



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: AIRPORT CUSTODIAN / MAINTENANCE WORKER I
Airport

*This is a full-time, AFSCME Council 75 union represented position.
Excellent City benefit package when eligible.*

Duties include but are not limited to:

Performs a variety of unskilled and semi-skilled tasks related to area of assignment within the airport. (Job Description Attached)

SALARY GRADE:

Grade 3 \$2216 - \$2724 per month

MINIMUM QUALIFICATIONS:

High school graduation or GED required. One (1) year of experience in custodian work, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Knowledge of supplies, materials, and equipment used in custodial maintenance. Knowledge of practices and methods in custodial maintenance. Must be able to successfully pass an FBI background check.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

HOW TO APPLY:

Request application packet from:
Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be received by the above Employment Office **no later than 5:00 PM, Friday, August 24, 2007**. Faxes are acceptable if received by the deadline and are complete.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

**Equal Opportunity / Affirmative Action Employer
Drug Free Workplace**

This announcement is not an implied contract and may be modified or revoked without notice.

**AFSCME Council 75 Union
Airport & Public Works**

Disclosure Statement

During the recruitment process the City would like to inform prospective employees that if they are selected for a represented position within the Airport or Public Works department they will be subject to a collective bargaining agreement between their division and the City.

The City currently recognizes AFSCME Council 75, as the sole and exclusive bargaining representative for Airport and Public Works. AFSCME acts as a bargaining agent for the purposes of establishing rates of pay, hours of work, employee benefits, and other conditions of employment for represented, non-supervisory, and non-confidential regular employees.

Compulsory membership in the Union is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Union and chooses not to belong on the basis of bonafide religious tenets of a religious body of which the employee is a member, shall make a payment in lieu of dues to the Union or mutually agreeable charitable organization. Such payments shall be equal to current Union dues.

More detailed and specific information may be obtained from the Union President.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Airport Custodian / Maintenance Worker I

DEPARTMENT: Airport
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 3
EMPLOYEE GROUP: Union / Represented

PURPOSE OF POSITION:

Performs a variety of unskilled and semi-skilled tasks related to area of assignment within the airport.

ESSENTIAL JOB FUNCTIONS:

Performs janitorial duties to maintain the Airport terminal and SRE building. Cleans floors and carpeting; washes interior and exterior windows and interior and exterior glass doors; sanitizes all rest rooms; picks up and removes trash; cleans furniture; dusts all surfaces high and low; washes walls and pressure wash sidewalks on a weekly bases.

Performs outdoor cleanup tasks on airport property including all vehicle parking areas; right-of-way on airport roads, terminal and SRE building grounds.

Performs minor building maintenance as required.

Performs winter maintenance duties at terminal. Remove snow from sidewalks; sand walks when icy conditions occur; monitor icy and unsafe road condition at the terminal and reports conditions to supervisor; and sweep sand from walks after storms.

Performs related works as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

High school graduation or GED required. One (1) year of experience in custodian work, or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job. Knowledge of supplies, materials, and equipment used in custodial maintenance. Knowledge of practices and methods in custodial maintenance. Must be able to successfully pass an FBI background check.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

SUPERVISION RECEIVED:

Work is performed as part of a work crew often without direct supervision after assignment of duties. The employee generally works under the indirect supervision of the Operations and Maintenance Manager and the direct supervision of the Airport Facilities Maintenance Lead person, who gives instructions and specific objectives and reviews work on specific projects for accuracy and adherence to standards.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS:

The physical demands represent 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 manual duties of this job, the employee is frequently required to stand; walk; use hand to finger, handle, or operate objects, tools, or control; reach with hands and arm; climb or balance; and stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and or move up to 50 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.

TOOLS AND EQUIPMENT USED:

Hand power tools, heavy custodian floor maintenance equipment, paint equipment, ATV (4-wheeler) for sanding walks, small snowplow and power broom for snow removal on sidewalks and areas around SRE and Terminal buildings, mobile radio and aviation radio. Also Kubota tractors, backpack blowers, and pressure washers will be used. This position requires use of City vehicles.

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 occasionally works near moving mechanical parts, in high and precarious places and frequently exposed to outside weather conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the City of Redmond Hearing Conservation Program.

This position may require shift work, weekends, and holidays.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Carrie Novick
Airport Manager

March 1, 2007
Date

Sharon Harris
Human Resources Director

ADOPTED: July 1, 2004
REVISED: February 6, 2006; March 1, 2007