



### **WARRENTON COMMUNITY CENTER MAINTAINER (Part-time)**

The City of Warrenton is accepting applications for Warrenton Community Center Maintainer. The maintainer makes sure that the community center is in good condition before and after each rental. Duties include: housekeeping/janitorial upkeep, paperwork, ordering supplies, and general light maintenance of the facility. \$17.25 per hour/approx. 10 hours a week or less, including nights and weekends. Hours vary depending upon use of the facility. HS Diploma or equivalent is required.

Application packets available at [www.warrentonoregon.us](http://www.warrentonoregon.us) or may be picked up at City Hall, 225 S. Main Ave, Warrenton. A complete application packet including a cover letter, resume and application can be turned in at the same address or by email to [financedirector@warrentonoregon.us](mailto:financedirector@warrentonoregon.us)

Position open until filled. The City of Warrenton is an equal opportunity employer.



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## City of Warrenton

### Position Description

Position: Community Center Maintainer		
Department/Site: Warrenton Community Center	FLSA: Non-exempt	
Evaluated by: Finance Director	Salary Range: Hourly	

### Summary

Under supervision of the Finance Director, the Community Center Maintainer checks the facility and provides renters with needed supplies before use and verifies the conditions of the Center after each use, cleaning the center as needed. The Maintainer shall maintain an adequate inventory of supplies, water plants and notify Finance Director of problems or concerns related to overall building conditions.

### Essential Duties and Responsibilities

- Check facility before each rental assuring that supplies are stocked, any special requests by the renter are satisfied and cleaning supplies are left in a conspicuous location for renters use
- Meet with renters to show facility, if requested
- Check facility after each rental, cleaning if necessary, completing a clean up checklist and turning it in to City Hall in a timely manner
- Maintain Fire Code regulations and OSHA regulations as it pertains to storage of all supplies
- Empty kitchen grease trap, as needed
- Weekly completion of exterior safety check
- Check supply inventory and replenish supplies as necessary, with Finance Director approval
- Basic building maintenance that may involve standing on a ladder, changing lightbulbs, cleaning lower interior/exterior windows, removing debris from exterior of

the building including both the entryway and landscaped areas and other tasks of similar complexity.

- May be asked to coordinate with vendors to perform building maintenance on occasion
- Coordinate with Finance Director when significant repairs or maintenance, including deep cleaning, may be necessary

### **Other Duties**

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### **Minimum Qualifications**

- Able to create and maintain positive working relationships with other staff.
- Valid Driver's License

### **Licenses, Certificates, and other Requirements:**

High school diploma, or equivalent
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### **Desirable Qualifications:**

Previous experience relating to building maintenance or organizing functions/events.
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### **Physical and Mental Demands:**

Most work is performed at the Community Center and involves walking around both the interior and exterior of the facility and inspecting. This position requires mobility. Lifting or reaching is required. Duties may require moving items weighing up to 50 pounds. Ladder use, lifting, reaching and crouching is to be expected. Based on rental frequency this position may be required to check the center multiple times a day, early in the morning or late at night.
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**THIS POSITION DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK ASSIGNED BY THE FINANCE DIRECTOR.**

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer



### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

Mailing Address: \_\_\_\_\_  
City State ZIP Code

Address: \_\_\_\_\_  
Address Apartment/Unit #

City State ZIP Code

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	State:	_____	
			Endorsement:	_____	

(A valid driver's license is required only when stated on the job announcement.)

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you speak a language other than English? YES ☐ NO ☐ If so, what language? \_\_\_\_\_

### Computer Operation

Describe your computer operation skills, including programs used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

High School Equivalency? YES ☐ NO ☐ School: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

**Licenses and Certificates**

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

**Employment History**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

**Employment History continued**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES ☐ NO ☐**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

**IMPORTANT:** Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** - I served on active duty with the Armed Forces of the United States:

- ☐ For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- ☐ For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- ☐ For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- ☐ For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- ☐ And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- ☐ And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veterans Affairs (letter may be requested by calling 800-827-1000)*

- ☐ I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- ☐ I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- ☐ I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

*This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.*

*(503) 861-0823 or [cityrecorder@warrentonoregon.us](mailto:cityrecorder@warrentonoregon.us)*