

Job Advertisement: July 2022



Public Works Temporary Help

City of Warrenton Public Works Department is accepting applications for a full time Temporary Seasonal Help, the salary for this position is \$15.00 per hour with holidays and weekends off. The duration of this position is to up to 600 hours.

MANDATORY REQUIREMENTS: Valid Oregon Driver's License, 18 years of age or older, pre-employment background check, and drug test.

DESIRABLE QUALIFICATIONS: Some experience in water, sewer, storm water utility work and parks maintenance. Ability to operate landscaping/lawn care machinery

POSITION: Perform manual and semi-skilled tasks in the maintenance and repair of Public Works buildings and grounds, parks, trails, streets, water system and sewer system; other related work as required. Work is performed under the general supervision of the Public Works Foreman or designee. Employee may work individually or with a crew.

PHYSICAL DEMANDS AND WORKING CONDITIONS: Strenuous physical work is required which may involve lifting heavy objects, bending, twisting, working above the ground in trenches or on irregular surfaces, usually outdoors in conditions that may be wet and cold or otherwise unpleasant working conditions.

Applications are available at Warrenton Public Works 45 SW 2nd Street, Warrenton, OR 8:30 am to 5:00 pm and online at <http://www.ci.warrenton.or.us/jobs>

POSITION AVAILABLE IMMEDIATELY "EOE"

City of Warrenton Class Specification

Temporary Seasonal Help

Department: Public Works

Class: Temporary/Seasonal

GENERAL DESCRIPTION OF DUTIES

Perform manual and semiskilled tasks in the maintenance and repair of Public Works buildings and grounds, parks, trails, streets, water system and sewer system; other related work as required. Work is performed under the general supervision of the Public Works Foreman or designee. Employee may work individually or with a crew.

EXAMPLES OF DUTIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

- Maintains grounds of Public Works facilities (parks, trails, reservoirs, pump stations, Headworks and shops) by: mowing, weeding, edging, pruning, and spraying for weed control.
- Paints hydrants.
- Maintains trails by cutting brush, spraying weeds, applying gravel, and repairing steps and handrails.
- Paints traffic lines and symbols on city streets.
- Paints, cleans and maintains city buildings.
- May act as a crewmember in the repair and maintenance of sewer and water lines.
- Repairs and installs street signs.
- Cuts brush and trims trees along roads, around hydrants and at storm sewer inlets.
- Applies cold patch to streets as necessary.
- May assist in Public Works office with phones, radio and clerical duties.

WORK ENVIRONMENT

Most work is performed outdoors in all types of weather conditions. Work may be in and around hazardous and/or disagreeable substances. Heavy physical labor may be involved on a daily basis. Walks on uneven surfaces and climbs ladders.

QUALIFICATIONS

NECESSARY REQUIREMENTS:

- Possession of a valid Oregon Driver's license with safe driving record.
- 18 years of age or older
- Successfully complete a criminal background check and drug screening

DESIRABLE QUALIFICATIONS:

- Ability to understand and carry out oral and written instructions.
- Perform heavy manual labor in sometimes adverse weather conditions.
- Comprehend and observe safety procedures for a wide range of occupational hazards.
- Maintain effective working relationships with other employees; maintain polite and courteous manner with citizens.
- Learn some facets of water, sewer and street systems.
- Communicate verbally on phone and radio system.
- Skill in the use of hand and power tools.
- Operation of lawn maintenance equipment.
- Experience in operating a stick shift vehicle and driving a vehicle pulling a trailer.
- Any equivalent combination of experience that demonstrates the knowledge, skills and abilities to perform the above-described duties.

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 #* _____

City _____ *State* _____ *ZIP Code* _____

Mailing 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 NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been a City of Warrenton employee? YES NO If yes, when? _____

Are you now a City of Warrenton employee? YES NO Dept. _____

Do you have relatives employed by the City of Warrenton? YES NO If yes, indicate name, relationship, dept. _____

Do you possess a valid driver's license Class: YES NO 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: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

High School Equivalency? YES NO School: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ 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 Veteran's 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@ci.warrenton.or.us