FOR A POSITION?
YES ☐ NO ☐

IF YES, PLEASE EXPLAIN:_____

_____

DO YOU POSSESS A VALID CDL DRIVERS LICENSE? YES ☐ NO ☐ CLASS_____

IF NO, CAN YOU OBTAIN ONE PRIOR TO EMPLOYMENT? YES ☐ NO ☐

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES ☐ NO ☐

ARE YOU RELATED TO ANYONE THAT IS CURRENTLY EMPLOYED BY THE ROSS COUNTY ENGINEER? YES ☐ NO ☐

PLEASE LIST THREE REFERENCES WHO ARE NOT RELATED TO YOU THAT YOU HAVE KNOWN AT LEAST ONE YEAR:

NAME:_____

PHONE:_____ ADDRESS:_____

_____

NAME:_____

PHONE:_____ ADDRESS:_____

_____

NAME:_____

PHONE:_____ ADDRESS:_____

_____

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION FOR EMPLOYMENT

PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing. Initials:_____

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours. Initials:_____

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by an Appointing Authority of Ross County, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded. Initials:_____

4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity. Initials:_____

5. I hereby authorize the employers, schools and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer. Initials:_____

6. READ CAREFULLY BEFORE INITIALING
"I agree that any claim or lawsuit relating to my service with Ross County or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary." Initials:_____

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

_____ _____
(Applicant's Signature) (Date)

_____ _____
(Notarized by) (Date)

EEO DATA: VOLUNTARY DISCLOSURE FORM

AN EQUAL OPPORTUNITY EMPLOYER APPLICATION FOR EMPLOYMENT

Regulations of the Equal Employment Opportunity Commission (EEOC) require employers to compile data regarding the nature and make-up of their work forces in order to further the goals of Title VII of the Civil Rights Act of 1964, as amended. Your responses to the following questions will help the employer comply with this requirement. Completion of this questionnaire is entirely voluntary on your part. Should you opt to complete the questionnaire, your response will be used by the employer solely for the purposes of preparing the reports required by the EEOC. Your response will be kept confidential, and will play no part in the employer's evaluation of your employment performance or status, or your treatment as an employee. The completed questionnaire will be kept separate from your personnel file.

NAME:_____

AGE:_____

SEX:_____

RACIAL AND ETHNIC CATEGORIES:

- ☐ White (not of Hispanic origin)
- ☐ Black (not of Hispanic origin)
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaska Native

DO NOT WRITE BELOW THIS LINE

HIRED:_____Yes____ No____ POSITION_____

DEPT._____ SALARY/WAGE_____

DATE REPORTING TO WORK_____ SHIFT_____