



## 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)

October 11, 2024

## EMPLOYMENT NOTICE

- POSITION:** **HIGHWAY MAINTENANCE COORDINATOR**  
The current vacancy is for one full-time position in the Lake County Highway Department in Finland.
- SALARY:** \$26.47 - \$35.73 per hour
- CLOSING DATE:** **Open until filled; initial review due October 25, 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.; 3 years equipment operation experience; or an equivalent combination of education and experience; and a valid Class A Commercial Driver's license. Applicants must demonstrate advanced experience operating graders, loaders, dozers, excavators, tandem-axle dump and plow trucks, and safely mobilizing heavy equipment; proficiency troubleshooting heavy equipment; team leadership skills; effective interpersonal communication skills; and ability to execute standard operating procedures.

### RESPONSIBILITIES:

Responsible for assigning work activities relating to the maintenance and repair of County highways, bridges, and other properties. Responsibilities may include performing maintenance work of highway maintenance worker as needed; leading work activities of highway maintenance workers; and maintaining County highways and other properties in accordance with County standards.

### 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.