

Job Advertisement

Public Works Utility Worker

City of Warrenton Public Works Department is accepting applications for a Utility Worker I or II depending on qualifications and experience.

UTILITY WORKER I

Salary range 18: \$3,865.73 - \$4,473.99 monthly. An AFSCME union position w/excellent benefits including PERS/OPSRP, Medical, Life and AD&D insurance, paid vacation, holidays and sick leave. City pays employee portion of PERS/OPSRP.

UTILITY WORKER I MINIMUM QUALIFICATIONS: Mandatory qualifications include graduation from high school or equivalent, and possession of valid driver's license with the ability to obtain a commercial driver's license within 6 months of employment. Must have minimum of 1 year of construction maintenance experience in water, sewer, streets, or stormwater utilities or equivalent.

UTILITY WORKER II

The salary is range 20: \$4,265.61 - \$5,184.88 monthly. This is an AFSCME union position with excellent benefits including PERS/OPSRP, Medical, Life and AD&D insurance, paid vacation, holidays and sick leave. City pays employee portion of PERS/OPSRP.

UTILITY WORKER II MINIMUM QUALIFICATIONS: Possession of valid Oregon Commercial Drivers License (CDL). Twelve (12) months continuous service with the City as a Utility Worker I, unless more time as a Utility I is required by the applicable certification to be eligible for the certification. AND one (1) of the following certifications: Water Distribution I, Water Distribution II, Water Treatment I, Water Treatment II, Waste Water Collections I, Waste Water Collections II, Waste Water Treatment I, Waste Water Treatment II, Pesticide Applicator Operation and NASSCO Pipe Inspection.

POSITION: Under the supervision of the PW Foreman, a Utility Worker operates heavy construction equipment, power equipment and commercial vehicles. Duties range from semi-skilled to manual work in construction and maintenance of the City's streets, dikes, stormwater, water/wastewater distribution/collections and drainage system maintenance, meter reading, installation and repair of water infrastructure, cross-training in refuse collection and other duties as assigned.

IDEAL CANDIDATE: The successful candidate will have the ability to perform skilled maintenance, construction, and repair work in the area of work assigned; perform heavy manual tasks; work safely and adhere to established safety principles and practices; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other departments and the public; work effectively in the absence of close supervision; operate a variety of vehicles and equipment in a safe and effective manner; read and interpret basic maps and blueprints; understand and carry out written and oral instructions. Ability to understand and interpret operation and maintenance manuals, ordinance and construction standards. Possession of a Pesticide applicator license is desirable.

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; occasional call out after regular working hours required.

Resume and application are required. Application packets are available from at Warrenton Public Works 45, SW 2nd Street, Warrenton Or, 97146. They can be return there or emailed to publicworks@warrentonoregon.us

Submitted application must clearly show how the candidate meets the minimum qualifications and the items listed for an ideal candidate. Finalist are required to perform a in person practical skills test prior to receiving a formal offer.

Open until filled, First review January 31, 2024 “EOE”

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"/>	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when? _____
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept. _____
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept. _____
			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 <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
		High School Equivalency?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	School:
College:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree:
Other:			Address:		
From:	To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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 <input type="checkbox"/>	NO <input type="checkbox"/>	

Company:			Phone: ()
Address:			Supervisor:
Job Title:			
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

**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