



**Human Resources Department**

616 Third Avenue  
Two Harbors, MN 55616  
Phone: (218) 834-8323  
Fax: (218) 834-8482  
Website: [www.co.lake.mn.us](http://www.co.lake.mn.us)

August 16, 2024

**EMPLOYMENT NOTICE**

**POSITION: SIGN MAINTENANCE WORKER**

The current vacancy is for one full-time position in the Lake County Highway Department.

**SALARY:** \$22.79 - \$30.77 per hour

**CLOSING DATE: Open until filled; initial review due August 30, 2024**

Applications must be on official forms. Resumes will be accepted, but not in lieu of an application.

**EXAM:** Complete a practical Truck Driving/Equipment Operation examination.

**MINIMUM QUALIFICATIONS:**

High school diploma or G.E.D.; 1-year related experience; or an equivalent combination of education and experience; and a valid Class B Commercial Driver's license without airbrake or automatic transmission restrictions.

**RESPONSIBILITIES:**

Responsible for

- Inspecting, ordering, installing, maintaining, and tracking inventory of highway traffic signs, sign supports, and pavement markings.
- Setting up temporary traffic control devices and highway signs for road maintenance and road closure conditions.
- Coordinating and setting up traffic control devices and highway signs for special events, road races or other on-highway activities.
- Coordinating sales of mailbox kits with property owners and installing new mailboxes and supports along county highways.
- Operating tandem axle snow plow trucks and wheel loaders for plowing snow, applying de-icing materials, and performing visual road checks for winter maintenance needs.
- Assisting with management of the county's highway traffic sign and pavement marking performance management plan.
- Performing other semi-skilled manual labor under all types of weather conditions.

**WORK TEST PERIOD:**

Appointee to the position must successfully complete probationary period per contract.

**BACKGROUND CHECK:**

Applicants selected for appointment must pass a criminal background check.

**DRUG TESTING:**

Applicants selected for appointment must take and pass a drug test.

**PHYSICAL-MEDICAL STANDARDS:**

Applicants must meet essential physical requirements of the position.

**EMPLOYMENT ELIGIBILITY VERIFICATION:**

All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

**APPLICATION INFORMATION:**

Application and Classification Specification may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; website: [www.co.lake.mn.us](http://www.co.lake.mn.us); or call (218) 834-8323.

**ACCOMMODATION:**

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8323.

**VETERAN'S PREFERENCE:**

Proof and claims for Veteran's Preference must be filed with Lake County Human Resources at time of application.

**NON-DISCRIMINATION:**

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.