

# COOS COUNTY JOB ANNOUNCEMENT

## Maintenance Worker VI – Access/Permitting Specialist Coos County Road Department

An Offer of Employment made to the successful applicant for this position will be conditional upon a Criminal Background Check and a DMV Driving History Report being conducted.

Selected applicant must possess a valid driver's license.

\$29.94 - \$34.71 per hour

**DEPARTMENT:** ROAD DEPARTMENT

**GENERAL STATEMENT OF DUTIES:** Please refer to the attached position description.

**APPLICATION PROCEDURE:** Coos County Application **REQUIRED**.

**Apply to:** Coos County Human Resources Department, Courthouse

**By mail:** 250 N. Baxter  
Coquille, OR 97423

**By fax:** (541) 396-1012

**By email:** [humanresources@co.coos.or.us](mailto:humanresources@co.coos.or.us)

**CLOSING DATE:** Open Until Filled

**\*\*Equal Opportunity Employer\*\***

**Posted:** Courthouse  
Email All Coos County Employees  
County Website Employment Department  
Indeed

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

## DESCRIPTION OF POSITION

Revision Date: June 16, 2026

<b>1. Current Classification Title:</b> Maintenance Worker VI – Access/Permitting Specialist
<b>2. Working Title:</b> Access / Permitting Specialist
<b>3. Department:</b> Road Department
<b>4. Pay Grade:</b> 806 <b>Position Is:</b> Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ <b>Excluded from Bargaining Unit?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Teamsters #223 <b>Eligible for Overtime?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>5. What is the purpose of this position?</b> <ul style="list-style-type: none"><li>Reviews and issues all Right of Way and Access Permits and Verification Letters for the Road Department. Reviews land use activities that require road department input.</li></ul>
<b>6. Essential functions of position:</b> (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. <ul style="list-style-type: none"><li>Coordinates and issues driveway and/or access permits for property owners.</li><li>Issues all right-of-way permits.</li><li>Issues all utility permits.</li><li>Inspects all permitted work to ensure compliance.</li><li>Reviews all land use actions from Coos County Community Development that require Road Department input (i.e. partitions, property line adjustments, etc.).</li><li>Responds and resolves complaints from the public regarding issues within the road rights-of-way.</li><li>Produces written reports and memos as required.</li><li>Patrols and inspects county roads as needed.</li><li>Identifies work requirements for projects that involve other agencies, departments, utility companies and contractors.</li><li>Attends meetings and seminars as requested, coordinate's projects with various utilities and governmental agencies.</li><li>Operates road maintenance equipment as needed</li><li>Other duties as assigned.</li></ul>
<b>7. Supervision:</b> <ul style="list-style-type: none"><li>This position is supervised by the Director / Roadmaster.</li></ul>
<b>8. Working conditions of position:</b> <ul style="list-style-type: none"><li>Position will be required to bend, squat, kneel, twist, push, pull, lifting objects frequently that weigh in excess of 50 pounds and standing for long periods of time.</li><li>Must be able to work outdoors in all-weather including extreme cold, heat and windy conditions.</li><li>Regular and consistent attendance is required.</li><li>Normal working hours are from 7am to 5:30pm Monday-Thursday.</li></ul>
<b>9. List required special skills, licenses, certificates, etc.:</b> <ul style="list-style-type: none"><li>CDL Class A, optional but preferred.</li><li>Flagging Certificate</li><li>Considerable knowledge of general and/or specific permitting practices at local, state and/or federal level. Specific experience or knowledge of county land use, access and right of way permitting preferred.</li><li>Considerable Knowledge of materials, methods and equipment used in the maintenance and construction of roads, bridges and special facilities; the laws and rules governing the safe operation of road construction and equipment; traffic signing regulations; principles of supervision and personnel practices.</li><li>Must have a minimum of four (4) years' experience in the maintenance, including experience in operating equipment or construction/supervision of roads and highways, including equivalent to high school plus additional specialized training equal to two years technical college or any satisfactory combination of experience and training.</li></ul>

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<ul style="list-style-type: none"><li>▪ Must have considerable knowledge of sound safety practices and procedures for all tools, machinery, materials and methods used in line of work.</li><li>▪ Maintain working knowledge of federal, state and local codes, statutes and regulations in relation to maintaining county roads, land use and permitting.</li><li>▪ Handles the public in a diplomatic and professional way using discretionary judgment.</li><li>▪ Must be capable of teamwork with other employees.</li><li>▪ Basic computer skills in Windows, Microsoft Excel, and Microsoft Word.</li></ul>	
<b>10.</b>	<b>Is operation of motor vehicle required?</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>11.</b>	<b>List equipment, tools, machines used in performance of duties:</b> <ul style="list-style-type: none"><li>▪ Backhoe, brushcutter, excavator, grader, paver, dozer, truck &amp; trailer (lowboy trailer), loader, dump truck &amp; trailer, water truck, mower, roller, sand truck, jackhammer, tack truck/trailer, broom, spray/sign truck, tire truck, paint truck</li><li>▪ Laser level, hand level, inclinometer</li><li>▪ Various small tools and equipment</li></ul>