



# Employment Opportunity

Kittitas County, Washington

**POSTED: 3/21/17**

**CLOSES: When Filled**

## **SEASONAL LABORER/FLAGGER**

The current six vacancies in the Public Works Department are seasonal, non-exempt, non-union, non-benefited positions expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening of applications will commence on 3/28/17 and continue until suitable candidates have been found.

**SALARY RANGE:** \$15.00 per hour

### **ESSENTIAL FUNCTIONS:**

#### **70% Flagging, barricading, and traffic control under normal conditions and emergency situations**

- Direct the flow of traffic by using sign, hand, and flag signals in situations where traffic must be moved at given intervals.
- Inform and assist public in cases of emergency, such as washouts and accidents, using flares, signs, and flashers.
- Warn onsite workers when an approaching vehicle fails to heed signals and poses a safety hazard.
- Record license number of motorists who violate safety regulations and/or pose safety concerns and report to the proper authorities.
- Identify maintenance area with signs and cones for public safety and set up safe work zone in accordance with the MUTCD (Manual on Uniform Traffic Control Devices).
- Assist with general traffic signing and traffic counting activities.
- Assist in the transfer heavy equipment and materials with pilot vehicles.

#### **25% Laborer and recordkeeping duties that support maintenance of the County road system**

- Transfer materials for roads project repairs (pipe, lumber, and fencing).
- Assist in installation and cleaning of culverts.
- Clean debris from drainage pipes and ditches (brush, grass, litter).
- Repair road surface, shoulders, and bridges (patching) using hand tools (shovels, rakes).
- Perform maintenance and repair operations that control, eliminate or reduce any roadside hazards within the right-of-way that may impact the traveling public.
- Perform and assist other employees with routine maintenance and snow removal operations at other County facilities.
- Check road conditions and inform supervisor of road maintenance problems.
- Maintain a record of roads worked on, number of loads, and equipment used, fuel consumption, mileage and hours.
- Enter pavement data in computer program.
- Translate work completed to function numbers as required for accounting of time and specific functions.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

### **5% The safe and responsible operation of Public Works equipment and utility vehicles**

- Regularly check equipment for safety to include before, during, and after operation.
- Observe operation of equipment and inform supervisor of equipment problems.
- Perform routine maintenance and cleaning of equipment, to include the mower and Power Broom when necessary.
- Assist Equipment Operators as necessary and qualified.

*This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.*

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED.
- Current Washington State Flagging Certification at time of application.
- Current First Aid/CPR certification at time of hire or ability to obtain within first thirty (30) days of employment at candidate's own expense and on their own time.
- A valid Washington State driver's license.
- A criminal history 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.

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

- Ability to remain attentive to what is going on around the work site at all times.
- Ability to work independently and as part of a team.
- Ability to make sound judgments and think/act quickly.
- Strong written and verbal communication skills.
- Must have the ability to remain professional and courteous when dealing with agitated drivers.
- Ability to maintain required certifications.

#### **WORKING CONDITIONS:**

Work is mostly performed in outdoor environments. Exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Work will be performed near moving mechanical parts, equipment that causes vibration, and moving vehicles with regular exposure to various levels of noise. Must be physically capable of moving about construction sites and traversing uneven and/or rugged terrain. Must remain alert and keep traffic moving with focus on the safety of motorists, construction workers, and self. Must be able to stand for long periods of time, as well as sit, walk, climb, stoop, kneel, crouch, crawl, twist, reach with arms and legs and grasp. Must have ability to lift, push, pull, or carry up to 50 pounds and occasionally higher with assistance. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials. Must also have hearing and speech to clearly communicate in person, over the telephone, and by radio. All safety procedures must be adhered to and PPE must be worn when required.

Regular travel within the county is required; must be able to safely operate a motor vehicle in various conditions and levels of light. The work schedule may require early mornings with occasional evenings and weekends. Regular attendance and punctuality are required.

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

**APPLICATION PROCESS:**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1) Kittitas County Employment Application; 2) Letter of Interest; 3) Resume; 4) Two (2) professional references; and 5) Supplemental Exam Answers. **Please note: All applications must be submitted online; paper copies will not be accepted.**

**SUPPLEMENTAL EXAM QUESTIONS:**

- (1) Do you have a **current** Washington State Flagging Certification?
- (2) Please tell us of any special skills that you possess that are consistent with the job description.