



Employment Opportunity

Kittitas County, Washington

POSTED: 12/1/2021

CLOSES: Open Until Filled

ACCESS/ADDRESSING SPECIALIST

The current vacancy in the Public Works Department is a full-time, benefited, union (Local 792 - Road), non-exempt position expected to begin as soon as possible. The Access/Addressing Specialist performs routine and complex technical engineering-related work for Public Works projects. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 12/10/2021 for optimal consideration.

SALARY RANGE: \$22.29- \$27.69 per hour.

ESSENTIAL FUNCTIONS

- Process Public Works permit applications for access to County road right-of-way. Determine if an access permit is required and/or has an approved permit to access County roads. Coordinate with Community Development Services regarding the building permit process.
- Schedule completed approach inspections and coordinate with Public Works Engineering Staff to complete inspections.
- Coordinate with developer or property owners for new private road name or to change a private road name. Send out application for new private road name. Check new road names submitted against database for duplicate road names.
- Notify proper authorities (Kittcom, Postal Service, Utility Co., etc.) of new/updated addresses.
- Provide property addresses to public and maintain the Master Street Address Guide (MSAG) database, including coordination and prepare reports as required.
- Coordinate with the Postal Service on addressing and zip code discrepancies and any problems or concerns with addressing in the County.
- Collect information needed from parcel maps, surveys, addressing database and plats to accurately locate owner's property.
- Perform field work for assigning 911 property addresses. Design 911 property address plates and keep all records for addressing.
- Send Kittcom MSAG updates on a regular basis.
- Provide information and respond to inquiries from contractors, property owners, staff, and the general public regarding accessing and addressing issues. Resolve conflicts within the scope of authority.
- Assist in the development and implementation of transportation studies. Assist in the maintenance of the County road log and transportation studies. Compile information and prepare reports as required. Responsible for setting and retrieving traffic count equipment.

OTHER FUNCTIONS

- Provide backup coverage of the front counter for Administration as needed. This includes answering incoming calls and directing assistance at the front counter.

Kittitas County is an Equal Opportunity Employer

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This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- High School Diploma or GED equivalent.
- Two (2) years of related work experience in a technical, construction, engineering, or closely related field.
- Valid Washington driver's license with no more than two (2) moving violations in the past two (2) years.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Must have intermediate computer skills for creating and tracking bond spreadsheets or other applicable tracking method and maintaining address database.
- Ability to learn programs specific to the department and/or County quickly.
- Maintain close cooperative working relationships with administrative and other personnel, outside agencies, and the general public.
- Ability to prepare, organize, and maintain field and office data, reports, and systems.
- Ability to understand and follow the guidance of state and federal regulations and County policies, procedures, and standards.
- Make sound, independent decisions within established policy and procedural guidelines.
- Provide tactful and clear communication and service to the public, contractors, other County staff, and outside agencies, both verbally and in writing to best facilitate the needs of Kittitas County Public Works.

PREFERRED QUALIFICATIONS

- Knowledge of pertinent WAC and RCW regulations.

WORKING CONDITIONS

Work is performed in both an office setting and occasionally outdoors in inclement weather conditions. Must have the ability to sit, walk, climb, stoop, kneel, crouch, crawl, stand, reach with arms and legs to operate equipment. May be required to traverse a variety of surfaces and landscapes. Must have the ability to lift or move up to 50 pounds and occasionally more with assistance. Personnel in this position must have hearing and speech to communicate clearly in verbal and written format due to daily contact with the public and other agency personnel. Must have strong organization skills and vision to read printed materials and a computer screen. Travel throughout the County and local region is required. Must be able to safely operate a motor vehicle in a variety of weather conditions and levels of light. Safety rules must be adhered to at all times and PPE must be worn when required.

Work is typically performed during regular business hours; however, some variation may be necessary including evenings and weekends. Reliable attendance and punctuality are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references