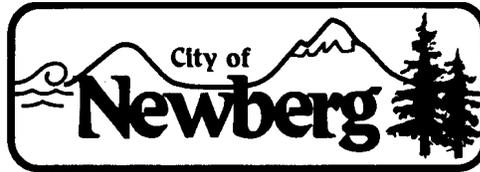


Newberg City Hall
503.537.1240
www.newbergoregon.gov



Public Works Department
Operations Division
503.537.1238

PUBLIC WORKS DEPARTMENT

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

ADVERTISEMENT
POST UNTIL June 17, 2011

**PUBLIC WORKS DEPARTMENT - OPERATIONS DIVISION
INVITES APPLICATIONS FOR**

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**Laborer – Temporary Position
(Minimum 20 hours per week)**

2 Positions

\$10.00 PER HOUR WITHOUT 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 plant 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 required. This position is with the Operations Division of the Public Works Department under the direction of the Operations Supervisors.

This position is a minimum of 20 hours a week for a period of 1 - 3 months. Schedule to be discussed at time of hire and may vary between hours of 6am – 4pm.

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 adverse weather conditions and physical surroundings. Must be able to interact well with the public and fellow employees. Must be able to take direction and work independently without close supervision. Mechanical maintenance experience a plus.

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 may be required, criminal background check and national fingerprint-based record check will be required as a condition of employment. A pre-employment physical may also 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 if the work is similar, related or 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 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: Friday June 17th, 2011 **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 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 or any other status protected by federal, state or local laws.

**CITY OF NEWBERG
POSITION DESCRIPTION**

Class Title: Temporary Laborer
Department: Public Works
Division: Operations
Date: March, 2009

Job Code Number:
Range Number: \$10.00 PER HOUR
Seasonal, 1-12 months at will
Location: Operations Division

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work and operates a variety of equipment in the repair, maintenance, grounds keeping of the Operations Water and Waste Water Treatment facilities. This includes janitorial, painting, cleaning and general labor.

SUPERVISION RECEIVED:

Works under the supervision of Operations staff.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs basic landscaping and utility work including cleaning, pressure washing, mowing, planting and other duties as needed.

Assists operators in maintenance or cleaning of plant process equipment as needed.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Performs Janitorial responsibilities in the Operations buildings on a weekly basis including the use of cleaning supplies, solutions and tools.

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 routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance with appropriate safety and security standards.

Performs as part of a crew or independently in maintenance, repair, and facility systems. Required activities include digging, cleaning, repair of buildings and facilities, basic grounds keeping, janitorial, maintenance and other semi-skilled and unskilled tasks. This person may be called upon to assist plant 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 required. Must be able and willing to work indoors and outdoors in all types of adverse weather conditions and physical surroundings.

Operates a variety of power construction and maintenance equipment used in water, sewer, storm, street, and facility maintenance activities. Operates mowers, power tools, brooms, hoses and pressure washers, paint, cleaning products and other tools as required by the task.

PERIPHERAL DUTIES

None

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent.
- (B) Valid Oregon Drivers License
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) 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.

SPECIAL REQUIREMENTS

Valid State Driver's license

TOOLS AND EQUIPMENT USED

Motorized vehicles, equipment, pickup truck, utility truck, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The noise level in the work environment is occasionally loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests 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 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.

Approval: _____
Supervisor

Effective Date: May 31, 2011