



# Employment Opportunity

## Kittitas County, Washington

**POSTED: 5/15/15**

**CLOSES: 5/29/15**

### **LITTER CREW SUPERVISOR**

The current vacancy in the Solid Waste Department is a part-time (32 hours per week), seasonal, non-exempt, non-union and non-benefited position expected to be available June through August. Anyone who meets the qualifications stated below may apply.

**SALARY/WAGES:** \$14.00 per hour

#### **ESSENTIAL FUNCTIONS:**

**Supervise a crew of up to four (4) students (15 - 19 years old), OR a crew of up to four (4) inmates 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 regional 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 paper work.
- 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.

**OTHER FUNCTIONS:**

- Complete all reporting and payroll paperwork in a neat, accurate, and timely fashion.
- Maintain all equipment and supplies.
- Other department related duties as assigned.

**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 will substitute, year for year, for required experience.
- 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 successfully complete the eight (8) hour training course on Supervision of Inmate Workers provided by the Kittitas County Sheriff's Department prior to supervising an inmate work crew.
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**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 is required. Regular attendance and punctuality are required.

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

**\*\* Continued on the following page \*\***

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. Completed applications must be submitted to Human Resources by **5:00 PM** on the closing date. The following items are required: 1) Kittitas County Employment Application; 2) Resume; 3) Supplemental Exam Answers; and 3) Three (3) personal reference and Two (2) professional reference. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- (1) How would you keep the crew motivated and safe while working on the side of the road.
- (2) Please describe your experience working with youth.