

CITY OF HOOD RIVER JOB ANNOUNCEMENT

PUBLIC WORKS WORKER

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The City of Hood River Public Works is seeking a member to join the operations team. As a team member, you will be contributing to the City's essential operations primarily on the water and wastewater lines.

Starting wage is \$25.77/hourly with the potential of annual increases upon completion of certifications. This is a union position and follows the bargained contract. Excellent leave and health insurance benefits.

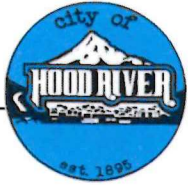
Satisfactory drug test, driving record, and reference checks are required. Obtaining an employer-paid Class B CDL is required within 6 months on the job. The position is open until filled with an initial review of applications on 03/19/2024. Application and job description are on the City website <https://cityofhoodriver.gov/employment-opportunities/>. Please submit a completed application to s.galvez@cityofhoodriver.gov or at City Hall, 211 2nd Street, Hood River, OR 97031. For questions, please call 541-436-5228. The City of Hood River is an equal-opportunity employer.

TRABAJADOR DE OBRAS PÚBLICAS

El departamento de obras públicas de la Ciudad de Hood River está buscando una persona para unirse al equipo de operaciones. Como miembro del equipo, usted estará contribuyendo a las operaciones esenciales de la ciudad, principalmente en las líneas de agua y aguas residuales.

El salario inicial es \$25.77 por hora con potencial de aumentos anuales al completar las certificaciones. Esta posición es parte de un sindicato que sigue un contrato negociado. Excelentes beneficios y seguro médico.

Prueba de drogas satisfactoria, historial de manejo y revisión de referencias son requeridos. Se requiere obtener una licencia de conducir de clase B, pagado por el empleador, dentro de 6 mes en el trabajo. El puesto estará abierto hasta que alguien sea contratado, con la primera revisión de aplicaciones el 03/19/2024. Las solicitudes están en el sitio web de la ciudad <https://cityofhoodriver.gov/employment-opportunities/>. Favor de enviar su solicitud completa a s.galvez@cityofhoodriver.gov o en el Ayuntamiento, 211 2nd Street, Hood River, OR 97031. Para preguntas, llame al 541-436-5228. La Ciudad de Hood River es un empleador de igualdad de oportunidades.



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: Public Works Operations Manager
Classification: Non-Exempt, Represented

KEY DISTINGUISHING DUTIES:

- The Public Works Worker position covers a broad range of public works needs throughout the city including the repair and maintenance of parks, streets, sewer, storm, and/or water systems relative to their level of skills and experiences. The PW Worker responds to public inquiries and service requests as needed.
- Public Works Lead is considered an expert and either mentors, leads, and/or works autonomously on complex projects. Leading includes the day-to-day oversight of a work crew including scheduling, directing, and evaluating employee performance, reports work progress and completion to the PW Operations Manager. Leads may also participate in budgeting, equipment, and parts purchases.

SUPERVISION RESPONSIBILITIES:

- **Received:** Work is performed under the direction of the Public Works Operations Superintendent and Public Works Director. Level of oversight is dependent upon the given task and skill level of the crew.
- **Exercised:** This position does not manage staff

RESPONSIBILITIES:

Public Works Worker duties include but are not limited to:

- Install, maintain, and repair water, sewer, and storm water lines, manholes, storm drains and catch basins and collection systems; respond to system backups.
- Install, read, and repair water meters
- Care for and maintain park and recreational grounds, equipment, and facilities.
- Perform maintenance on city owned buildings and landscape features.
- Clean streets, keep trees & bushes cleared from roadway.
- Maintain the parking meter & pay station systems; collects money from systems
- Lay and align pipe, accomplish hookups, and test installation; make service connections to water lines
- Locate public underground utility facilities for excavations carried out by City crews and other utilities. Research maps and related records.
- Maintain, seal, and repair roadways; maintain barricades, street signs, and other traffic

control devices.

- Use cameras and other devices to ensure access points
- Participate in snow and ice removal and storm damage debris cleanup
- Operate and maintain water distribution system. Ensure safe quality drinking water. Conduct regular inspections of water and sanitation systems
- Coordinate and organize street closures and events
- Operate light and medium-duty trucks and associated equipment to perform the functions listed and as assigned.
- Respond to public inquiries, service requests and emergencies in a courteous and timely manner; provide information within scope of knowledge or refers to other City staff.
- Perform scheduled operational checks of public works equipment.
- Available to be on-call during evenings and weekends for up to a week at a time.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction and repair activities; skill in operating hand tools and heavy equipment; ability to perform heavy manual tasks for an extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; and ability to understand and carry out written and oral instructions.

EDUCATION, EXPERIENCE, LICENSING AND OTHER SPECIAL REQUIREMENTS:

- Graduation from a high school or GED equivalent, or equivalent combination of education and experience.
- Requires a valid Class B driver's license - with a tanker endorsement, or ability to obtain one within one year of employment. May require a Level II Water Distribution, Level III Wastewater Collections, Cross Connection Specialist, Pesticide license under laws and safety and right of way, Road Scholar II, NRPA playground safety inspector and Backflow Assembly Tester certification.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work location is primarily outdoors and may involve exposure to loud noise, fumes, chemicals, dust, mud, uneven terrain and varying and extreme weather conditions. Employees in this position are exposed to the risk of physical harm from hazards found in field environment. There may be handling of potentially dangerous materials; activities are completed in a safe and efficient way to eliminate the possibility of contamination and infection of themselves or others and must be able to take necessary precautions to protect eyes, nose and skin from irritation and infection. In addition, there will be exposure to unpleasant sights and smells.

While performing the duties of this position, the employee is frequently required to:

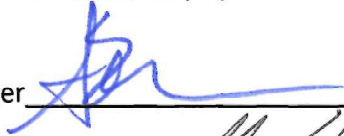
- walk, sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects for long periods of time.
- Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas.

- Work may be conducted at high distances above the ground by climbing ladders, using buckets.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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:

10/16/2023

Approved: Public Works Director



Date:

10/17/2023

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By signing below, employee acknowledges that they have reviewed the job description and they acknowledge the duties and requirements of the position.

Employee Signature: _____ Date: _____

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? <input type="checkbox"/> EMAIL <input type="checkbox"/> PAPER <input type="checkbox"/> PHONE	
EDUCATION			
WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:			
<input type="checkbox"/> Some High School	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Master's Degree
<input type="checkbox"/> High School	<input type="checkbox"/> Technical College	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Doctorate
HIGH SCHOOL EDUCATION			
DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>			
SCHOOL NAME		CITY	STATE
COLLEGE/UNIVERSITY EDUCATION			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR			
DRIVER'S LICENSE INFORMATION			
* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/>		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

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

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

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 <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> 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		
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>I have read and understand the above information.</p>		
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