

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Seasonal / Temporary Employee
Department: Public Works

Position Number:
Annual Hours Worked: Varies

1.0 MAJOR FUNCTION AND PURPOSE

- Employees in this position perform routine maintenance, fleet and engineering activities for the Department of Public Works.

2.0 SUPERVISION RECEIVED

- Supervision and guidance for this position is received from the Management Staff of the Department and occasionally from various full time employees within the Department.

3.0 SUPERVISION EXERCISED

- Persons in this position do not supervise any employees.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

- Performs manual labor in conjunction with various maintenance, fleet and engineering activities
- Operates equipment in concert with various maintenance, fleet and engineering activities
- Performs flagging and traffic control duties as required
- Performs office duties related to the daily operations of the department.
- Performs other tasks as directed.

5.0 REQUIRED KNOWLEDGE AND ABILITIES

- Ability to understand and carry out verbal and /or written instructions
- Ability to establish and maintain effective working relationships with supervisors employees, and the public
- Ability to work independently relative to assigned tasks
- Ability to perform physically demanding labor in all weather conditions.
- Knowledge of occupational hazards and safety precautions applicable to the work.
- Knowledge of care, maintenance and safe operation of assigned equipment
- Ability to learn and operate various equipment

6.0 MINIMUM QUALIFICATIONS

- High school diploma/GED and at least 18 years of age.
- Valid Washington State driver's license
- Current Washington State Traffic Control Card

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.