

The posting dates are **October 27 – November 5, 2011.**

If you are interested in applying, please go to <http://careers.ohio.gov/> and apply online.

Civil Service application GEN-4268 (revised 10/08), or online submission, must be used when applying for this position.

The paper applications are available from the Office of Personnel at The Ohio Department of Transportation, any of the county garages, or online at [http://careers.ohio.gov/Portals/0/pdfs/Civil%20Service%20Application%20\(new\).pdf](http://careers.ohio.gov/Portals/0/pdfs/Civil%20Service%20Application%20(new).pdf)

**Applicants are strongly encouraged to apply for the positions listed electronically (online) at [www.careers.ohio.gov](http://www.careers.ohio.gov).** To find the job posting, you will need to search by the agency (e.g., Transportation), location (county) or category. Above the description (job duties) is the word "Apply", click on that word to submit an application. If this is your first time applying on-line you will set up an account with the Ohio Hiring Management System:

- Click on Create Your Account Here! (NOTE: If you've previously registered, enter your Username and Password and login.)
- Enter a Username, your Email Address, Password, Confirm Password and Password Hint and click Save. (NOTE: Email address is a required field. Please see our FAQ's for Web sites where you can establish a free account.)
- Print out or write down the registration page for your information and keep it in a place where you will remember. You will need this information each time you want to log into your profile. Click Login to begin entering your information.
- Login using the Username and Password you just created.
- Click on Create Application.
- Follow the instructions to complete the application.
- Enter a general name for your application and click Create Application. This name is for your information only. **(NOTE: You do not need to create a new application each time you apply for a vacancy. You may want to create multiple applications if you have different versions of your resume or if you have work experience in more than one job category.)**

***Do Not Use the Back arrow on your internet browser! Using the Back arrow may cause your information to be lost. Make sure you periodically save your information to help avoid this problem.***

If you have any questions, please let me know.

Thank You!



**STATE OF OHIO**  
 Transportation - District 07  
 1001 St. Marys Ave.  
 Sidney, OH 45365  
 (937) 492-1141  
<http://www.dot.state.oh.us/>

Invites applications for the position of:

**HIGHWAY TECHNICIAN 1**

*An Equal Opportunity Employer*

**PN:** 20061868

**Job Type:** Full-Time, Permanent, Bargaining-Unit

**Location:** Montgomery County

**Promotional Bid:**

classified position (may include promotion, transfer or demotion)

**Job Location:** 300 Smith Dr, Clayton, OH 45315

**Division:** Highway Maintenance

**Opening Date:** Thu. 10/27/11

**Closing Date/Time:** Sat. 11/05/11 11:59 PM Eastern Time

**Pay Range:** 6

**Hours of work:** 7:30  
 a.m. to 4:00 p.m. (hours  
 may vary due to  
 operational need)

**Salary:**

\$15.41 /Hour

**Job Duties:**

**A Physical Ability Test (PAT) and Reading Comprehension & Math (RCM) Test will be given for the Highway Technician 1 position and candidates MUST pass both tests in order to be considered for employment. PAT/RCM candidates will be selected based in part on meeting the prescribed minimum qualifications, including education and/or experience or licensure requirements of this position. Applicants selected to take the test will be notified by mail, per the address provided on the application, of the exact time and location to report for the test administration.**

Operates basic equipment (i.e., see glossary for identification of basic equipment) & performs general highway maintenance duties which vary by season (e.g., constructs, improves, maintains, repairs & cleans highways &/or roadways & right-of-ways to include excavating & grading ditches, digging channels & cleaning waterways, cuts brush, grass & other vegetation, applies chemicals to vegetation, patches & seals berm & pavement, mixes mortar & concrete, shovels backfill, installs & repairs catch basin & stream channel & completes other drainage work, screens bleeding surface, reshapes/digs ditches/trenches, pours hot tar, removes trash, cleans & repairs highways &/or roadways & right-of-ways, mows grass, moves & loads supplies & materials & completes other related highway maintenance assignments, operates any combination of basic equipment to haul trash), performs snow & ice control & related maintenance duties by operation of snow plow with spreader, brine dispensing equipment, dump truck with attachments, maintains, repairs & installs traffic signs & pavement markings on inter-state, federal & state highways &/or roadways (e.g., repairs/replaces/straightens street &/or traffic signs & other route markers; installs & repairs guardrails).

Performs emergency response & clean up & performs traffic control (e.g., flags traffic through work zone or around accident site; sets lane closures; places high water signs; erects barricades); receives training (on the job & formal) in various types of construction inspection activities (maintenance related inspection items).

Performs minor repairs & maintenance on equipment (e.g., sharpens; sands; paints; refuels; lubricates; checks tires for wear & pressure; replaces light bulbs; washes & cleans trucks & equipment to prevent rusting); changes tailgates & snowplow blades; conducts pre-trip inspections of equipment.

Performs miscellaneous labor & bookkeeping tasks; operates two-way radio/base station; telephones

crews for emergencies; cleans offices & garage; keeps daily records & logs (e.g., fuel sheets, material check sheets); responds to general inquiries from public (e.g., gives directions; explains traffic delays; explains work underway); assists stranded motorists (e.g., telephones for needed assistance); performs general labor & maintenance functions at garage; loads & unloads freight; arranges stock in warehouse; moves equipment.

**Unusual Working Conditions:**

Works outside exposed to weather (e.g., including rain, lightening, humidity & hot temperatures in summer time & cold temperatures in winter) & on-going traffic; may work rotating shift; may be on-call 24 hrs, 7 days per week; lift & transport 50-100 pounds; exposed to unpleasant surroundings to include dead animals, containers filled with human waste, diapers, ditches with water & sewage, loud noise from equipment & traffic, confined work area while driving truck during regular &/or double shift during snow & ice removal or in confined space while digging ditches to install pipes or digging holes; exposed to insects such as bees, mosquitoes, flies & spiders; exposed to rodents to include mice & rats; exposed to stray dogs, dirt, dust, fumes, poison ivy/sumac & pollen.

**Minimum Qualifications:** Formal education in arithmetic that includes addition & subtraction & decimals, percentages & fractions; ability to read, write & speak common English vocabulary; 3 mos. trg. or 3 mos. exp. in operation of basic equipment.

Note: Applicant must have valid Commercial Drivers License at the appropriate level pursuant to approved position description on file to operate motorized equipment of size & type regulated by sections 4506.1, 4506.03 & 4506.12 of Ohio Revised Code.

-Or equivalent of minimum class qualifications for employment noted above.

**Applicant must possess a Valid Class A or B Commercial Driver's License w/tanker endorsement without airbrake restriction.**

**Major Worker Characteristics:** Knowledge of addition & subtraction; decimals, percentages & fractions; safety practices associated with highway maintenance & use of traffic control equipment\*; agency policies\*. Skill in use of basic equipment & related highway maintenance tools; traffic control equipment. Ability to recognize unusual or threatening conditions & take appropriate action; read & verbalize simple sentences; maintain accurate records; cooperate with co-workers on group projects; demonstrate strength to lift 50-100 pounds.

(\* ) Developed after employment.

**Supplemental Information:**

Physical Abilities Test - This test will require candidates to physically demonstrate the ability to lift, pull, drag, and/or maneuver 50-100 pounds. There are six (6) events to the Physical Ability Test course which consist of equipment and materials utilized on-the-job by current Highway Technician 1s. Candidates MUST successfully complete each of the six (6) events in order to pass the physical ability test and continue on to the Reading Comprehension & Math (RCM) Test. Applicants must pass both the PAT & RCM Tests in order to be considered for employment.

**Per ORC 4506.20 Applicants applying for position as a driver of a commercial motor vehicle must provide their employment history for the ten (10) years preceding the date the employment application is submitted to ODOT. Applicants for CDL positions must list the names and addresses of previous employers for which he/she was the operator of a commercial motor vehicle, dates employed and reason for leaving previous employers.**

Per Federal Regulations, the final applicant selected for this position will be required to submit to urinalysis prior to appointment to test for illegal drug use. An applicant with a positive test result will not be offered employment.

This position is overtime eligible based on FLSA Standards.

All Bargaining Unit new hires MUST serve a one (1) year Probationary Period.

Position will be filled pursuant to the provisions of the OCSEA/AFSCME Contract and HT MOU.

**All applications must clearly indicate how the Minimum Qualifications & Position Specific Minimum Qualifications, if applicable, are met. Applications that do not indicate this, will not be given consideration.**

given consideration.

**\*IMPORTANT NOTE:** Please do not include your Social Security Number (SSN) with your on-line application and/or documentation. If attaching a document that contains your SSN, please redact (black out) SSN before attaching it to your application.

The State of Ohio is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

**When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the office at the time he/she is contacted so that proper arrangements can be made for the interview.**

Job #20061868  
Highway Technician 1  
JM