

*Employment Application Packet:*

**SEASONAL UTILITY WORKER  
PARKS MAINTENANCE**

Pay

Starting pay: \$11.37 to \$12.53 per hour (depending on qualifications).

Benefits such as sick leave and vacation leave accrual, holiday pay, medical and dental insurance, and other similar benefits are not provided.

General Description of Duties

Performs a variety of maintenance and repair duties specific to functional area of assignment; performs directly related work as required.

Experience and Training Levels

- Some maintenance and repair experience specific to functional area of assignment; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid State Driver's License, and a safe driving record;
- Must be 18 years of age at time of appointment.

To Apply

A signed, completed City of Hillsboro employment application form and supplemental responses **must be turned into the Human Resources Office no later than 5:00 p.m., Friday, March 26, 2010.** Application packets should be sent by mail, personal delivery, or overnight courier service. Please address application to the Human Resources Department, City of Hillsboro, 150 E. Main Street, Second Floor, Hillsboro, OR 97123-4028. For information about submitting applications by facsimile, contact the City Human Resources Office. Applications received without supplemental responses will not be considered. Additional information and employment application packets are available at the above address or by calling (503) 681-6455. (TTY (503) 681-6284) Resumes will not be accepted in lieu of the employment application forms, however, resumes may be submitted in addition to the employment application. Qualified minorities and persons with disabilities are encouraged to apply.

Selection Process

Applications will be evaluated based on experience, training and skills presented in the employment application. Selected applicants will be invited to an interview approximately two weeks after the closing date. Criminal and civil record checks and reference checks will be conducted on final candidates. A pre-employment physical examination and drug screening will also be required for safety-sensitive positions. All applicants will be notified in writing of the

final status of their application. Employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and employment eligibility in the United States.

### Pay

All hourly rates, as stated, are based upon current information and are subject to change. Please carefully consider the following information before applying. Employees are assigned to one of two pay ranges, depending on Oregon Public Employees Retirement System (PERS) eligibility. Employees eligible for Oregon PERS are assigned to the PERS-eligible pay range and are subject to a mandatory 6% employee contribution. The starting hourly rate for an Oregon PERS-eligible employee is \$12.05 to \$13.28 per hour (depending on qualifications). Persons not eligible for Oregon PERS at the time of hire will move to the PERS-eligible pay range when eligibility is established.

Our policy states that appointment is normally made at the minimum amount of a six-step pay range. Again, all hourly rates and our compensation policy, as stated, are based upon current information and are subject to change.

### Benefits

Employees occupying part-time positions are eligible to receive only those benefits required by law. Benefits such as sick leave and vacation leave accrual, holiday pay, medical and dental insurance, and other similar benefits are not provided for this position.

### Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, genetic, mental or physical disability. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.

Find general information about the City at [www.ci.hillsboro.or.us](http://www.ci.hillsboro.or.us)

# City of Hillsboro, Oregon

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Seasonal Utility Worker – Parks Maintenance</b>
<b>Class Code Number</b>	<b>6009</b>

### General Statement of Duties

Performs a variety of maintenance and repair duties specific to functional area of assignment; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of maintenance and repair duties specific to functional area of assignment. The work is performed under the supervision and direction of an assigned supervisor, but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public. The principal duties of this class are performed in an outdoors environment with possible exposure to a variety of terrains and weather conditions. This is a non-exempt position.

### Examples of Essential Work (Illustrative Only)

- Installs, inspects and maintains park equipment and grounds to ensure safe operating conditions for citizens as required;
- Maintains parks in a clean and safe condition, including picking up trash and maintaining trash receptacles, cleaning and repairing restrooms, and removing graffiti as necessary;
- Maintains park appearance, including mowing, trimming, edging, fertilizing, and watering lawns and other landscaped areas as required;
- Maintains the interior and exterior of park structures, including painting and making minor repairs as necessary;
- Fertilizes turf areas in the parks, including calculating proper amounts of fertilizer, flagging turf areas, and operating tractor to spread fertilizer as required;
- Assists with pesticide application to turf and beds to minimize growth of noxious weeds;

- Installs and repairs irrigation equipment, including installing irrigation pipes, valves, and heads, and repairing brakes and programming controllers and testing systems as necessary;
- Oversees and facilitates events at various sites, including ensuring customers and spectators are following park rules, and opening and closing facilities at appropriate times as required.
- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Operates and maintains light and medium duty equipment and trucks appropriate to the functional area of assignment, including backhoes, front-end loaders, pickups, mowers, tractors, brush chippers, and other related equipment;
- Operates a variety of hand and power tools and equipment related to work assignment as instructed;
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the work day;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

### **Required Knowledge, Skills, and Abilities**

- Some knowledge of basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment;
- Some knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Some knowledge of basic safety principles and practices of maintenance and repair activities;
- Some knowledge of related Federal, State, and City ordinances and regulations governing specified maintenance operations;
- Some knowledge of the techniques, methods, and materials related to the construction and maintenance work in the area of assignment;
- Some knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment;
- Some knowledge of principles and practices of customer service;
- Some knowledge of City and department operations, policies, and procedures;
- Some knowledge of office procedures and operations;
- Some knowledge of City geographical areas;
- Some knowledge of basic plumbing;
- Ability to prepare and maintain accurate and concise records and files;
- Ability to make quick and accurate computations;
- Ability to work outdoors for extended periods of time with exposure to varying weather conditions;
- Ability to efficiently operate related light and medium duty equipment, hand and power tools, and other equipment related to functional area of assignment;
- Ability to establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Some maintenance and repair experience specific to functional area of assignment; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

### **Required Special Qualifications**

- Possession of a valid State Driver's License, and a safe driving record;
- Must be 18 years of age at time of appointment.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to efficiently operate related City vehicles, tools, and equipment in the maintenance and repair of City lands and facilities;
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to efficiently operate related City vehicles, hand and power tools, and other related equipment as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables employee to easily access a variety of land sites throughout the City;
- Sufficient ability and strength to lift up to 100 pounds or create 100 ft-pounds or torque using a two-foot lever arm.



Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		

## REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Do you claim veteran's preference?                      Yes    No    (circle one)  
(Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Have you ever been convicted of a felony?    Yes    No    (circle one)  
(Please exclude cases processed in the juvenile court or expunged convictions.)

**Conviction does not necessarily disqualify you from employment.**

## RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Hillsboro, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accord with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Hillsboro to conduct and hold the City of Hillsboro harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of the City of Hillsboro and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: \_\_\_\_\_

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

**CITY OF HILLSBORO**  
**SEASONAL UTILITY WORKER**  
**PARKS AND RECREATION DEPARTMENT**  
**SUPPLEMENTAL QUESTIONNAIRE**

Please answer the following supplemental question and staple your response to your employment application. Applications without supplemental responses will not be considered.

1. These positions are full-time seasonal positions and we will be hiring based on the following seasons. Please indicate which season(s) that you are available to begin employment by checking the appropriate box(s):

- |                          |               |                             |
|--------------------------|---------------|-----------------------------|
| <input type="checkbox"/> | Spring Season | April, May, June            |
| <input type="checkbox"/> | Summer Season | July, August, September     |
| <input type="checkbox"/> | Fall Season   | October, November, December |

2. Please describe any previous experience that you may have in landscape maintenance, building maintenance, construction, sports field maintenance, irrigation installation or irrigation maintenance.
3. What skills and/or character traits do you possess that set you apart from other potential candidates for these seasonal positions?

