



POSITION: Parks / Facilities / Cemetery Utility Worker I
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: facilities, cemetery and parks; does related work as required. Maintains landscapes, turf, shrubs, trees and flower beds; maintains and repairs picnic tables and playground equipment; installs irrigation pipe and equipment; and performs general facilities maintenance. Job description attached.

SALARY

RANGE: Non-exempt, Public Works Grade 6: \$2,409 - \$2,961 per month. Excellent City benefit package when eligible. This position is represented by the City of Redmond Employee Association.

MINIMUM

QUALIFICATIONS:

High school diploma or GED equivalent plus one (1) year of experience and training which has provided specific knowledge in the area assigned; or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

DESIRABLE

REQUIREMENTS:

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

SPECIAL

REQUIREMENTS:

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

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

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, April 7, 2006. 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. 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).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

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

**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 / FACILITY / CEMETERY UTILITY WORKER I
CLASSIFICATION: UTILITY WORKER I
DEPARTMENT: PUBLIC WORKS
STATUS: NON – EXEMPT, REPRESENTED
SALARY GRADE: PW GRADE 6
ADOPTED: JULY 1, 2005

PURPOSE OF POSITION:

Performs a variety of unskilled, semi-skilled and skilled tasks related to area of assignment within public works including: facilities, cemetery and parks; does related work as required.

ESSENTIAL JOB FUNCTIONS:

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.

Installs irrigation pipe and equipment.

Ability to perform light mechanical work and repairs on equipment.

Performs general facilities maintenance.

Performs safety check on city vehicles such as safety, oil and operation check and clean interior and exterior of vehicles weekly.

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

AUXILIARY FUNCTIONS:

Ability to learn specialized tasks including grave openings and closings.

Deals with public in a compassionate manner as needed before, during and after interment.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

One (1) year experience and training which has provided specific knowledge in the area assigned; 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 and installation of irrigation, 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 light 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, and lawn edgers.

Desirable Requirements:

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

Special Requirements/Licenses:

Possession of or ability to obtain a valid Oregon CDL license of the required classification to operate Public Works Department vehicles within six months of employment and a safe driving record.

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 Supervisor. May be assigned to a Public Utilities Lead Worker or Worker III who gives instructions or specific objectives and reviews work on specific projects for accuracy and adherence to standards.

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

The employee must occasionally lift and/or move up to 50 pounds and rarely lift and/or move more than 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 near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to wet and/or humid 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.