



## Human Resources Department

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December 5, 2025 **INTERNAL EMPLOYMENT NOTICE**

**POSITION: HIGHWAY MAINTENANCE COORDINATOR**

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

**2025 SALARY:** \$27.26 - \$36.80 per hour

**CLOSING DATE: Friday, December 19, 2025; 4:00 p.m.**

Memo of Intent must be received at Lake County Human Resources office by 4:00 p.m. on or before the posted closing date. No memos of intent will be accepted after the closing date unless postmarked that date.

**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.

**PHYSICAL-MEDICAL STANDARDS:**

Applicants must meet essential physical requirements of the position.

**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.