

JOB TITLE: ROADWORKER

Job Title: Roadworker 1

Band/Grade: B24

Salary Range: \$60,300-\$72,521/year DOE

FLSA Status: ☐ Exempt ☒ Non-Exempt

Closing Date: Considered open until filled

Primary Purpose:

Perform the duties of the Department with a focus on the maintenance of the county road and bridge systems, as well as township roads that are under contract with the Road & Bridge Department. Perform all work and duties to meet Mountrail County standards and policies.

Duties:

- Perform all duties assigned by the Road Supervisor.
- If deemed necessary, help with the supervision of the daily activities of the County Road Crew to ensure project objectives are being met.
- Operate heavy equipment, including but not limited to, motor grader, backhoe/trackhoe, dozer and loader, dump truck and semi-truck.
- Perform daily inspections on assigned equipment to ensure it is in good working order
- Perform preventative maintenance on assigned equipment.
- Clean up job site at end of day and ensure all equipment is properly secure.
- Maintain clean equipment, work, and shop areas.
- Service and make minor repairs on equipment.
- Work effectively and cooperatively with co-workers.
- Blade/maintain gravel roads.
- Apply dust control on gravel roads.
- Haul water, gravel and other materials.
- Perform pavement crack sealing and patching.
- Mow county road ditch right-of-ways.
- Clear county road ditches of debris.
- Monitor, fix and replace County traffic signs.
- Perform traffic control.
- Maintain and fill out haul sheets, equipment maintenance sheet and other documentation as deemed by the supervisor.
- Surveys roads for potential hazards and secures appropriate hazardous warning signs.
- Perform culvert work (maintenance, cleaning, installation and repairs).
- Perform work with hand tools, including digging trenches, cutting down trees and brush.
- Perform snow/ice removal.
- Perform subgrade repairs, road reshaping and graveling.
- Follow safety procedures and instructions to ensure safety of entire team
- Attend meetings, trainings and/or conventions as directed and authorized by the supervisor.
- The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the supervisor.

Minimum Qualifications:

- 18 years of age or older.
- High school graduation or its equivalent.
- Experience preferred in the construction and maintenance of roads.
- Experience preferred in operating heavy equipment.
- A valid non-restricted North Dakota Class A Commercial's Driver's License (CDL), with no airbrake restriction, considered to be in good standing by the ND Department of Transportation or obtain the same within the 6-month introductory period.
- Must not have a criminal driver's record on abstract for the past five (5) years.
- Must pass pre-employment drug and/or alcohol testing if offered position.
- Must be able to perform manual labor, lift more than 100 lbs., and work in all weather conditions.
- Must be able to stand and walk on varying surfaces for extended periods of time.
- Must be willing to learn construction skills on-site.
- Must be able speak, write, communicate and understand English.
- Must be able to complete work on time.
- Ability to relate and work effectively with county employees, department heads, and general public.

Mountrail County is an Equal Opportunity Employer.

APPLICATION FOR EMPLOYMENT

ROADWORKER

Thank you for your interest in employment with Mountrail County! Mountrail County is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, religion, national origin, age, sex, political beliefs, disability, or status with respect to marriage or public assistance and complies with the provisions of the North Dakota Human Rights Act.

Applications will be accepted until positions are filled at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

GENERAL INFORMATION		
LAST NAME	FIRST NAME	MI
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE #		
EMAIL ADDRESS <i>By providing your email address, you hereby consent to receive all future notifications related to this application via email.</i>		
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States?		☐ No ☐ Yes
Have you ever been convicted of a crime other than a minor traffic violation? If yes, please explain.		☐ No ☐ Yes
<i>Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.</i>		
On what date would you be available to work?		
How did you learn of this job opening?		

EDUCATION / TRAINING	
Are you at least 18 years of age or older?	☐ No ☐ Yes
Did you graduate from High School or receive a GED Certificate?	☐ No ☐ Yes
Do you have a current CDL? Class? ☐ Yes ☐ No	Class:
Driver's License #	State:
Other Education/Training	

QUALIFICATIONS

EMPLOYMENT / PROFESSIONAL REFERENCES

Please list as references, three people that have knowledge of you and your qualifications. No relatives please.

NAME	ADDRESS (City/State/Zip)	PHONE # (Work/Cell)

EMPLOYMENT EXPERIENCE

Attach a separate sheet of paper for any additional employment history.

NAME OF MOST CURRENT EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>please include supervisor's name and phone number.</i>	

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>please include supervisor's name and phone number.</i>	

NAME OF EMPLOYER	CITY/STATE
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	
MAY WE CONTACT YOUR SUPERVISOR FOR A REFERENCE? ☐ No ☐ Yes; <i>please include supervisor's name and phone number.</i>	

VETERAN'S PREFERENCE

To claim Veteran's Preference, you must be a US resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition and must have been released under other than dishonorable conditions. Refer to NDCC 37-19-1.

ARE YOU CLAIMING PREFERENCE AS A:

☐

Veteran? Attach DD-214 & Report of Separation.

☐

Disabled Veteran? Attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability.

☐

Spouse of Disabled Veteran? Attach DD-214, Report of Separation & a letter less than one year old from VA indicating disability.

☐

Spouse of Deceased Veteran? Attach DD-214, Report of Separation & Veteran's death certificate.

☐

I am not claiming Veteran's Preference.

DISCLAIMER

I certify that my answers are true and complete to the best of my knowledge and that I am at least 18 years of age. I certify that I have not had a criminal driver's record on abstract for the past five (5) years. I authorize Mountrail County to perform a pre-employment background check. I acknowledge I must pass a pre-employment drug and/or alcohol testing if offered a position in accordance to Mountrail County's "Drug & Alcohol Use & Testing Policy". If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. A typed name is considered a signature.

Signature of Applicant

Date

All information provided is subject to the North Dakota Open Records Law.

Clear all fields

Return to:

Print

Mountrail County Human Resources

rschumaier@co.mountrail.nd.us

PO Box 69 | 101 North Main

Stanley ND 58784-0069

701-628-4550 fax

Call 701-628-8980 with questions.

MOUNTRAIL COUNTY, ND

EQUAL EMPLOYMENT OPPORTUNITY FORM

We invite you to complete the enclosed Equal Employment Opportunity form and return it to our Title VI Coordinator in the enclosed envelope.

This information is kept separate from your application and is used for statistical purposes only.

Submission of this information is completely voluntary and will be kept confidential.

Mountrail County Title VI Coordinator

Enclosures

EQUAL EMPLOYMENT OPPORTUNITY

Mountrail County (2-2012)

Mountrail County is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the County invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatments. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This form will not be part of your application file or included in the documentation provided to the selecting official.

NAME	
POSITION APPLYING FOR	
BIRTHDATE (MM/DD/YYYY)	GENDER ☐ Male ☐ Female

Racial/Ethnic Heritage

Please mark the one box that describes the race/ethnicity category with which you primarily identify.

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

How did you learn about this job opening? (List the name of the newspaper, employment agency, organization, agency employee, or other source)