

**Whitman County Human Resources**  
400 N. Main Street • Colfax, WA 99111  
(509) 397-5242 • FAX (509) 397-6355 • [www.whitmancounty.org](http://www.whitmancounty.org)



## **JOB ANNOUNCEMENT**

**POSITION:** Roadside Vegetation Control Foreman

**DEPARTMENT:** Public Works

**MONTHLY SALARY:** \$3,685 per month pls benefits

**UNION STATUS:** Non-Represented

**TO APPLY:** Whitman County Human Resources  
400 N. Main Street  
Colfax, WA 99111  
(509) 397-6205

**CLOSING DATE:** Open Until Filled

**LOCATION:** Colfax

**SELECTION PROCESS:** Applicants must submit a signed Whitman County application form. The applications will be reviewed and evaluated to determine applicants invited for an interview.

**TO QUALIFY:** See attached illustrative example of duties and requirements.

In compliance with the Immigration Reform and control Act of 1986, Whitman County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise of that need

**Whitman County Human Resources**  
400 N. Main Street • Colfax, WA 99111  
(509) 397-5242 • FAX (509) 397-6355 • [www.whitmancounty.org](http://www.whitmancounty.org)



## **POSITION DESCRIPTION**

**Effective Date:** January 1, 2018

**Position Title:** Roadside Vegetation Control Foreman

**Job Family Classification #:** 46

**Department Title:** Public Works

**Department Code:** 400

**Pay Range:** Field Supervisor

**FLSA Status:** Non-Exempt

**Union Status:** Non-Represented

**Reports to:** Operations Manager

### **PURPOSE**

Plan and execute a countywide vegetation control program. Manage and perform skilled equipment operations associated with the maintenance of a roadside vegetation control program. Manage herbicide inventory. Plan and schedule vegetation control projects and supervise road district, bridge, sign and temporary personnel as needed for successful execution of the program. Coordinate activities with the Maintenance Operations Manager.

### **NATURE OF WORK**

This is responsible program management and supervisory work. This will entail conducting and directing the work of road, bridge, sign and temporary maintenance personnel throughout the county on both a project and program oriented basis. An employee of this class will be responsible for supervising and participating in the maintenance work of designated personnel. Work will require the exercise of considerable initiative and judgment in managing the Vegetation Control Program for the Whitman County Road Department. Primary goal will be the completion of assignments with a concern for both quality and safety of work performed. A portion of the work will require employees of this class to work independently with little or no direct supervision. Work will require the operation of maintenance equipment such as Spray trucks, heavy-duty vocational trucks, skid mount sprayers, ATV sprayer, light-duty trucks, back-pack sprayers, forklift, aerial man-lift, tractor mowers, lawn mowers, chainsaws, hand tools, and other power hand-tools. The employee of this class will be responsible to the Maintenance Operations Manager for the successful completion of roadside vegetation control and maintenance assignments throughout the Whitman County road and quarry system. The

employee of this class will be expected to arrive early, stay late, and/or work weekends and holidays to carry out work-load, depending on weather and other performance related conditions and impacts. This employee will be required to coordinate the daily work schedule and plan additional projects in conjunction with the Road District Superintendents, Bridge Supervisor, and Sign Supervisor as needed to meet performance goals.

Work is performed primarily in the cab of assigned equipment, outdoors in all weather conditions, and occasionally in an office setting.

### **ESSENTIAL FUNCTIONS**

- Plan, coordinate, and assign vegetation control program activities.
- Apply weed/vegetation control chemicals and pesticides in County right-of-way, at County shop sites, the Solid Waste Facility, and at rock quarries.
- Supervise road district, bridge, sign and temporary personnel as needed for successful completion of vegetation control, other assigned projects, and participate in assigned work tasks.
- Create and maintain vegetation control activities schedule, including equipment and personnel needs to support the program.
- Detect needed repairs and make simple adjustments to equipment.
- Maintain written and electronic records, materials, equipment, and reports, and relate budget concerns to the Maintenance Operations Manager.
- Consistently be at work on time and allow for flexibility in work schedule due to weather conditions.
- Resolve routine public relations matters and maintain a positive relationship with the public.
- Communicate with others using appropriate speaking and listening skills.
- Operate truck mounted Raven or similar, computerized field system with Global Positioning Systems (G.P.S.) capabilities and sync data with server or stationary computer.
- Prepare computer generated records. Keep program within the established budget.
- Operate all assigned equipment skillfully, safely and in conformance with applicable laws and regulations.
- Perform manual labor; lifting, bending, climbing and walking in the performance of duties.
- Work outdoors in all weather conditions.
- Knowledge of safety practices.
- Perform service and preventive maintenance on assigned equipment, and assist mechanic in the completion of repairs as required.
- Operate tandem axle truck and trailers in association with routine maintenance activities, and move materials and equipment throughout the County, as needed.
- Assist with management and execution of wintertime snow and ice abatement activities in conjunction with the Road Supervisor's activities, including the deicer application program.
- Perform a variety of manual road maintenance assignments as needed.

### **NON-TECHNICAL ESSENTIAL FUNCTIONS**

Establish effective working relationships with co-workers, the public, and supervisors; organize priorities for timely execution of work elements; understand, carry out and give written and oral instructions; evaluate work situations and determine courses of action; present a positive public appearance.

## **SUPERVISION EXERCISED AND RECEIVED**

Supervision will be exercised over road district, bridge, and sign personnel on a project or program oriented basis. A portion of the work will not require supervision of other employees and will be carried out independently. All work is performed under the general supervision of the Maintenance Operations Manager.

## **SELECTION CRITERIA**

### **Knowledge, Skills, Abilities**

- Knowledge of the care, maintenance and safe operation of assigned equipment.
- Knowledge of the occupational hazards and safety precautions applicable to the work.
- Knowledge of herbicide/pesticide application procedures, including sufficient math and mechanical aptitude to properly adjust and operate equipment.
- Skilled operation, on a continuing basis, of one or more of the following equipment: Spray trucks, skid mount sprayers, ATV sprayer, light-duty trucks, back-pack sprayers, forklift, aerial man-lift, tractor mower, lawn mowers, chainsaws, hand tools, and other power hand-tools.
- Knowledge and ability to apply the basic principles of supervision and organization. Ability to operate in a team-oriented management environment.
- Ability to meet criteria of essential functions and non-technical essential functions.

## **EXPERIENCE, EDUCATION AND TRAINING**

Three (3) years of road maintenance and/or vegetation management experience, or substituting on a month for month basis, any experience, education, or training which would demonstrate the level of knowledge and ability required.

Able to drive a 13-speed road ranger transmission and a tandem axle truck, with a minimum of one year of full-time driving experience in this equipment.

Possession of a valid Class 'A' Commercial Driver's License (CDL) with tank vehicle endorsement; must have a safe driving record.

Possession of a valid State Department of Agriculture Public Operator's License.

R.O.W. category/endorsement preferred.

Must be able to pass a pre-employment drug screen before beginning work.

WHITMAN COUNTY IS A SMOKE-FREE WORKPLACE  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER  
AMERICANS WITH DISABILITIES ACT  
Persons requiring accommodation should advise of that need