



## **UMATILLA COUNTY**

### **POSITION DESCRIPTION**



**Department:**  
**Position Title:**

**Public Works**  
**Temporary Flagger/Laborer**

**Employee Name:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Job Series:**

**Union Covered:** No

**Salary Range:**

**BOLI Exempt:** No

#### **GENERAL DESCRIPTION OF POSITION**

These positions are in needed in all three locations (Milton-Freewater, Pendleton, Stanfield). Including but not limited to flagging duties, traffic control, general laborer duties such as (brush cutting, culvert cleaning, cleaning equipment, dead animal removal), pilot car operation. Operation of a county vehicles such as pickups, power brooms, road side mowers and misc. light and medium duty vehicles along with deployment of variable message reader board are included.

#### **SUPERVISORY RELATIONSHIPS**

This position will report to and operate under the direct supervision of the Road Crew Foremans as well as the road crew lead person in charge at the time.

#### **PRINCIPAL DUTIES OF POSITION**

Duties include but are not limited to as follows:

- Safe/Controlled operation of county vehicles.
- Set up appropriate signs and work zone as directed.
- Tire chain repair
- Chainsaw operation and brush removal
- Assist with guardrail repairs
- Clean and maintain vehicles as directed
- Road department grounds maintenance
- Expedite to the best of his/her ability the earliest possible start time on the project for that day after reporting at the beginning of the shift.
- Maintain a safe, clean work area, personal and public safety is a priority.
- Establish and maintain a harmonious working relationship with other employees and general public.
- Work as directed by the immediate supervisor.

## **OTHER DUTIES OF POSITION**

The temporary laborer shall also perform other duties and responsibilities as may be assigned by the Public Works Director or a Supervisor.

## **REQUIREMENTS FOR POSITION**

- Must possess a current valid driver's license with a satisfactory driving record.
- Must successfully pass a background check and drug screen.
- Must possess a high school diploma or equivalent
- The ability to perform strenuous manual tasks and to withstand exposure to variable weather conditions.
- During emergency situations such as flood or blizzard the employee must be willing to perform the job/task necessary as directed during whatever shift or hours necessary.

## **SPECIAL QUALIFICATIONS**

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Pickups, Hand tools such as shovel's, brooms, stop/slow paddle, various wrenches including air tools, power compactors, hammers, chainsaw's, Tractors with mower attachment, power broom, power blowers for cleaning bridge decks, misc. concrete tools and any other hand tools necessary to successfully complete the task at hand.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works outdoors in all weather conditions, it is incumbent on the employee to report for work with appropriate clothing for the conditions. Basic safety items such as gloves, ear plugs, dust masks and eye/face protection will be provided by the employer; the employee rarely works inside. The noise level in the work environment can be high, hearing protection is supplied and use is required.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

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

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Employee's Signature/Date