

## **CITY OF HOOD RIVER JOB ANNOUNCEMENT**

### **PUBLIC WORKS SEASONAL WORKER – CLOSING APRIL 19TH**

Perform a variety of manual tasks that assist in cleaning and maintaining parks, bathrooms, sidewalks, street signs and other facilities within the city. This may include semi-skilled tasks, use of power tools and other equipment used in maintenance and repair work of this kind. Minimum qualifications include:

- Able to read and comprehend simple instructions, short correspondence and memos in English.
- Able to do basic addition, subtraction, multiplication, division
- Understand units of measurements

This is a limited duration (May-August), full-time position with a wage range from \$12.39 - \$15.24, DOE. Availability on weekends may be required. If selected, must pass a drug screen test. Applications and a full position description may be obtained from the City of Hood River website: [cityofhoodriver.com](http://cityofhoodriver.com) or at Hood River City Hall, 211 Second St, Hood River, OR. Please return all completed applications to Jennifer Gray, [jennifer@cityofhoodriver.com](mailto:jennifer@cityofhoodriver.com). The City of Hood River is an equal opportunity, affirmative action employer.

## **ANUNCIO DE TRABAJO DE LA CIUDAD DE HOOD RIVER**

### **TRABAJADOR ESTACIONAL OBRAS PÚBLICAS - CIERRA 19 DE ABRIL**

Realiza una variedad de tareas manuales como limpiar y mantener parques, baños, banquetas, letreros de calles y otras instalaciones dentro de la ciudad. Esto puede incluir tareas de habilidad básica, el uso de herramientas eléctricas y otros equipos utilizados en trabajos de mantenimiento y reparación de este tipo. Las calificaciones mínimas incluyen:

- Ser capaz de leer y comprender instrucciones simples, correspondencias cortas y notas en inglés
- Capaz de hacer sumas, restas, multiplicaciones, y divisiones básicas
- Entender las unidades y hacer medidas

Esta es una posición de duración limitada (de mayo a agosto), de tiempo completo con un salario de \$ 12.39 a \$ 15.24, dependiendo en su experiencia. Puede ser requerido trabajar los fines de semana. Si se selecciona, usted debe pasar una prueba de detección de drogas. Las aplicaciones y una descripción completa de la posición pueden obtenerse en el sitio electrónico de la Ciudad de Hood River: [cityofhoodriver.com](http://cityofhoodriver.com) o en Hood River City Hall, 211 Second St, Hood River, OR. Envíe todas las aplicaciones completadas a Jennifer Gray, [jennifer@cityofhoodriver.com](mailto:jennifer@cityofhoodriver.com). La ciudad de Hood River es un empleador de igualdad de oportunidades y acción afirmativa.



# CITY OF HOOD RIVER

Public Works Department

1200 18<sup>th</sup> St, Hood River, OR 97031 541.386.2383

## Descripción de la Posición

Trabajador estacional

Departamento: Obras publicas

Se reporta a: Líder de división

Clasificación: Temporal, tiempo completo, No representado, No exento

Salario: Escala no representada

### RESPONSABILIDAD PRIMARIA

Realiza una variedad de tareas manuales como limpiar y mantener parques, baños, banquetas, letreros de calles y otras instalaciones dentro de la ciudad. Esto puede incluir tareas de habilidad básica, el uso de herramientas eléctricas y otros equipos utilizados en trabajos de mantenimiento y reparación de este tipo

### SUPERVISION RECIBIDA

El Gerente de Operaciones de Obras Públicas es considerado el supervisor general de esta posición. Los operadores principales de cada división principal (Agua, Carreteras, Alcantarillado / Aguas pluviales y Parques) asignarán tareas y serán responsables de la supervisión diaria.

### SUPERVISION DE OTROS EMPLEADOS

El puesto no tiene requisitos de supervisión.

### OBLIGACIONES Y RESPONSABILIDADES ESENCIALES

Se pueden hacer ajustes razonables para que las personas con discapacidades puedan realizar las funciones esenciales. Esta lista no pretende explicar de manera integral todas las responsabilidades del titular:

- Proporcionar mantenimiento de parques y áreas de juego que incluye recolección de basura, cortar el pasto, escarda, poda y otras tareas similares
- Limpieza de rutina y almacenamiento de baños públicos
- Limpiar y reparar daños por vandalismo en edificios, áreas de juego y muebles de exterior.
- Limpieza general de áreas de trabajo o sitios de trabajo.
- Lavado de vehículos y equipos.
- Aprender, comprender y cumplir todos los requisitos de seguridad.
- Mantener una asistencia y puntualidad regular y constante, puede incluir fines de semana

### CALIFICACIONES MINIMAS

Educación, Experiencia y Licencias:

- Capaz de leer y comprender instrucciones simples, correspondencia corta y notas en inglés.
- Capaz de hacer sumas, restas, multiplicaciones, divisiones básicas.
- Entender las unidades de medida y hacer medidas.
- En algunos casos, se puede requerir una licencia de conducir válida, esto se identificará específicamente en el anuncio de trabajo cuando sea necesario.

Conocimientos, Habilidades y Habilidades Necesarios:

- Habilidad en el funcionamiento de algunas de las máquinas, herramientas y equipos mencionados.
- Trabajar de forma segura e independiente durante largos períodos de tiempo.
- Comunicarse efectivamente con compañeros de trabajo, público y supervisores.
- Capacidad para establecer y mantener relaciones de trabajo efectivas con compañeros de trabajo, otro personal del departamento y el público.
- Capacidad para comprender y realizar instrucciones orales y escritas.

### **MAQUINARIA, HERRAMIENTAS Y EQUIPOS**

Operar con seguridad una variedad de herramientas de mano, herramientas eléctricas, cortadoras de pasto, cortadoras de montar de pasto, comedor de hierbas, palas, motosierras y otros equipos de mano pequeños.

### **DEMANDAS FÍSICAS**

Las demandas físicas descritas aquí son representativas de las que debe cumplir un empleado para realizar con éxito las funciones esenciales de este trabajo.

Mientras realiza las tareas de este trabajo, el empleado debe usar las manos con regularidad para operar herramientas o controles y alcanzar con las manos y los brazos. Con frecuencia se requiere que el empleado se pare, camine, se siente, suba, se incline, se arrodille, se agache, se comunique y escuche. El empleado ocasionalmente tiene que equilibrar, arrastrarse, ascender escaleras y oler.

El empleado con frecuencia debe levantar y / o mover hasta 25 libras y, con poca frecuencia, levantar y / o mover hasta 75 libras. Se requiere buena visión con o sin lentes correctivos.

### **AMBIENTE DE TRABAJO**

Mientras realiza las tareas de este trabajo, el empleado trabaja regularmente en todas las condiciones climáticas externas, frecuentemente trabaja cerca de partes mecánicas en movimiento, y con frecuencia está expuesto a condiciones de humedad y / o humedad y vibración. El empleado rara vez trabaja en lugares altos y precarios, pero ocasionalmente está expuesto a humos o partículas en el aire, sustancias químicas tóxicas o cáusticas y riesgo de descarga eléctrica, así como insectos, vida silvestre y vegetación.

El nivel de ruido en el ambiente de trabajo puede ser alto a veces.

Los deberes y responsabilidades mencionados anteriormente están declarados únicamente como ilustraciones de los distintos tipos de trabajo que pueden realizarse. La omisión de declaraciones de deberes específicas no las excluye de la posición si el trabajo es similar, relacionado o una asignación lógica a la posición.

La descripción del trabajo no constituye un acuerdo de empleo entre el empleador y el empleado y está sujeta a cambios por parte del empleador según las necesidades del empleador y los requisitos del cambio de trabajo.

La Ciudad de Hood River es un empleador que ofrece igualdad de oportunidades, de conformidad con la *Americans with Disabilities Act*, La Ciudad de Hood River proporcionará adaptaciones razonables a personas calificadas con discapacidades y encomia a los empleados actuales y potenciales a discutir posibles adaptaciones con el empleador.

Approved: City Manager \_\_\_\_\_

Date: \_\_\_\_\_

Approved: PW Director \_\_\_\_\_

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?  EMAIL  PAPER  PHONE**EDUCATION**

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

 Some High School Some College Associate's Degree Master's Degree High School Technical College Bachelor's Degree Doctorate**HIGH SCHOOL EDUCATION**DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES  NO IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7  8  9  10  11  12 

SCHOOL NAME

CITY

STATE

**COLLEGE/UNIVERSITY EDUCATION**

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO  SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO  SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO  SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

**DRIVER'S LICENSE INFORMATION**\* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES  NO 

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

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

**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

 SPEAK    READ    WRITE

LANGUAGE

 SPEAK    READ    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**

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.

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.

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.

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.

I have read and understand the above information.

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