

**OPEN**



**APPRENTICE ROAD  
MAINTENANCE SPECIALIST  
(EXTRA-HELP)  
Posting No. 05-031**

**SPOKANE  
COUNTY  
HUMAN  
RESOURCES  
DEPARTMENT**

(updated 02/11/05)

**EMPLOYMENT OPPORTUNITY**

**OPENING DATE:** February 7, 2005

**SALARY RANGE:** \$10.00/hour; no benefits;  
(PERS only)

**CLOSING DATE:** Open until filled (cut-off dates  
are each Friday, 4:30 p.m.)

**FLSA STATUS:** Non-Exempt  
**DEPARTMENT:** Roads

**WHO MAY APPLY (OPEN)**

This recruitment is open to all applicants meeting the minimum requirements.

**Note:** This recruitment may be used to fill up to 49 extra-help vacancies; no benefits (PERS only), period of employment will be less than 5 months. Work may be in heavy traffic and adverse weather conditions.

**HOW TO APPLY**

Submit the following required materials:

- Spokane County Employment Application

**EXAMPLES OF DUTIES**

Removes materials and cleans roadsides, ditches, drywells, culverts, etc. upon assignment or upon notice by personal inspection; alerts supervisor of needed repairs or road hazards.

Performs hand ditching, patching, hole filling, leveling of surfaces.

Assists others in their work by participating in that work not requiring a high degree of skills.

Operates autos and pickups or other equipment and specialized tools as needed; transports equipment operators and supplies to and from work sites.

Assists equipment operators by placing and removing warning devices; acts as flag person; assists with installation of equipment parts and accessories, etc.

Answers citizen complaints; makes repairs and reports complaints and results to supervisors. Safely operates equipment and tools.

Performs other related duties as assigned.

**MINIMUM REQUIREMENTS**

**TRAINING AND EXPERIENCE:**

Three (3) months experience which demonstrates an ability to perform outdoor physical labor. Must be at least 18 years of age at time of hire.

**LICENSE:** Valid driver's license.

**SELECTION FACTORS**

Ability to:

- deal with citizens in a calm, courteous manner.
- follow written or oral instructions in a responsible and efficient manner.
- maintain effective working relations with fellow workers and supervisors.
- perform medium to heavy physical labor for extended periods of time.
- operate tools and equipment in a safe manner.

**BEHAVIORAL STANDARDS**

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust

**See other side for important additional information**

**1229 WEST MALLON, SPOKANE, WA 99260-0230**

**Phone: (509) 477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS [www.spokanecounty.org](http://www.spokanecounty.org)**

**EQUAL OPPORTUNITY EMPLOYER**

**DRUG FREE WORK ENVIRONMENT**

County residents have placed in each of us.  
Demonstrates honest and ethical behaviors.

**SELECTION PROCESS:**

Initial screening will be solely based on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority based on your qualifications will review your application materials. The hiring authority may interview top candidates. This process may be subject to change.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.

**NOTES**

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

