

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



JOB ANNOUNCEMENT

POSITION: Temporary Summer Laborer

DEPARTMENT: Public Works

UNION STATUS: Non-Represented

HOURLY WAGE: \$12.00 an hour

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

CLOSING DATE: Until Filled

LOCATION: Colfax

SELECTION PROCESS: Applicants must submit a signed Whitman County application form for each position. 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 WORK PLACE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

AMERICANS WITH DISABILITIES ACT

Persons requiring accommodation should advise us of that need

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WHITMAN COUNTY POSITION DESCRIPTION

Effective Date: April 25, 2017
Position Title: Temporary Laborer
Job Family Classification #: N/A
Department Title: Public Works
Department Code: 400
Pay Grade: N/A
FLSA Status: Non-Exempt
Union Status: Non-Represented
Reports to: Colfax Shop

BASIC PURPOSE

Assist crew staff during peak operation periods. The work will be done From June1, 2018 thru August (Must be available to start June 1, 2018)

NATURE OF WORK

Work requires flagging and traffic control. Other duties will be shop cleaning and washing vehicles and Misc. construction related activities. Work will be performed at the Colfax County shop.

SUPERVISION EXERCISED AND RECEIVED

Supervision of others is not a responsibility of this class. Supervision is provided by the Shop Foreman.

ESSENTIAL JOB FUNCTIONS

Work indoors and outdoors in all types of weather conditions; perform duties in a safe manner.

NON-ESSENTIAL JOB FUNCTIONS

Follow directions; work independently, cooperate with co-workers.

EXAMPLES OF DUTIES

- Flagging
- Traffic control
- Shop cleanup
- Washing/detailing vehicles
- Misc. Construction related activities

SELECTION CRITERIA

Knowledge, Skills, and Abilities

Demonstrated ability to meet the criteria of essential job functions and non-technical essential job functions.

EXPERIENCE, EDUCATION AND TRAINING

Possession of a valid driver's license with good driving record. Minimum age of 18. Training will be provided at time of hire.