

**PUBLIC WORKS CAREER
OPPORTUNITY**

**FOR THE CITY OF
CHILOQUIN OREGON, A MUNICIPALITY**

**CITY OF CHILOQUIN OREGON
PO BOX 196
CHILOQUIN OR. 97624**

PHONE 541-783-2717 / FAX 541-783-2035

CHICITYHALL@GMAIL.COM

**CITY OF CHILOQUIN
REQUESTS INTERESTED INDIVIDUALS
TO SUBMIT
WRITTEN APPLICATION
FOR PUBLIC WORKS EMPLOYEE**

The City of Chiloquin finds that it is in need of a new public works employee in the very near future:

Emphasis on Drinking Water Certifications, Certification in distribution. Must be able to do the study course and be certified within 6-12 months, with positive progress. 36 CEU's are required to take the State Exam with

Secondary Requirements in Wastewater Treatment. Certification in treatment and collections. Must be able to do the study course and be certified within 6-12 months, with positive progress. 36 CEU's are required to take the State Exam.

The City of Chiloquin invites interested individuals to submit written application to the City of Chiloquin .

The City of Chiloquin is an equal opportunity employer and does not discriminate because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.

Starting wage will be in accordance with experience and qualifications. Employee Benefits include Health Insurance and enrollment in the Public Employees Retirement System (PERS).

GENERAL STATEMENT OF DUTIES

The qualified employee will need to perform a variety of operational tasks, be capable of multi-tasking and be able to operate light and heavy equipment in the construction and maintenance of related work as required by the Mayor or City Council, and Public Works liaison. An employee in this class generally has an area of specialization where primary duties and responsibilities are assigned. However, this employee must perform work in all three areas, including but not limited to the following: streets, sewer and water as required. The Public Works Supervisor may delegate supervision of Community Service workers or Volunteers to an employee of this position.

The Public Works Job Description is attached to this publication

HOW TO APPLY

Applications should include a cover letter

Feel free to attach a resume to the application
(resume is not required)

Applications may be mailed to:

Teresa Foreman, City Recorder
Attention: City Public Works Employment
City of Chiloquin
PO Box 196
Chiloquin Oregon 97624

Hand delivered to 127 S. First Av.
Chiloquin, OR 97624

Emailed to: chicityhall@gmail.com

All inquiries regarding this Application should be directed by e-mail to
Teresa Foreman, City Recorder,
chicityhall@gmail.com
No phone calls please

THE CITY OF CHILOQUIN

JOB DESCRIPTION

PUBLIC WORKS

GENERAL STATEMENT OF DUTIES: Performs a variety of operational tasks and operates light and heavy equipment in the construction and maintenance of related work as required by the Mayor or City Council, and Public Works Liaison. An employee in this position must have the ability to prioritize and complete a variety of operational tasks while staying flexible to attend to frequent interruptions. This employee will also assist in taking the year-end shop inventory. This job requires safe working habits and practices; maintaining complete, accurate records; being on call for emergencies; establishing and maintaining an effective team working relationship with co-workers, Chiloquin City Council and the public.

An employee in this class generally has an area of specialization where primary duties and responsibilities are assigned. However, performs work in all three areas, including but not limited to the following, streets, sewer, and water as required.

The Public Works Liaison may delegate supervision of Community Service Workers or Volunteers to an employee of this position.

EXAMPLES OF WORK FOR EACH DEPARTMENT, INCLUDE, BUT NOT LIMITED TO THE FOLLOWING:

SEWER TREATMENT PLANT:

1. Certification in treatment and collections. Must be able to do the study course and be certified within 6-12 months, with positive progress. 36 CEU's are required to take the State Exam.
2. Working knowledge so as to know in an emergency.
3. Perform standard tests necessary to maintain an efficient treatment operation.
4. Operate pumps, motors, and equipment necessary for proper water quality control.
5. Check chlorination usage and maintain a proper flow of chlorine.
6. Maintain lubricants, clean and repair treatment plant equipment and machinery.
7. Perform routine janitorial duties in plant and on grounds.
8. Record necessary readings and data from test samplings.
9. Check and clean pump stations.
10. Install sewer hook ups and repair lines.
11. Drive dump truck, backhoe, and possess a valid drivers license.
12. Any other duties that may arise or are delegated by the City Council in this department.

WATER DISTRIBUTION DEPARTMENT:

1. Certification in distribution. Must be able to do the study course and be certified within 6-12 months, with positive progress months. 36 CEU's are required to take the State Exam.
2. Installs, repairs, and maintains water meters, piping, valves, fire hydrants, and other appurtenances.
3. Cleans and services reservoirs, standpipes, warehouses, pumps, pump stations and other operating equipment.
4. Take water samples and record readings.
5. Read and record water meters for customer usage: handles turn-ons and shut-offs, delinquent water bills, and customer complaints.
6. Install and map new water mains and extensions.
7. Repair leaks on mains in the distribution system.
8. Operate valves, pumps, motors, electrical controls and other equipment necessary to maintain a proper flow of water.
9. Any other duties that may arise or are delegated by the City Council in this department.

STREET DEPARTMENT:

1. Maintain and repair streets, alleys, and rights-of-way including moving, brush cutting, cleaning and repair of curbs and street surfaces, gutters, painting curbs and parking spaces, patching and paving.
2. Repair and replace street and regulatory signs.
3. Maintain City's drainage system by cleaning, repairing and replacing: ditches, culverts and manholes, storm lines, and catch basins.
4. Perform snow removal and sanding.
5. Operate equipment including, but not limited to backhoe, snow plow, dump truck and brush hog and other equipment.
6. Perform routine maintenance on trucks and other equipment.
7. Provide physical assistance when and where needed.
8. Have some layman vehicle maintenance and mechanic abilities.
9. Any other duties which may arise or delegated b the City Council in this department.

BUILDING AND GROUNDS MAINTENANCE

1. Maintenance of City Parks, playground equipment, irrigation, litter removal, broken glass, and garbage cans.
2. Maintain lawns, municipal parking and weed control.
3. Maintain City buildings and fences.
4. Any other duties which may arise or delegated by the City Council in this department.

KNOWLEDGE AND ABILITY:**Must be, or be able to be, certified in all areas essential to the operation of the City systems.**

The operation and maintenance and basic repair of equipment used in the maintenance or construction of the City facilities: safety practices and procedures. Knowledge (the ability to learn) of Water and Sewer systems; tools, equipment and materials used in repair and maintenance of sewer and water distribution facilities. Knowledge (the ability to learn) of materials and techniques used in all areas pertaining to streets, water, and wastewater. The ability to lift at least 50 pounds.

Work with others to ensure that day to day operations are completed: train others in safe work habits and practices, maintain forms and complete, accurate records; operate required equipment; be on call for emergencies. Establish and maintain an effective working relationship with the Chiloquin City Council, co-workers and the general public. Will be trained in all areas essential to the operation of the City systems.

SPECIAL REQUIREMENTS:

Oregon DEQ & OHA certifications (or within 6-12 months of employment, with positive progress .).

- A. If Certified, the City requires (at City expense) maintaining certifications by getting appropriate CEU's.
- B. If not certified, the City requires (at City expense) employee to diligently pursue the certification, show progress and acquire the certification in a reasonable amount of time.

Must pass pre-employment drug test. HS Diploma or GED; valid driver's license and have a safe driving record. Due to possible emergency situations public works employees must live within 15 minutes from work even during inclement weather conditions. Employees must be alcohol and drug free. The City does random drug testing. The employee must be willing to get appropriate shots for the job, such as Hep A, Hep B and Hep C shots. City pays for the shots.

I, THE UNDERSIGNED, HAVE READ AND FULLY UNDERSTAD MY DUTIES AS DESCRIBED IN THE JOB DESCRIPTION HEREOF.

SIGNED: _____ **DATE:** _____
(Employee)

Mayor

Public Works Liaison

The City of Chiloquin is an Affirmative Action/ Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973 and does not discriminate because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information.

CITY OF CHILOQUIN

127 S. First Avenue – PO Box 196 – Chiloquin, OR 97624
Phone: 541/783-2717 Fax: 541/783/2035 Email: chicityhall@gmail.com

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are there any shifts you cannot work? (The job requires alternating weekends, and possible overtime on occasion.)

YES

☐

NO

☐

Will you provide a DMV Print-Out?

YES

☐

NO

☐☐

Are you a citizen of the United States?

YES

☐

NO

☐

If no, are you authorized to work in the U.S.?

YES

☐☐

NO

Have you ever worked for this company?

YES

☐

NO

☐

If yes, when? _____

Are you 18 years or older:

YES

☐

NO

☐

Have you been convicted of a felony in the past 7 years?

YES

☐

NO

☐

If yes,
explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____ GED: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Previous Employment

Company : _____ Phone: _____

Address: _____ Supervisor : _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company : _____ Phone: _____

Address: _____ Supervisor : _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company : _____ Phone: _____

Address: _____ Supervisor : _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

YES
☐

NO
☐

Public Works Special Training and Equipment Handling Ability

List any special training, licenses, certificates or trade experience that you may have that are pertinent to the position for which you are applying. Also, please list all equipment you can operate and maintain (i.e. tools such as welders, saws, etc.) and any other mechanical skills you may have pertaining to equipment, plumbing, or electric.

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company _____ Phone: _____
: _____
Address: _____

Full Name: _____ Relationship: _____
Company _____ Phone: _____
: _____
Address: _____

Full Name: _____ Relationship: _____
Company _____ Phone: _____
: _____
Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for a definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Signature

: _____ Date: _____