



**THE CITY OF McMINNVILLE
INVITES APPLICATIONS FOR**

**Seasonal Laborer-Public Works
Parks/Street Maintenance**

**FULL-TIME TEMPORARY POSITION
WITHOUT BENEFITS
HOURLY PAY \$10.00/Hour**

CONSIDER THIS OPPORTUNITY

INTRODUCTION

The City of McMinnville Public Works Department is seeking to hire seasonal laborers to assist in a wide variety of park and street maintenance tasks, including litter removal, restroom cleaning, graffiti removal, mowing, crack sealing, street patching, curb painting, etc.

Work hours are 40 per week, from 7am to 3:30pm. Some positions require weekend days. The job period shall be no more than six months. Positions are available beginning in March, April, and May.



Joe Dancer Park

***RESPONSIBILITIES OF THE PUBLIC
WORKS SEASONAL***

Seasonal employees report to and work under the general direction and supervision of the Park Maintenance or Street Maintenance Supervisor. This recruitment is for positions in either Park Maintenance or Street Maintenance.

The person in this position will perform a variety of semi-skilled tasks. Examples of Park Maintenance tasks include cleaning, disinfecting and stocking park restrooms, preparing ballfields, emptying trash cans, picking up litter, trash disposal, minor maintenance on park equipment and facilities, hand weed shrub and flower beds, perform water quality checks/daily maintenance on water splash pad, mow, edge and maintain turf areas, rake, gather, load and haul leaves and refuse. Examples of Street Maintenance tasks include hand mowing, edging, shrub pruning in landscaped areas, litter pickup, pavement crack sealing, pavement repairs, curb painting and vegetation control in undeveloped rights of way. Employees in both sections answer questions from the public, and in doing so represent the Public Works Department and the City.

Seasonal employees will work as part of a team at times, with other City staff, and individually at other times.

MCMINNVILLE – THE CITY AND THE COMMUNITY

The City of McMinnville and the community have many advantages to offer. McMinnville has a growing population of 33,000; and is situated in the western portion of Oregon’s agriculturally rich Willamette Valley. It is within 50 miles of the ocean and within 30 miles of Salem, the State Capital. The City is home to Linfield College and a satellite campus of Chemeketa Community College. Also, the regionally recognized Gallery Theatre offers plays, musicals, and classes throughout the year.



McMinnville City Hall

The City of McMinnville is a full service city, which provides a broad range of public services including:

- Parks and recreation programs
- Library programs
- Safety and emergency services
- Public works and water reclamation
- Building permits and inspections
- Engineering and community planning

The City of McMinnville has an elected Mayor and City Council. The City Manager and the City’s management team handle daily administrative duties. The City’s mission is to maintain a safe, livable

environment within the community through open governance and the efficient delivery of public services.

QUALIFICATIONS

Knowledge of:

- Basic methods, tools, materials and equipment for grounds maintenance work
- Safe work practices
- Thorough knowledge of the safe and proper operation of motor vehicles

Abilities:

- 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

TO QUALIFY

- Must be a 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 REQUIREMENTS

While performing the duties of this position, the employee is required to stand, walk, sit, talk, hear, use repetitive motion of hand/wrist/feet, communicate, reach and manipulate objects, and move over various terrains. The employee is frequently required to bend or twist while working in a variety of positions while performing manual labor duties. The employee is occasionally required to kneel or crouch while performing maintenance duties at ground level. The employee is frequently required to lift and/or move up to 50 pounds and occasionally up to 100 pounds. The employee is required to wear personal protective equipment. The employee is exposed to wet, cold, hot and humid conditions, and occasionally dusty conditions. The noise level in the work environment is moderately noisy.

Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential job duties of this classification.



Street Crew Pavement Repair Training

TO APPLY FOR THE POSITION OF SEASONAL LABORER

Those interested in applying for this position should submit:

- A completed City of McMinnville employment application;



Park Maintenance Mowing Operations

RECRUITMENT SCHEDULE

City of McMinnville employment application must be received no later than **Tuesday, February 16, 2016 at 5:00 p.m.** Application materials should be submitted to Ms. Rose Lorenzen, City of McMinnville, 230 NE Second Street, McMinnville, Oregon, 97128 City employment application forms are available by calling (503) 434-7405, or by emailing lorenzr@ci.mcminnville.or.us, or by accessing the City's website, www.ci.mcminnville.or.us. Faxed or e-mailed employment applications will not be accepted since original signatures are required.

Tentative Selection Process: Applications will be screened and evaluated in mid February. Interviews, reference checks and background investigations are planned for mid to late February, and the earliest start date is **March 1, 2016, with some positions starting in April and May.**

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 Rose Lorenzen, the ADA Coordinator (see phone number and e-mail address listed above). Please note that this announcement is intended as a general description of the position and hiring process for Project Manager. This is not an implied contract and may be modified without notice.