



Job Announcement for the position of  
Seasonal Laborer- Parks and Street Maintenance  
Public Works Division  
City of McMinnville

Wages: \$12.50 - \$13.10 per hour  
Job Type: Full-time Temporary Position (6-month only)  
Closing Date: Open until filled  
Location: City of McMinnville Public Works  
(1900 NE Riverside Dr., McMinnville OR 97128)  
Application: Job application

**Definition:**

The City of McMinnville's Public Works Division seeks qualified applicants for the position of Seasonal Laborer in the Parks and Street Maintenance Departments. As a member of the Public Works Division, laborers will assist in a wide variety of park and street maintenance tasks, including litter removal, restroom cleaning, graffiti removal, mowing, edging, shrub pruning, crack sealing, street patching, curb painting, etc.

Work hours are 40 per week, from 7:00 a.m. to 3:30 p.m. Some positions require weekend days. The job period shall be no more than six months.

**About the Division:**

The Public Works Division is a division within the City's Community Development Department, which also includes Wastewater Services and Engineering. The Division includes Street Maintenance and Park Maintenance. Street Maintenance is responsible for all maintenance, including repairs, to the City's more than 120 miles of street network, public right of ways, street signage and pavement markings. Park Maintenance is responsible for all maintenance, and repairs of the City's park system, public facilities landscaping, landscaped City owned parking lots and beatification areas comprising over 258 acres at 40 sites.

**The City and the Community:**

Situated in the western part of Oregon's agriculturally rich Willamette Valley, McMinnville is a growing town of nearly 35,000 residents. McMinnville is in the heart of Oregon's wine country and is close to the Oregon Coast, Portland, and Salem. The City is home to Linfield College and a satellite campus of Chemeketa Community College.

**Duties and Responsibilities:**

- Performs cleaning, disinfecting and stocking in park restrooms, emptying trash cans, picking up litter, and trash disposal;
- Performs pavement crack sealing, pavement repairs, replaces signs and curb painting;

- Answer questions from the public, and in doing so represent the Public Works Department and the City;
- Preparing ballfields, dragging ballfields, and preparing fields per Park and Recreation schedule;
- Performs minor maintenance on equipment and facilities;
- Performs water quality checks/daily maintenance on water splash pad;
- Maintains City streets, right-of-ways, and alleys to ensure safe and efficient access for the public;
- Performs a variety of landscape and vegetation management duties, including shrub/tree pruning, noxious weed removal, herbicide applications, mowing, fertilizing and edging;
- Operates a variety of hand and power tools and equipment as directed;
- Working closely with coworkers as part of a team.

#### **Qualifications:**

- Basic methods, tools, materials and equipment for grounds maintenance work;
- Safe work practices;
- Thorough knowledge of the safe and proper operation of motor vehicles;
- Perform semi-skilled landscape maintenance work and operate mowers, edgers, blowers, etc.;
- Safely work in the right of way, including in close proximity to traffic;
- Safely operate a variety of street maintenance equipment, such as curb painting machines and crack sealing machines;
- Operate and maneuver vehicles with light trailers;
- Perform heavy manual labor;
- Understand and follow both written and oral instructions;
- Ability to maintain routine records and logs;
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

#### **Requirements:**

- Must be 18 years of age.
- Must possess a valid driver's license.
- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

#### **Physical Demands and Working Conditions:**

Frequent standing, sitting, communicating, reaching, kneeling, and manipulating objects, tools, or controls are required. The position requires mobility and occasional bending and stooping. Duties involve moving materials weighing up to 100 pounds. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with known limitations who can perform the essential job functions.

While performing the duties of this position, the employee may be exposed to uncomfortable conditions such as adverse weather conditions including heavy rain; dust; noise; fumes; odors; and hazardous, toxic, or pathogenic substances.

**The Application Process:**

Those who are interested in applying for the position of Seasonal Laborer should submit a City employment application to [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov)

Applications are available online at [www.mcminnvilleoregon.gov/jobs](http://www.mcminnvilleoregon.gov/jobs)

Please email [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov) or call (503) 434-2328 with questions regarding this recruitment.

**Tentative Selection Schedule:**

The position is considered open until filled. The City of McMinnville will review the applications and begin conducting interviews after March 8, 2019. If needed, and due to a lack of qualified applicants, the City will extend the recruitment through April and potentially into May. A total of seven positions will be filled with tentative start dates in March, April, May and June 2019.

*The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas, the ADA Coordinator (see the phone number and e-mail address listed above). This is not an implied contract and may be modified without notice.*