



PUBLIC WORKS DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1238 • Fax 503.537.1288

ADVERTISEMENT
POST UNTIL May 13, 2013

**PUBLIC WORKS DEPARTMENT: Maintenance & Operations Divisions
INVITES APPLICATIONS FOR**


**Temporary Laborer Position
Multiple Positions**

Hourly Pay determined upon review of qualifications – excludes benefits

THE POSITION

This position performs basic grounds keeping, janitorial, maintenance and other semi-skilled and unskilled tasks. This person may be called upon to assist personnel in the completion of other skilled or semi-skilled jobs. This person may encounter exposure to biological, chemical, electrical, mechanical and noise hazards. The use of personal protective equipment appropriate to the hazard will be provided and required. These positions are with the Operations or Maintenance Divisions of the Public Works Department under the direction of the Supervisors.

Schedules are normally Monday - Friday and hours to be discussed at time of offer.

MINIMUM QUALIFICATIONS

Must be a high school graduate or have GED equivalency. Valid Oregon Drivers License is required. Must have skills in hand and power tool use. Must be able and willing to work indoors and outdoors in all types of weather conditions and physical surroundings. Must be able to interact well with the public and fellow employees. Must be able to take direction, comply with policy and instructions and work independently without close supervision.

The duties 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 logical assignment to the position.

The job description is designed to give general information and is not all encompassing.

SELECTION PROCESS

Formal application rating on education, training and experience; oral interview and reference check; and job related tests may be required. A successful drug screen, criminal background check and national fingerprint-based record check will be required as a condition of employment. A pre-employment "fit for duty" physical may also be required.

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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.

Applications are available from:

City of Newberg
Human Resources Department
Online Application at <http://newbergoregon.gov/>
mail: P.O. Box 970
location: 414 E. First Street
Newberg, OR 97132
503.537.1261

Closing Date: May 13th, 2013 **by 4:00 pm**
Applications are required and must be received in the
Human Resources Department no later than this date and time.

The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace
This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.