

CITY OF HOOD RIVER JOB ANNOUNCEMENTS

PUBLIC WORKS WORKER— performs a variety of unskilled or semi-skilled maintenance work, operates a variety of equipment in the construction, operation, maintenance, repair, and replacement of the City's sanitary sewer, storm sewer, and water systems, streets, and parks. Salary is outlined in Collective Bargaining Agreement, starts at \$3,712 per month, with increases at six months and one year; with additional pay increases upon certification completion.

The labor performed is a physically demanding mix of manual and skilled maintenance. The City of Hood River is an equal opportunity, affirmative action employer. A more detailed explanation of this position can be seen at the City website www.cityofhoodriver.gov

All applicants must work well with others and be able to take direction. An oral interview, reference check plus job-related tests may be required. Obtaining a Class B CDL is required. Position open until filled with first review October 30, 2020. Applications are on the City website www.cityofhoodriver.gov. Please submit completed application to j.gray@cityofhoodriver.gov or at City Hall, 211 2nd Street, Hood River, OR 97031.

ANUNCIOS DE TRABAJO DE LA CIUDAD DE HOOD RIVER

TRABAJADOR DE EN OBRAS PUBLICAS: realiza una variedad de trabajos de mantenimiento con diferentes habilidades, opera una variedad de equipos en la construcción, operación, mantenimiento, reparación y reemplazo de las alcantarillas sanitarias, alcantarillo pluvial y sistemas de agua, calles y parques de la ciudad. En el Acuerdo de Negociación Colectiva, explica el salario y como comienza \$3,712 por mes, con aumentos a los seis meses y un año; con pago adicional y aumentos al completar la certificación.

El trabajo realizado es una mezcla físicamente exigente y mantenimiento manual. La Ciudad de Hood River es un empleador de acción afirmativa y de igualdad de oportunidades. Una explicación más detallada de esta posición se puede ver en el sitio web de la ciudad www.cityofhoodriver.gov

Todos los solicitantes deben trabajar bien con los demás y ser capaces de tomar instrucciones. Una entrevista oral, verificación de referencia más pruebas relacionadas con el trabajo pueden ser necesarias. Obtención de una CDL de clase B es obligatorio. La posición está abierta hasta que se llene. La primera revisión será el 30 de octubre de 2020. Las aplicaciones están disponibles en el sitio web de la ciudad: www.cityofhoodriver.gov. Por favor envíe la solicitud completa a j.gray@cityofhoodriver.gov o en El Ayuntamiento, 211 2nd Street, Hood River, OR 97031.

EMPLOYMENT APPLICATION

CITY OF HOOD RIVER

Received: _____

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.**JOB INFORMATION**

* POSITION TITLE:

PERSONAL INFORMATION

* FIRST NAME

MIDDLE INITIAL

* LAST NAME

* ADDRESS

* CITY

* STATE

* ZIP

HOME PHONE

ALTERNATE PHONE

* EMAIL ADDRESS

* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? EMAIL PAPER PHONE**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

 Some High School Some College Associate's Degree Master's Degree High School Technical College Bachelor's Degree Doctorate**HIGH SCHOOL EDUCATION**DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES NO IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 8 9 10 11 12

SCHOOL NAME

CITY

STATE

COLLEGE/UNIVERSITY EDUCATION

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO SEMESTER QUARTER
OF UNITS COMPLETED:

MAJOR

DRIVER'S LICENSE INFORMATION* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES NO

STATE WHERE ISSUED

CLASS

CERTIFICATES & LICENSES

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

WORK HISTORY

| | | | |
|-----------------------|--------------|---|----------------|
| DATES From | To | EMPLOYER | POSITION TITLE |
| ADDRESS | CITY | | STATE |
| COMPANY WEBSITE | PHONE NUMBER | SUPERVISOR (NAME & TITLE) | |
| HOURS WORKED PER WEEK | | MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

DUTIES

REASON FOR LEAVING

| | | | |
|-----------------------|--------------|---|----------------|
| DATES From | To | EMPLOYER | POSITION TITLE |
| ADDRESS | CITY | | STATE |
| COMPANY WEBSITE | PHONE NUMBER | SUPERVISOR (NAME & TITLE) | |
| HOURS WORKED PER WEEK | | MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> | |

DUTIES

REASON FOR LEAVING

WORK HISTORY

| | | | |
|-----------------------|--------------|----------|---|
| DATES From | To | EMPLOYER | POSITION TITLE |
| ADDRESS | CITY | | STATE |
| COMPANY WEBSITE | PHONE NUMBER | | SUPERVISOR (NAME & TITLE) |
| HOURS WORKED PER WEEK | | | MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> |

DUTIES

REASON FOR LEAVING

| | | | |
|-----------------------|--------------|----------|---|
| DATES From | To | EMPLOYER | POSITION TITLE |
| ADDRESS | CITY | | STATE |
| COMPANY WEBSITE | PHONE NUMBER | | SUPERVISOR (NAME & TITLE) |
| HOURS WORKED PER WEEK | | | MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/> |

DUTIES

REASON FOR LEAVING

SKILLS**OFFICE SKILLS**

TYPING (NET WORDS PER MINUTE)

DATA ENTRY (NET WORDS PER MINUTE)

OTHER SKILLS

| | | |
|-------|---|------------------------------|
| SKILL | SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT | EXPERIENCE (YEARS OR MONTHS) |
| SKILL | SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT | EXPERIENCE (YEARS OR MONTHS) |
| SKILL | SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT | EXPERIENCE (YEARS OR MONTHS) |

LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN

LANGUAGE

 SPEAK READ WRITE

LANGUAGE

 SPEAK READ WRITE**EMPLOYMENT OBJECTIVE****ADDITIONAL INFORMATION**

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

ATTACHMENTS

Please list any attachments you are including with your application.

Signature Verbiage

I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.

I understand that an in-depth background check may be conducted prior to employment with City of Hood River. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with City of Hood River.

I authorize representatives of City of Hood River to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand that if hired, either the City of Hood River or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that this completed application is the property of City of Hood River and will not be returned. I understand that I must notify the Human Resources department at City of Hood River of any changes in my name, address, or phone number.

I have read and understand the above information.

X

SIGNATURE OF APPLICANT

DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* MONTH/DAY OF BIRTH:
EXCLUDE YEAR

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."
 NA

*2. DATE YOU ARE AVAILABLE TO START.

*3. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME PART TIME TEMPORARY FULL TIME TEMPORARY PART TIME VOLUNTEER INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

* 4. HOW DID YOU LEARN ABOUT OUR JOB OPENING? (PLEASE CHECK ALL THAT APPLY)

- CAREERBUILDER.COM
- CRAIGSLIST.COM
- DICE.COM
- GOVERNMENT FINANCE OFFICERS
- GOVERNMENTJOBS.COM
- CITYOF HOOD RIVER WEBSITE
- OREGON CPCU SOCIETY
- OREGON EMPLOYMENT DEPARTMENT
- OREGON MUNICIPAL FINANCE OFFICERS
- OREGON PRIMA
- OREGONIAN NEWSPAPER
- OREGONIAN ON-LINE
- STATEMAN JOURNAL NEWSPAPER
- UNDERWRITINGJOBS.COM
- OTHER _____

*5. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF HOOD RIVER?

- YES
- NO

*6. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

- YES
- NO

* 7. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

- YES
- NO



CITY OF HOOD RIVER

211 2nd Street, Hood River, OR 97031 Phone: 541-386-1488

Job Description Public Works Worker

Department: Public Works
Reports to: Operations Manager
Classification: Permanent, Full time, Represented, Non-exempt
Salary Scale: Public Works Salary Scale – CBA

PRIMARY RESPONSIBILITY

This is an entry level classification in the Public Works Department. A worker in this position performs a variety of unskilled or semi-skilled maintenance work, operates a variety of equipment in the construction, operation, maintenance, repair, and replacement of the City's sanitary sewer, storm sewer, and water systems, streets, and parks. Advancement to successively higher levels within the Public Works Department will require an individual to learn a variety of additional semi-skilled and skilled tasks.

SUPERVISION RECEIVED

The Public Works Operations Manager is considered the overall supervisor of this position. Lead operators of each major division (Water, Roads, Sewer/Storm Water, and Parks) may assign tasks

SUPERVISION EXERCISED

The position is largely autonomous as well as solitary and requires an individual with good time management skills, the ability to accomplish daily workloads, a personality that takes direction and handles public engagement well.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This list is not meant to explain comprehensively all responsibilities of the incumbent:

- Inspect and/or repair sanitary sewer and storm water collection systems, chlorine station, booster pumping stations, reservoirs, meters, streets, and parks at frequent intervals to ensure that all aspects of the system are functioning properly.
- Determine location of underground utilities for sewer, storm drainage, and water lines prior to excavation.
- Respond to complaints regarding sewer plugs, water leaks, pressure loss or no water, street potholes, and signage. Articulate findings clearly verbally and in writing.
- Contact residents and business owners in area where services will be discontinued, repaired and/or replaced. Explains when services will be shut off and how soon they will be turned backed on. Assist in shutting off systems for repairs and/or replacement.
- Perform required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, patching, ditch digging, storm and sanitary manhole and line cleaning, water, storm and sanitary sewer main pipe repair, replacement of gate valves and

fittings, laying line, and backfilling. Assist with cleaning and flushing hydrants and water mains. Also performs labor in planting of trees and shrubs when required.

- Drive trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, sand, gravel, bark, etc.
- Operate a variety of heavy equipment to perform street maintenance activities, such as flushing mains and manholes, grading, plowing, sanding, brushing, and sweeping. As well as operate a variety of power construction and maintenance equipment (listed under Machinery, Tools and Equipment) used in the sewer, storm, water, street and parks departments.
- Perform routine inspection and preventive maintenance on assigned machinery and equipment, and reports defects or needed repairs to the mechanic and supervisor. Insure proper maintenance of equipment and tools by cleaning after use.
- Respond to emergency callouts as requested by citizens, Police, Fire, and Sheriff.
- Learn, understand and adhere to all safety requirements, including all gear.
- Carries the on-call phone on rotation basis for callouts.
- Serves on various work related committees as assigned

MINIMUM QUALIFICATIONS

Education, Experience and Licenses:

- (A) Graduation from a high school or GED equivalent, or equivalent combination of education and experience.
- (B) Must have and maintain a driver's license
- (C) Possess a valid Class B commercial driver's license (CDL), or ability to obtain one within six months (180 days)

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of methods, technology and procedures used in locating underground utilities, meter reading, construction, maintenance and repair activities.
- (B) Skill in operation of some of the listed machinery, tools, and equipment.
- (C) Work safely and independently for long periods of time.
- (D) Communicate effectively with coworkers, public and supervisors. This position interacts with the public in stressful situations and is expected to behave in a manner that reflects a positive image for the City.
- (E) Ability to establish and maintain effective working relationships with coworkers, other department staff, and the public.
- (F) Ability to understand and follow written and oral instructions in English

MACHINERY, TOOLS AND EQUIPMENT

Motorized vehicles and equipment, including infrequent varied use of the following: dump truck, forklift, utility truck, combination truck, sweeper, grader, backhoe, loader, skid steer, snow plow, riding lawn mower, tamper, plate compactor, saws, pumps, compressors, sanders, generators, power tools, hand tools, shovels, wrenches, etc.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to operate tools or controls and reach with hands and arms. The employee frequently is required to stand, walk, sit, climb, stoop, kneel, crouch, communicate and listen. The employee is occasionally required to balance, crawl, ascend ladders, and smell.

The employee must frequently lift and/or move up to 25 pounds and infrequently lift and/or move up to 75 pounds. Good vision with or without corrective lenses is required.

WORK ENVIRONMENT

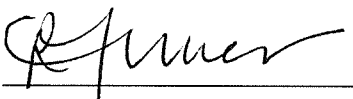
While performing the duties of this job, the employee regularly works in all outside weather conditions, frequently works near moving mechanical parts, and is frequently exposed to wet and/or humid conditions and vibration. The employee rarely works in high, precarious places, but is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock as well as insects, wildlife and vegetation.

The noise level in the work environment can be loud at times.

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to 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 needs of the employer and requirements of the job change.

The City of Hood River is an Equal Opportunity Employer, in compliance with the Americans with Disabilities Act; the City of Hood River will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved: City Manager 

Date: 1/21/20

Approved: PW Director _____

Date: _____