



PUBLIC WORKS DEPARTMENT

P.O. Box 970 • 500 W. Third Street • Newberg, Oregon 97132 • 503.537.1234 • Fax 503.554.9411

PUBLIC WORKS DEPARTMENT - MAINTENANCE DIVISION INVITES APPLICATIONS FOR

Maintenance Technician 1 – Full-Time (2 Positions)
Salary Range (132): \$3,322 to \$4,252 per month
with full benefits package
Union Represented Position

THE POSITION

The Maintenance Technician 1 works under the direction of the Public Works Superintendent or the Public Works Supervisor. The Maintenance Technician 1 may receive work guidance from Maintenance Technician 2 or Maintenance Lead/Crew Chief.

TYPICAL DUTIES

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, system cleaning, etc.

Responds to complaints regarding water leaks, pressure loss or no water, wastewater plugs or spills, street hazards, storm drainage, grounds or facility problems. Evaluates situations and explains findings to Maintenance Lead/Crew Chief, Public Works Supervisor, or Public Works Superintendent.

Contacts residents and business owners in areas affected by maintenance activities, explains impacts on system or area, and when it will be returned to normal services.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand. Operates tractors, mowers and loaders as assigned.

Performs required labor involved in construction and maintenance projects as part of a crew, in maintenance, repair, and construction of the storm/street, wastewater, water, and facility systems.

Required activities include pavement cutting, and removal, asphalt installation and repair, concrete pouring and finishing, utility ditch digging and cleaning, construction of manholes and catch basins, cleaning of wastewater, storm and water mains, pipe repair, installation and backfilling. Cutting, fitting, installation and repairing of water mains, installing taps, service lines and meters, installation of fire hydrants and valves, repair of buildings and facilities, and other duties as may be assigned. Duties may include assisting other divisions of Public Works Maintenance including Water, Wastewater, and Facilities.

Operates a variety of power construction and maintenance equipment used in water, wastewater, storm/street, grounds and facility maintenance activities.

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SPECIAL REQUIREMENTS

Valid Oregon State Driver's License and Class A CDL certification, or ability to obtain one within Sixty (60) days of appointment.

Complete Public Agency Work Zone Traffic Control Class and obtain Flagger Certification within 180 days of appointment.

Cave-in Protection/Competent Person training within 180 days of appointment.

CPR/First Aid and AED Certification within 180 days of appointment.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from High School or GED equivalent

Necessary Knowledge, Skills and Abilities:

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
- Skill in operation of some of the listed tools and equipment
- Ability to perform heavy manual tasks for 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; Ability to understand and carry out written and oral instructions.
- Basic knowledge of computer operation; Ability to utilize computer for record keeping, reports, and operation of maintenance programs.

SELECTION PROCESS

Formal application, rating of education and experience; oral interview, reference check, criminal history background check, ability to receive necessary security clearances, pre-employment physical and drug screening, including successfully passing the City of Newberg Fit for Duty Testing; job related test as may be required.

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 of 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.

Applications (résumé must be attached) are available from:

City of Newberg
Human Resources Department

Online Application at <http://www.newbergoregon.gov/citymanager/city-newberg-job-application>

Mail: P.O. Box 970
Location: 414 E. First Street
Newberg, OR 97132
503.537.1261

Closing Date: December 17, 2013 **by 4:30 pm** Applications must be received in the Human Resources Department no later than this date and time.

The City of Newberg is an Equal Opportunity and Affirmative Action Employer and supports a Drug 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

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