CARROLL COUNTY ENGINEER
BRIAN J. WISE, P.E., P.S.

ENGINEER'S OFFICE AND HIGHWAY DEPT.
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119 S. LISBON STREET
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NOTICE

To: All Interested Applicants

From: Brian J. Wise, P.E., P.S.
Carroll County Engineer

Subject: Carroll County Engineer - Job Position Opening

Applications for the position of **Night Watchman** may be obtained from the Carroll County Engineer's Office at 200 Kensington Road NE, Carrollton, Ohio beginning May 5, 2026 until the position is filled. Office hours are 7:00 A.M. to 3:30 P.M.

Applicants should have knowledge of Carroll County roads, possess excellent phone and communication skills, and have the ability to work without constant supervision.

Preference may be awarded to applicants who possess verified experience in:

- Security work, dispatching, or janitorial/custodial duties

EQUAL EMPLOYMENT OPPORTUNITY: A commitment to equal employment opportunities as prescribed by the laws and Constitutions of the State of Ohio and the Federal Government is reaffirmed by the Carroll County Highway Department Policy & Procedure Manual. Therefore, all personnel decisions and/or practices, including but not limited to hirings, suspensions, terminations, layoffs, demotions, transfers, and evaluations shall be made without regard to race, color, religion, sex, national origin, handicap, age, or other lawful bias. All applicants for employment and all employees of the Carroll County Engineer shall be treated fairly and equitably based upon their respective merit, fitness, and bona fide occupational qualifications.

Dated: 05/05/26

/s/ Brian J. Wise
Brian J. Wise, P.E., P.S.
Carroll County Engineer

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CARROLL COUNTY ENGINEER'S OFFICE
JOB DESCRIPTION

Job Title:	Night Watchman
County Engineer:	Brian J. Wise, P.E., P.S.
Department:	County Engineer's Office
Supervisor:	Superintendent
FLSA Status:	Non-Exempt
Classification:	Classified - Civil Service

Job Location

The buildings and grounds are located at the Carroll County Highway Department, 200 Kensington Road NE, Carrollton, Ohio.

Job Objectives

1) Policy and Procedure
Upon your employment with the Carroll County Highway Department you will be issued a Personnel Policies and Procedures Manual with which you must familiarize yourself. The purpose of the manual is to provide an organized approach to the establishment, implementation and administration of the personnel policies, practices, and procedures of the Carroll County Engineer.

2) Carroll County Orientation/Highway System Assets
You must be exceptionally oriented with Carroll County geography and the County Highway system to the extent that you can quickly and accurately direct personnel and others to work areas or emergency locations. You must be skillful in identifying highway asset ownership to the extent that you can quickly and accurately direct personnel and others to work areas or emergency locations or re-direct calls to appropriate agencies.

3) Security Detail
Make routine security inspection of all property. Secure all doors and windows, turn lights on or off. Check and report unauthorized persons or building hazards (e.g. fire, water leaks, etc.). Greet and note visitors.

4) Two-Way Radio, Phone & Dispatch
You must be able to send and receive communication by telephone and 2-Way radio for communication with the public, other agencies, supervisors and personnel in our department.

5) Driver's License
A valid Ohio Driver's License is a condition of employment for this position.

6) Washing/Fueling Vehicles
You must keep vehicles clean and fueled. Perform occasional preventative maintenance as required.

7) Building & Grounds Maintenance
Routine janitorial/custodial duties, including but not limited to, empty trash cans, sweep and clean floors, stock supplies and clean restrooms.

8) Truck & Equipment Operation
For the purposes of moving equipment in and around the facilities, you must be able to operate single axle/tandem axle dump trucks and tractor/trailer, some of which are equipped with five and two speed, ten speed, or thirteen speed manual transmissions. Must be able to operate front end loader and forklift.

Job Standards

1. Must be able to read instructions, written in English, relating to the performance of your duties.
2. Must be able to write legibly in English to complete messages, your daily work sheet, leave slips, and accident reports.
3. Must have excellent telephone skills. Must be able to effectively communicate with other people.
4. Must be able to cover security detail for the entire duration of the County Fair operating hours (outside of normal highway department hours) every year. Must be able to adjust work schedule as needed throughout the year to assist in providing coverage during weather-related events. Must be available to work overtime or on your days off at any time an emergency situation requires you to be on call to assist with dispatching duties, as directed by the Superintendent.
5. Must be able to send and receive messages by 2-way radio.
6. Have vision not only suitable for driving but of a quality necessary to observe objects and personnel through vehicle mirrors while performing backing operations in close quarters.
7. Must be able to report for safety training activities during non-scheduled shift time, as required.
8. Must be ambulatory to the extent necessary to:
   A. Enter and exit vehicles.
   B. Operate gear shift lever, clutch, brake, and accelerator on vehicles.
   C. Steer and operate levers and switches necessary to vehicle operation.
   D. Make security rounds of the property.
   E. Climb ladder or areas of vehicles necessary to clean them.
   F. Perform general building maintenance and cleaning.
   G. Assist with the preparation of equipment for emergency response.
   H. Operate fuel pump for the purpose of fueling vehicles.
   I. Check and report on road or closure conditions as requested by the on-call supervisor.
   J. Perform routine maintenance tasks using various hand and power tools.
   K. Operate equipment to move, secure, clean or park.

Equipment

Must have the ability, physically and mentally, to operate the following:

A. Telephones
B. Two-way radio
C. Trucks and accessory equipment (Snow Plows, Spreader boxes)
D. Pen and pencil
E. Cleaning agents, sponge, brush and hose
F. Flashlight
G. Computer
H. Forklift
I. Front-end articulated loader
J. Fuel pumps
K. Copier and Fax Machine
L. Chainsaw
M. Vacuums, floor scrubbers, pressure washers
N. Air compressors
O. Equipment lift
P. Cars and Trucks

Critical Skills

Must be able to:

A. Read English
B. Write English
C. Speak English
D. Comprehend written instructions
E. Comprehend verbal instructions
F. Familiarize yourself with all safety equipment
G. Utilize all safety equipment as instructed by supervisors
H. Operate trucks
I. Use hand and/or power tools
J. Operate Forklift
K. Operate front-end articulated loader
L. Perform routine preventative maintenance
M. Give directions and detailed instructions
N. Operate fuel pump
O. Operate chainsaw to verify proper operation
P. Prepare equipment for use
Q. Operate air compressors
R. Identify and report on County assets
S. Knowledge of area geography

There are no collective bargaining agreements. The night watchman is classified and under civil service.

The employee must have verifiable experience in the attached or similar expertise:

JOB SPECIFIC EXPERTISE

NIGHT WATCHMAN

SUMMARY

This employee ensures the safety and security of the building and grounds of the Highway Department during nighttime hours. Perform routine security inspection of all property. Check for lost or damaged property. Secure all doors and windows, turn on or off lights and machines as required. Make note of telephone and radio messages, route inquiries to highway superintendent. Perform routine building and grounds maintenance and routine preventative maintenance on equipment. Prepare vehicles and equipment for emergency response activities as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Answers telephones and radio. Takes messages and coordinates with on-call supervisors.
- Customer service minded and be able to keep calm under stressful conditions. Be an effective listener.
- Be able to communicate with the public, other agencies, supervisors and employees on telephone, radio and in person.
- Establish and maintain a safe work area.
- Performs routine preventative maintenance on county vehicles as needed.
- Ability to work without constant supervision/self-motivated. Competent in working independently as well as team atmosphere. Ability to multi-task with sense of urgency while producing quality work.
- Monitor weather conditions and changes. Assist on call supervisors with emergency call outs.
- Be able to identify, locate and direct others to any location in the County by giving directions on phone or radio.
- Assist supervisors as needed in checking road closures, road conditions, etc. Report any deficiencies noted to on call supervisors for corrective action. Be able to identify jurisdiction of highway assets and report to appropriate agency.
- Perform hourly location checks with drivers during snow control.
- Notifies sheriff, fire department or other appropriate authority of any situation requiring immediate or prompt attention.
- Cleans and maintains shop area, break room area and employee bathrooms daily. Empties trash cans daily.
- Checks windows and doors to ensure they are secure when building is vacant. Greets and notes all visitors.
- Performs other related duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED). Knowledge of standard materials, tools and equipment and skill in the use and care of tools. Experience in security or law enforcement is preferred. Computer experience with internet weather, mapping and Microsoft Office Suite a plus.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Ability to comprehend information and communicate details to others. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: State of Ohio driver's license. Security or law enforcement a plus.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to talk, hear, communicate, sit, stand, walk, use hands to touch, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel; crouch; or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually moderate to loud.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have read this job description with a revision date of 05/05/26 and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I have discussed any questions I may have had about this job description prior to signing this form.

Date

Employee Signature

Printed Name

Night Watchman
Job Title

APPLICATION FOR EMPLOYMENT

Carroll County Engineer

HIGHWAY DEPARTMENT – NIGHT WATCHMAN

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the Human Resources Department. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for:_____

Date of Application:_____

How did you hear about the position?

Advertisement: ___ Relative: ___ Inquiry: ___ Website: ___ Friend: ___

Employment Agency___ Other:_____

Name:_____
Last First Middle

Mailing Address:_____
Street Apt. City State Zip

Telephone #: (_____)_____ Mobile/Other: (_____)_____

E-mail:_____ Best time to contact you at home is: _____ am / pm

Have you ever submitted an application to Carroll County?_____ If Yes, when?_____

Have you ever been employed by Carroll County? _____ If Yes, when?_____

Are you legally eligible for employment in the United States?_____

Are you over 18 years of age? _____

Do you have a valid Driver's License? _____ Class_____Endorsements_____

State / Number:_____

Are you able to meet all attendance requirements of this position? _____

Are you able to work overtime if necessary?_____ Will you travel if the position requires it?_____

Do you have any friends / relatives currently employed by Carroll County?_____

If Yes, who? _____

What is your desired salary range or rate of pay: $_____ per _____

Date available for work:_____

Employment History: Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status. **NOTE: Information provided below in each Job Duties/Responsibilities line will be a major factor used in determining which job applicants are scheduled for interviews. Only candidates who indicate experience in job duties and responsibilities that coincide with those essential duties and responsibilities required in the Job Specific Expertise portion of the job description will be contacted for an interview.**

1. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

2. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

3. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

4. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

5. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

6. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

7. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

8. From/To_____ Employer/Organization_____

Telephone #_____ Address_____

Job Title:_____ Supervisor:_____ May We Contact?_____

Job Duties/Responsibilities_____

Reason for Leaving_____ Final Rate of Pay:_____

(Attach additional pages if necessary.)

PLEASE ATTACH RESUME

Please explain any gaps in employment:_____

_____

_____

Have you ever been fired or asked to resign from a job?_____

If yes, please explain:_____

_____

_____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree Obtained
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Related Information: Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

Please discuss your interest in employment with Carroll County and any qualifications beyond what is reflected elsewhere in your application. We are seeking candidates with experience in job duties and responsibilities that coincide with those essential duties and responsibilities required in the Job Description. Please be descriptive and identify those specific skills and abilities in your work experience that most closely identify with those required in the job description. Use additional sheets if needed.

References: Please provide the names and telephone numbers of three professional references who are not related to you and are not previous supervisors. If professional references are not available, provide school or personal references who are not related to you.

Name:_____ Title:_____

Relationship:_____ Telephone:_____

Email:_____

Name:_____ Title:_____

Relationship:_____ Telephone:_____

Email:_____

Name:_____ Title:_____

Relationship:_____ Telephone:_____

Email:_____

Applicant Statement and Signature:

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an "*at will*" nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

ONLY SIGNED APPLICATIONS WILL BE ACCEPTED.
DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.
I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Signature: _____ Date: ____/_____/_____