

Highway Maintenance Worker I-Seasonal Position

The Burleigh County Human Resource Department will be accepting applications from **April 7, 2021 through April 25, 2021** for the position of **Highway Maintenance Worker I-Seasonal Position** available in the Burleigh County Highway Department.

Recruitment: External

Starting Hourly Wage: \$16.80 - \$18.71 per hour

Number of Openings: 2 (Two)

Salary Grade: 3 (three)

Minimum Qualifications:

- Requires two (2) years experience in the operation of variable types of highway maintenance tools and equipment and general labor skills.
- Applicant must be 18 years of age or above with a valid Class D driver's license and a clean driving record.
- Applicant will be subject to post offer driver's license and criminal background checks, physical exam, and drug screening plus a general aptitude exam.

Essential Duties and Responsibilities:

- Provides assistance to highway maintenance crew with general labor duties.
- Asphalt patching, flagging, hand grading and weed cutting.
- Operate tractors equipped with mowers, disks and other attachments; operate other light and medium duty equipment including pavers, compactors and loaders.
- Other duties as assigned.
- Perform preventative maintenance and upkeep of equipment.
- Observe established safety practices and procedures when working with equipment.

Work Environment and Conditions:

This position will involve working outdoors in different climate and weather conditions. This is a temporary seasonal position beginning when filled and ending approximately in October 2021. Will work 10-hour shifts or longer with possibility of overtime. May also work less than 40 hours per week dependent upon workload criteria and/or weather conditions.

How to Apply:

Tip to Applicants: Read and follow the instructions on the Vacancy Announcement, the application, and any other requested item before completing and submitting your application packet.

- Applicants must apply online and register at the following address: <http://burleighco.com/jobs/>.
- Applicants must also provide,
 1. Resume;
 2. Three (3) professional references;
 3. Cover letter with a written summary that clearly explains how the applicant's work experience is related to the description of essential duties and responsibilities, minimum qualifications, and level of work experience. Applications must be submitted on line by the closing date. All other required documents must be submitted to **Burleigh County Human Resources, 316 N. 5th St. Suite 106, PO Box 5518, Bismarck, ND 58506-5518** or e-mailed to: drhilborn@nd.gov by the closing date listed. Failure to apply online and send required documents will result in your application not being considered further. Telephone number: (701) 222-6669. Fax Number: (701) 221-3395.
- We only accept applications online. **We no longer accept paper applications.** We do not receive or accept general employment applications. Applicants must apply for a specific position within the County to be considered for that position. All Job Service North Dakota locations or Burleigh County's Human Resource office can assist you with completing your online application.

- Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Dept. of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indication disability, or the veteran's death certificate.
- Applicants who may need additional job information or may require accommodation or assistance with the application or interview process should contact the Human Resource office at 701-222-6669.

Equal Opportunity Employer:

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.