

CITY OF SCIO



“THE COVER BRIDGE CAPITOL OF THE WEST”

PUBLIC WORKS UTILITY WORKER II

\$23 - \$28 Per Hour (DOE)

Plus Benefits

Apply by
September 26, 2019 - First Round of Application Reviews
(Open Until Filled)



**EXTERNAL RECRUITMENT
JOB#: EX090319PW**

City of Scio PUBLIC WORKS UTILITY WORKER II

Salary Range: \$23 - \$28.00 per hour (DOE)
Recruitment Opens September 3, 2019
First Round of Application Reviews - September 26, 2019
(Position Open Until Filled)

POSITION SUMMARY: The City of Scio is looking for an experienced Public Works Utility Worker who has a broad knowledge and understanding of all duties associated with services rendered by a Public Works Department.

We seek an independent and innovative thinker who can learn quickly and make sound decisions. The ideal candidate will represent the City well in the community and with other intergovernmental agencies and be accessible to citizens while bringing a team-oriented and collaborative workmanship style. This person will need to possess an understanding of sound customer service and have a reputation for building relationships at all levels with diverse personalities.

Minimum Qualifications:

- High school graduate or possess a GED equivalent
- A minimum of two years' experience relating to equipment operations and repair, building maintenance and constructions, or any satisfactory combination of related experience and training
- Valid Oregon driver's license and clean DMV record
- Class I Water Treatment Certificate
- Class I Water Distribution Certificate
- Class I Wastewater Treatment Certificate
- Class I Wastewater Collection Certificate

Experience working for a municipality is preferred.

To Apply:

Applicants must submit a completed application for consideration. To apply, visit the City's website at <http://ci.scio.or.us> and click on "Public Works Utility Worker II Application Packet" or call 503-394-3342 to have a recruitment packet mailed to you. Application Packets can also be picked up at Scio City Hall.

Mail application to: Attention Scio Recruitment, P.O. Box 37, Scio, OR 97374. **Applications will be accepted up to 4:00 p.m. on September 26, 2019, for the first round of application reviews.**

Veteran's Preference

If you are requesting Veteran's Preference, you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter along with your application.

Background Investigation

While not part of initial applicant screening, the finalist for this position may be required to pass a **criminal history background check** as part of a contingent offer of employment. Conviction of a crime may not necessarily disqualify an individual from employment.

The City of Scio is an Equal Employment Opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

Resumes not accepted in lieu of application.

RECRUITMENT TIMELINE

Recruitment Opens	Tuesday, September 3, 2019
Accepting Applications	Tuesday, September 3, 2019 – Until Filled
First Round of Application Reviews	Cut-off date September 26, 2019 @ 4:00 p.m.
Job Interviews	October 1-2, 2019
Conduct Reference Checks	October 3-4, 2019
Official Offer Letter	October 7, 2019
First Day of Work/Onboarding Process	TBD

CITY OF SCIO
Job Description:
Utility Worker II

FLSA: Non-Exempt
Job Type: Full-Time

Pay Range: \$23.00 - \$28.00 Hourly (DOE)
Department: Public Works Division

Purpose of Position: Performs a variety of semi-skilled and skilled maintenance and construction duties related directly and indirectly to the water, wastewater, streets, storm drains, park services and building maintenance. Operates light, medium and heavy equipment and performs a variety of tasks associated with routine maintenance of same.

Essential Functions, Job Duties and Responsibilities: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours. Follow all safety rules and procedures for work areas.
2. Operates a motor vehicle safely and legally.
3. Install, maintain, inspect and repair water meters, reservoirs, lines, pumps, gauges, hydrants and other related equipment. Flush dead-end lines.
4. Perform a variety of work involved with the cleaning, maintenance and repair of City streets, sidewalks and right-of-ways including street sweeping and cleaning, pavement patching, crack sealing, concrete forming/finishing, grading, sanding/removing snow and ice, cutting and removing trees and vegetation and mixing and application of herbicides.
5. Layout and paint pavement markings; remove old pavement markings as necessary.
6. Accurately and efficiently locates city infrastructure. Read and Record water meter readings. Perform water shut-offs and turn-ons.
7. Perform routine operator maintenance, such as conducting pre-/post-operation checks, maintain proper fluid levels, change parts, and clean all equipment and vehicles used in the Public Works facilities. Adhere to established maintenance schedules on vehicles and equipment.
8. Perform various building and grounds maintenance tasks, including minor carpentry and plumbing duties.
9. Perform park duties involving, plumbing, mowing, irrigation, and fertilizing grounds, cleaning park facilities, maintain trees and shrubbery, controlling weeds and pests, constructing and maintaining parks infrastructure, play and park-related equipment.
10. Provide a positive, professional attitude among workers and public.
11. Adhere to all workplace safety, minimizing city liabilities while supervising the use of city property.
12. Comply with all standardized procedures and administrative policies to ensure compliance with state and federal laws. Ensure that all laws and ordinances directly and indirectly related to the Public Works Operations are enforced to the extent possible.
13. Attend meetings upon request.
14. Attend training sessions and conferences as necessary to advance skills and keep abreast of issues and practices in all areas of responsibility.
15. Assist other personnel in the department as workload and staffing levels dictate; perform all other assigned works tasks as directed.
16. Maintain work area in a clean and orderly manner.

*****In Accordance with the State of Oregon substance abuse policies, incumbents in this position are subject to city drug and alcohol testing programs.*****

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Education and Experience

A high school diploma or GED equivalent, with two years' experience relating to equipment operations, equipment repair, building maintenance and construction or any satisfactory combination of related experience and training which demonstrates the combined knowledge, skills and abilities to perform the above duties.

Licenses and Certifications

1. Possession of a valid Oregon Driver's License
2. Possession of or ability to obtain a valid Oregon Class B Commercial driver's license (CDL) with air brake and tanker endorsements within in six months of job placement.
3. Possession of or ability to obtain a current CPR/First Aid Card within first six months of job placement.
4. Possession of the following certifications:
 - a) Class One Water Treatment Certificate
 - b) Class One Wastewater Treatment Certificate
 - c) Class One Water Distribution Certificate
 - d) Class One Wastewater Collection Certificate
5. Possession of or ability to obtain, within two years of job placement an Oregon Pesticide Applicator's License with right of way and ornamental and turf herbicide certifications.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. Parks systems, facilities and equipment, maintenance, repair techniques and practices, herbicide/pesticide application, safe operation of public works equipment.
2. Water distribution system installation, maintenance and repair techniques and practices; and safe operation and maintenance of public works equipment.
3. Proper operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of streets, parks, water systems and general equipment servicing methods.
4. Maintenance policies and procedures.
5. General computer literacy.

Skills in:

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Evaluating work priorities, procedures and processes to determine their effectiveness and efficiency.
3. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the city positively and effectively in a variety of forums (publicly at meeting and conferences, etc.)
3. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools and/or controls.
2. The position requires mobility over various terrains.
3. Many duties are physically demanding requiring the movement of materials weighing up to 90 pounds.
4. Movement of materials in weight up to 25 pounds may consume up to 40% of a work period and may involve difficult work positions.
5. Duties require regular operations of light, medium and heavy equipment, use of hand tools, jack hammers, chain saw, shovels, etc.
6. Activity and types of duties performed requires manual coordination and dexterity.

WORKING CONDITIONS:

The Majority of duties take place outdoors with exposure to all types of weather conditions and terrain on a year-round basis, bio-hazardous waste, dirt, grease, oil, fumes, chemicals and noise, which may require hearing protection and face protection. Position is subject to emergency on-call response after normal duty hours. Position must establish and maintain a mode of instant communication for emergency contact purposes. Travel is occasionally required for this position, including local and regional meetings and regular surveying of the local community. This position may regularly be required to work evenings and weekends.

SUPERVISORY RESPONSIBILITIES: This position does not supervise. May be requested to provide training and lead seasonal-temporary staff as needed.

SUPERVISION RECEIVED: Works under the supervision of the City Manager.



Virginia A. Allen, City Manager



Date



City of Scio

Application for Employment

The City of Scio provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

Position				
Position Applying For	Available Start Date	Desired Pay		
Personal Information				
Name				
Address	City	State	Zip	
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment)				
Education	List any colleges, military, trade, business or other schools attended.			
Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

References

Name	Title	Company	Phone

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List **ONLY** the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

Employer (1)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			
Employer (2)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			

Employer (3)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			

Employer (4)	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason for leaving			
Duties			

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____

Date: _____

Position Applied For: _____

This form and supporting documentation must be received by the City of Scio no later than the closing time and date of the job posting. If you have any specific questions, please contact the City of Scio at 503-394-3342.