



Kittitas County, WA  
Employment Opportunity

## LITTER CREW SUPERVISOR

<b>Salary</b>	\$21.00 - \$24.00 per hour	<b>Location</b>	Ellensburg, WA
<b>Job Type</b>	Summer Seasonal	<b>Benefits Status</b>	Non-Benefited
<b>Department</b>	Solid Waste	<b>FLSA Status</b>	Non-Exempt
<b>Opening Date</b>	3/18/2024	<b>Closing Date</b>	Open Until Filled

### Description

The Kittitas County Solid Waste Department is currently seeking qualified candidates for the position of Litter Crew Supervisor. This position oversees student workers during the summer months. The schedule for this position is 32 hours per week, Monday - Thursday. The Litter Crew Supervisor provides a great opportunity to learn leadership skills, spend time outside, and give back to the community. Anyone who meets the qualifications stated in the job description is encouraged to apply.

### Essential Functions

**Supervise a crew of up to four (4) students (14 - 19 years old) in various work activities related to litter control and recycling**

- Responsible for the safety of the crew by adhering to safety setup procedures and guidelines.
- Evaluate site to ensure it is appropriate and safe prior to crew deployment.
- Train crew members in safety and emergency procedures, vehicle care and maintenance, recycling, and litter pick-up efficiency.
- Motivate and increase the efficiency and productivity of the crew.
- Evaluate crew member performance.
- Under the direction of the Solid Waste Director, take corrective action when necessary, using verbal and written reprimand, suspension, and/or discharge as outlined in Kittitas County disciplinary policies.
- Make regular verbal and written reports on crew output and time accounting to the office.
- Recycle all recyclable materials found during cleanup activities.
- Render first aid when necessary to crew members and determine the need to be taken to a medical facility.

**Coordinate litter pick-up along roadsides and in urban settings that could be potentially dangerous due to traffic and other hazards**

- Cooperate with the Public Works Department with respect to areas cleaned, bag placement, and mowing schedules.
- Identify hazardous substances (sharps, needles, weapons) and follow safety procedures in removing them from roadways or notifying the proper authorities.
- Evaluate chemical hazards such as potential methamphetamine labs and report to proper authorities.
- Determine potential explosive hazards (hand grenades, pipe bombs, handguns) and take appropriate actions.

**Participate in student crew selection**



- Conduct interviews and assist in crew selection process.
- Assist in evaluating eligibility for work and in completing new hire paperwork.
- Conduct new employee/parent information meetings.

#### **Transport self and crew to and from work locations in assigned crew vehicle**

- Operate crew vehicle in a safe and responsible manner at all times.
- Maintain good order and cleanliness of the crew vehicle with the crew's help.
- Use vehicle gas credit card appropriately.
- Coordinate emergency repairs and towing if needed.

#### **Minimum Qualifications**

- High school diploma or G.E.D. equivalent, AND two (2) years of supervisory or lead experience working with youth.
- Two (2) years of college-level course work in social sciences, education, resource conservation or related field may substitute for one (1) year of required supervisory experience listed above.
- 21 years of age or older.
- Must possess effective verbal and written communication skills and enjoy working with youth.
- A valid driver's license and a good driving record are required.
- Must obtain a Washington Flaggers Card prior to supervising Litter Crew Members (certification fees provided by employer).
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

#### **Required Knowledge, Skills, and Abilities**

- Proficient computer skills, including Microsoft Office programs, and ability to quickly learn other programs specific to the position/department.
- Excellent communication skills both verbally and in writing.
- Strong organizational and multi-tasking skills.
- Must be able to work independently and exercise good judgement.
- Ability to lead, train, and direct staff to accomplish program goals and objectives.
- Ability to react quickly and calmly in emergency situations, make effective decisions when in stressful situations and circumstances.

#### **Benefits**

This position is eligible for limited leave benefits. To learn more about the County's benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>

#### **Working Conditions**

Duties will be performed outside; exposure to hazardous materials and inclement weather, including temperature extremes and windy/dusty conditions may occur. This position requires the ability to stand, walk, sit, climb, stoop, kneel, crouch, crawl, twist, grasp, reach with arms and legs, and work on feet for up to six (6) hours or longer per shift. Must have the ability to lift, push, pull, or move up to fifty pounds (50 lbs.) or occasionally higher with assistance. To ensure a safe environment, must have close, distance, and peripheral vision, depth perception, and the ability to adjust focus, good hearing, and the ability to communicate clearly in



person and over the phone. PPE must be worn when required for employee safety and established safety practices and policies must be adhered to at all times.

Travel throughout Kittitas County and regular use of motor vehicles is required; must be able to safely operate a motor vehicle in varied weather conditions and all levels of daylight. Regular attendance, reliability, and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## APPLICATION PROCESS

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Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Two (2) professional references and two (2) personal references
4. Supplemental exam answers

### Supplemental Exam Questions

1. What are the two (2) top safety concerns for supervising a litter crew for Kittitas County, and how would your past experience prepare you for this?
2. What experience do you have working with youth?
3. What kind of vehicles do you have experience driving? Do you have any towing experience?