

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LITTER CONTROL CREW LEADER**

Spec No. 8089

### **BASIC FUNCTION**

To monitor, supervise and maintain custody of work-release inmates while transporting and performing litter pick up, and to participate in the cleanup of litter, debris, and abandoned vehicles on County, State, Federal and other public lands.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Supervises and monitors seasonal employees and/or work-release inmates in support of the litter control program and services.
2. Arranges for the pick up of inmates on a daily basis from Corrections facilities as required; transports inmates on a daily basis to and from Corrections facilities and the work area as required.
3. Explains program and safety procedures and rules; answers questions and discusses problems related to the litter control program.
4. Plans ahead, using the most time efficient and effective work pattern, the areas that will be cleaned of litter.
5. Directs and manages inmates in the efficient and safe pick up of litter in the State highway median, interchanges, and on other public lands.
6. Identifies and takes appropriate and required safety precautions and measures in setting up litter pick up operations in State highway work zones.
7. Keeps detailed records of, including but not limited to, litter pick up information, inmate information, areas and hours worked, etc., and reports this information to responsible County, State, and Federal parties.
8. Performs computer and Global Positioning System (GPS) functions to enter/edit data and verify tonnages of solid waste and scrap metal taken from job locations, using approved formats for tracking cleanup activities.
9. Maintains necessary supplies to perform all litter control activities in a safe and efficient manner.
10. Periodically prepares and communicates progress reports to County and State grant managers and supervisors.
11. Participates in the cleanup and transportation of litter, abandoned vehicles, and other debris on public lands.

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### **STATEMENT OF OTHER JOB DUTIES**

12. Provides basic medical assistance to employees and/or inmates in case of injury.
13. May perform manual labor tasks in support of solid waste operations when not engaged in cleanup activities.
14. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Two (2) years experience in a position relative to manual labor, litter pickup, or solid waste operations; OR, any equivalent combination of education and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State driver's license, unrestricted except as to vision, is required prior to appointment.

A valid First Aid/CPR card is required for employment.

Required to obtain a flagger's certificate within one (1) month of employment.

### **PREFERRED QUALIFICATIONS**

Leadership experience is preferred.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- basic first aid and CPR methods and procedures
- defensive and courteous driving rules
- the potential hazards associated with the work

Ability to:

- read, understand and interpret work related laws, ordinances, rules and regulations
- supervise groups of inmates
- communicate effectively with people regardless of age, sex, race, economic or cultural background, including persons with social or behavioral problems, and communicate with inmates in both supportive and confrontive modes

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### KNOWLEDGE AND ABILITIES (Continued)

- accept and respect the individual differences of inmates and respond in a professional way to meet their needs without the interference of personal bias
- understand and follow oral instructions and written procedures and guidelines
- speak and write with clarity and prepare required reports
- work with minimum supervision
- establish and maintain effective working relationships with criminal justice system officials and staff, other county employees and the general public
- provide basic first aid and CPR to inmates and the general public
- perform routine manual labor tasks including heavy lifting

### PHYSICAL EFFORT

The work involves routine manual labor tasks, including extended periods walking outdoors on uneven ground (including in rural and mountainous areas), and strenuous physical exertion such as lifting objects weighing more than fifty (50) pounds.

### SUPERVISION

The employee reports to a Lead and is supervised by an Operations Supervisor. The work is periodically reviewed for compliance, by both State and County representatives, with established directives and guidelines through written instructions, conferences and meetings.

### WORKING CONDITIONS

The work is performed outside in all types of weather, in close contact with and singularly responsible for seasonal employees and/or work-release inmates. The employee is exposed to confined working areas in close proximity to high speed traffic, unpleasant odors, dust, debris and other potential hazards, and is required to wear County supplied safety equipment.

The work will involve rotating shift assignments, including working evenings, weekends, holidays and overtime as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 2002  
Revised: April 2004; March 2006, March 2018  
EEO Category: 8 – Service and Maintenance  
Pay Grade: 904 – Public Works Pay Plan  
Workers Comp: 1501 Hazardous