

JOB TITLE: SEASONAL ROADWORKER

SUPERVISOR: ROAD SUPERVISOR

PRIMARY PURPOSE

- Perform 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 duties assigned by Road Supervisor.

DUTIES

- 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.
- Perform preventative maintenance on assigned equipment.
- 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.
- Perform culvert work.
- Perform snow/ice removal.
- Perform traffic control.
- Maintain clean equipment, work, and shop areas.
- Follow safety procedures.
- 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.
- Must possess a valid North Dakota driver's license, class D.
- Must be able speak, write, communicate and understand English.
- 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.
- Ability to relate and work effectively with county employees, department heads, and general public.

PREFERRED QUALIFICATIONS

- 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

Mountrail County is an equal opportunity employer.

APPLICATION FOR EMPLOYMENT

TEMP / SEASONAL ROAD WORKER

This application is only for the position of Seasonal Roadworker, as advertised in the March 26 and April 2, 2025 issues of the county official newspaper. **Applications will be accepted until position is filled** at the Office of the Mountrail County Human Resources Department, PO Box 69, 101 N Main Ave, Stanley ND 58784.

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.

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"/> Yes <input type="checkbox"/> No	
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

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**

The diagram illustrates a sequence of grids. It starts with three small 2x2 grids connected by arrows. The first 2x2 grid has 1 shaded cell (bottom-right). The second 2x2 grid has 2 shaded cells (bottom-left and bottom-right). The third 2x2 grid has 4 shaded cells (all four cells). An arrow points from the third 2x2 grid to a long 2x16 grid. The long grid has 1 shaded cell at the far left (bottom-left corner).

Birthdate

☐ 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]

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