



POSITION: Parks / Facilities Maintenance Worker II
Public Works Department

Duties include but are not limited to:

Performs a variety of unskilled, semi-skilled and skilled tasks related to area of assignment within public works including; streets, parks, cemetery, building maintenance; water distribution and wastewater collection; does related work as required.

Performs a full range of facilities maintenance for city buildings and structures. This includes corrective and preventative maintenance, construction, carpentry, demolition, cabinetry and remodeling projects for city facilities; maintains HVAC systems located in city structures. Job Description attached.

SALARY RANGE:

Public Works Range 8: \$2,550 - \$3,135 per month. This is a full time position represented by the City of Redmond Employee Association affiliated with AFSCME Council 75. Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS:

High school graduation or GED equivalent plus two years of experience and training which has provided specific knowledge to perform in the position assigned and supervisory training or experience; or any equivalent combination of experience and training which demonstrates the ability to perform the described duties.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain within six (6) months, a valid Oregon Commercial Drivers' License of the required classification to operate Public Works vehicles, and a safe driving record.

Possession of or ability to obtain a herbicide/pesticide applicators license; possession of or ability to obtain any certifications or licenses required by state or federal agencies to work in the position assigned.

Possession of or ability to obtain, Light industrial electric license, basic first aid and CPR certificate, AHERA Oregon asbestos abatement small scale worker.

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 be received by the above Employment Office **no later than 5:00 PM, Friday, November 11, 2005.** Faxes are acceptable if received by the deadline and are complete.

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. All selections of personnel are based upon bonafide occupational qualifications. 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).

CITY OF REDMOND RECRUITMENT AND SELECTION PROCESS

The City accepts applications only when position openings exist. The City posts all available open jobs at the State Employment Division, 2158 SE College Loop, Suite B, Redmond, Oregon 97756, telephone 541-548-8196 x324. In addition, most job openings are advertised in the Sunday *Bend Bulletin* newspaper. All job openings are posted on the City's web site at ci.redmond.or.us.

The following is a general description of what you can expect when you apply for a City of Redmond job opening:

1. You will be required to submit a City of Redmond employment application plus any additional information that is needed to identify the most qualified applicants. This may include a resume, references, work samples, supplemental questionnaire, or other similar materials.
2. It generally takes 20 working days for the applications and supplemental information to be reviewed and to notify those who will be interviewed.
3. Normally, only the applicants who are to be interviewed will be notified. If you have not heard from us within 20 workdays following the closing date for the position, it is likely that you have not been selected for an interview.
4. If selected for an interview, present and past employers will be contacted.
5. Pre-employment drug tests are required of all applicants who are offered a position.

EOE
Drug Free Workplace

**City of Redmond Employee Association (COREA)
affiliated with AFSCME Council 75**

Disclosure Statement

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

The City currently recognizes the City of Redmond Employee Association (COREA) affiliated with AFSCME Council 75, as the sole and exclusive bargaining representative for Public Works. COREA affiliated with 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 COREA is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Association 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 Association or mutually agreeable member, shall make a payment in lieu of dues to the Association or mutually agreeable charitable organization. Such payments shall be equal to current Association dues.

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

Updated: 2/1/05

POSITION TITLE: PARKS/FACILITIES MAINTENANCE WORKER II
CLASSIFICATION: PARKS / FACILITIES UTILITY WORKER II
DEPARTMENT: PUBLIC WORKS
SALARY GRADE PW GRADE 8
STATUS: NON-EXEMPT - REPRESENTED
ADOPTED: JULY 2000
REVISED: JULY 1, 2001

Purpose of Position:

Performs a variety of unskilled, semi-skilled and skilled tasks related to area of assignment within public works including; streets, parks, cemetery, building maintenance; water distribution and wastewater collection; does related work as required.

Performs a full range of facilities maintenance for city buildings and structures. This includes corrective and preventative maintenance, construction, carpentry, demolition, cabinetry and remodeling projects for city facilities; maintains HVAC systems located in city structures. .

Essential Functions - Examples of Work:

(Illustrative only, Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.) Other duties may be assigned.

Maintains records and reports on projects when assigned to do so.

Maintains landscapes, turf, shrubs, trees and flower beds.

Trims trees and shrubs.

Maintains and repairs picnic tables and other equipment.

Maintains and repairs playground equipment.

Operates and maintains automatic and hand irrigation systems.

Paints parks equipment and buildings.

Applies fertilizers and herbicides.

Installs irrigation pipe and equipment.

Reads blueprints and maps; read and understand plans, orders and/or other documents as required.

Ability to perform mechanical work and repairs on equipment.

Operate in a competent, safe manner a wide variety of vehicles and equipment required to perform duties in assigned area.

Performs other duties as assigned within the public works department.

Performs city building maintenance and repairs such as scheduled general maintenance for HVAC components and electrical computerized controls, plumbing, interior and exterior of all municipal

structures for all city departments.

Performs construction, carpentry, remodeling, roofing and woodworking tasks such as building of structures, fences, furniture, signs and cabinets.

Performs concrete and finish work such as sidewalks, street patch repairs, ramps, pads, and driveways; set forms, pour concrete and completes final finish work.

Performs new and repair metal fabrication such as annually building and/or repairing barricade legs and brackets and drain grates and frames.

Performs general maintenance on facilities maintenance and parks vehicles such as safety, oil and operation checks. Also cleans interior and exterior of vehicles weekly.

Performs outdoor clean-up tasks on city properties, including parks, and on rights-of-way.

Auxiliary Functions:

Performs specialized tasks including grave openings and closings. Deals with public in a compassionate manner as needed before, during and after interment.

Confers with operators of local mortuaries to coordinate openings and closings and other services.

Assists other Public Works Divisions with tasks such as road repairs, lawn care, manhole repair, water meter reading, flag replacement, park irrigation, and snow removal.

Perform, on a stand-by basis, maintenance at airport terminal and support structures.

Other duties as assigned.

Job Qualification Requirements:

Mandatory Requirements:

High school graduation or GED equivalent plus two years of experience and training which has provided specific knowledge to perform in the position assigned and supervisory training or experience; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Considerable knowledge of the principles and practices of repair, maintenance, construction and installation, practices, methods, hazards and safety precautions in use of materials, vehicles, equipment and tools in area of assignment.

Ability to drive or operate vehicles, equipment, machines and tools safely and in conformance with applicable laws, regulations and work rules; detect needed repairs and make minor adjustments to equipment, machines or tools needed to perform duties; understand and carry out written and oral instructions; work independently in performance of regular assignments; establish and maintain effective working relationships with other employees, supervisors and the public.

Operation and repair of: automobile, pickup/utility truck, 5/6 yard dump truck, wheel loader, mechanical and manual spray equipment, chain/trimming saws, jackhammer, riding and manual mowers, backhoe, weed eaters, lawn edger, and various hand and wood working tools.

Special Requirements/licenses:

Possession of, or ability to obtain within six (6) months, a valid Oregon Commercial Drivers' License of the required classification to operate Public Works vehicles, and a safe driving record.

Possession of or ability to obtain a herbicide/pesticide applicators license; possession of or ability to obtain any certifications or licenses required by state or federal agencies to work in the position assigned.

Possession of or ability to obtain, Light industrial electric license, basic first aid and CPR certificate, AHERA Oregon asbestos abatement small scale worker.

Desirable Requirements:

Operation of casket lowering equipment; right-of-way pesticide (herbicide) license; background in irrigation installation and design; wood working experience.

Supervisory Responsibilities:

Supervision is not normally a function of this position.

Supervision Received:

An employee in this class may be assigned to any division within public works and is expected to perform duties independently or as part of a work crew often without direct supervision after assignment of duties. The employee generally works under the direct supervision of the Parks/Cemetery/Building Supervisor, and or the Parks/ Facilities Chief Operator.

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 frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds, and occasionally lift weights 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 occasionally works near moving mechanical parts, in high and precarious places and is frequently exposed to outside weather conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

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.