



The City of Harrisburg

Public Works Seasonal Worker

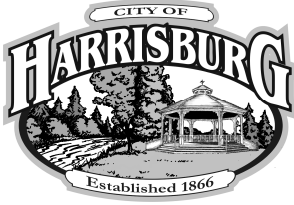
(4 positions available with a start date of July 8, 2024)

\$14.70 - \$16.20 per hour (DOE)

This position requires a variety of skilled and semi-skilled tasks requiring heavy physical activity and the use of hand tools and simple power equipment. This employees' time will be spent largely outdoors in the maintenance of City Facilities as assigned. These are temporary/seasonal non-benefited positions. Each position will work a maximum of 599 hours (approximately 14 weeks).

Must be 18 years of age and have a valid driver's license. (License status will be checked.)

Applications may be obtained at City Hall, 120 Smith St., Harrisburg, or online at www.ci.harrisburg.or.us. The position will be posted by May 13th, 2024. Applications must be received by the City of Harrisburg, Attn: Lori Ross; PO Box 378, Harrisburg, OR 97446 or emailed **(no encryption)** to lross@ci.harrisburg.or.us , **by 5:00PM, June 3, 2024**. The City of Harrisburg is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973.



Public Works Seasonal Worker

Position Description

GENERAL DESCRIPTION OF CLASS

This position is within the Public Works Department.

Employee performs a variety of unskilled and semi-skilled tasks requiring physical activity and the use of hand tools and simple power equipment. Most work is maintenance related, and approximately 50% of the employee's time will be spent in the maintenance of City Parks, grounds, and facilities. Most work is done during the day on weekdays, but occasional night and weekend work is required.

DISTINGUISHING FEATURES

This is a seasonal position with a maximum of 599 hours worked. Employment will not continue past the seasonal time frame for which this position exist. This position is not a benefits paid position. The close supervision received, the absence of responsibility for maintaining detailed records of work performed, the degree of planning and assigning of work by others, and the absence of responsibility for using or operating large power equipment distinguish this position from the higher positions.

EXAMPLES OF WORK (Illustrative only)

While an employee in this position may not perform all of the following duties, and will perform some duties not listed, the following is representative of the tasks to be performed:

Perform landscaping maintenance

Lawn mowing with push and riding mower and tractors.

Edge lawn with power edger's.

Plant care, including planting, pruning and weed removal.

Applying fertilizers, pesticides and other chemicals.

Installing and using irrigation systems.

Leaf and yard debris removal through mulching, composting and other methods.

General Labor

Trash removal.

Clean restrooms and other structures.

Maintain and paint structures.

Build and maintain fences.

Wash vehicles.

Set up tables and chairs for meetings.

Erect and maintain public signs.

Dig ditches.

Haul materials.

Break up concrete and asphalt surfaces.

Read, record, turn on and shut off water meters.

Maintain equipment.

Provide unskilled and semi-skilled assistance to other Public Works employees.

WORK RELATIONSHIPS

The employee works under relatively close supervision. Most tasks are assigned orally. Work is reviewed frequently. As the seasonal worker learns repetitive tasks, supervision becomes more general and work is reviewed less frequently. The employee will often work independently after receiving a job assignment, will often work with and support other co-workers, and will have public contact.

DESIRABLE KNOWLEDGE, SKILLS, ABILITIES, AND TRAINING.

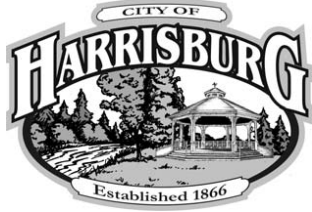
A driver's license is required.

Knowledge of the principles and practices of repair, maintenance, and construction, as well as lawn and plant care.

Skills in the safe operation and care of assigned equipment, vehicles, machines and tools.

Ability to understand and carry out instructions, to work independently and with others, and perform physical tasks in adverse weather conditions.

A high school diploma or equivalent is required.



City of Harrisburg
120 Smith Street
PO Box 378
Phone: (541) 995-6655
Fax: (541) 995-9244

APPLICATION FOR EMPLOYMENT

(Pre-employment Questionnaire) (AN EQUAL OPPORTUNITY EMPLOYER)

Personal Information

Name: _____ Date: _____
Last First Middle

Current Address: _____

If you have lived at your current address for less than one (1) year, please provide your prior address: _____

Phone Number: _____ Email: _____

Are you at least 18 years old: Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status: Yes No

Employment Desired

Position: _____ Date Available: _____

Are you currently employed: Yes No May we contact your current employer: Yes No

Education

Name & Address	# of Years Attended	Graduate (Y/N)	Major
High School			
College / University			
Trade, Business, or Tech. School			

General

Subjects of special study or research work: _____

Do you have a valid Drivers License? Yes No Do you speak another language? Yes No
If yes, what language?

Special Skills:

Activities (Civic,
Organizations):

*Exclude organizations whose name indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

US Military Service: Rank: Are you active reserve: Yes No

In order to prove your eligibility for Veterans preference, you must submit a Harrisburg Veterans preference Form, with your DD214 or DD215 (Copy 4) form, with your application permit, prior to the job posting deadline.

Employment (List at least three employers, starting with the most recent)

Dates Mo/Yr	Name, Address & Phone #	Position Held	Reason for Leaving
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From / To

From / To

From / To

From / To

Which of these
jobs did you like
the best and why:

References (Provide three references not related to you, who have known you at least one year)

Name	Address & Daytime Phone Number	How You're Acquainted	Years Acquainted
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1.

2.

3.

In case of emergency, notify:

Name	Address	Phone
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"I CERTIFY THAT ALL INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE CITY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE CITY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE CITY. I UNDERSTAND THAT MY APPLICATION FOR EMPLOYMENT DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT OR AGREEMENT FOR EMPLOYMENT."

Signature:

Date: