

JOB TITLE: ROADWORKER

SUPERVISOR: ROAD SUPERVISOR

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.

JOB TITLE: ROADWORKER *continued*

Minimum Qualifications *continued*:

- 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 probationary 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.

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

Mountrail County (2-2012)

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

Name

[illegible]**Position applying for**[illegible]

Birthdate

[illegible]

☐ Male
☐ Female

- ☐ **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.

[illegible][illegible]

State

[illegible]

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We are an Equal Opportunity Employer.

APPLICATION FOR EMPLOYMENT

ROADWORKER

HUMAN RESOURCES
hr@co.mountrail.nd.us
701-628-8980

**MOUNTRAIL
COUNTY**

This application is only for the position of Roadworker, as advertised in the September 25 and October 2, 2024 issues of the county official newspaper.

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 position is filled at the Office of the Mountrail County Human Resources, PO Box 69, Stanley ND 58784-0069.

GENERAL INFORMATION	
FULL NAME	
MAILING ADDRESS	CITY/STATE/ZIP
PHONE #	EMAIL ADDRESS
Can you provide proof, <i>if hired</i> , that you are eligible to work in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes	
On what date would you be available to work?	

EDUCATION / TRAINING	
Are you at least 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you graduate from High School or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a current CDL? Class? <input type="checkbox"/> Yes <input type="checkbox"/> 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)

VETERAN'S PREFERENCE
You must be a United States 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. See North Dakota Century Code 37-19.1.
Are you claiming Veteran's Preference under Section 37-19.1 of the NDCC? <input type="checkbox"/> No <input type="checkbox"/> Yes; <i>attach DD-214 & Report of Separation</i>

EMPLOYMENT EXPERIENCE

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

NAME OF MOST CURRENT EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING OR CONSIDERING LEAVING CURRENT EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING	

NAME OF EMPLOYER	PHONE #
JOB TITLE	LENGTH OF EMPLOYMENT
DUTIES & RESPONSIBILITIES	
REASON FOR LEAVING EMPLOYMENT	

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.

Signature of Applicant

Date