



The City of Harrisburg

Public Works Seasonal Worker

(4 positions available with a start date of July 6, 2022)

\$13.50 - \$15.00 per hour

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.)

This job will have the potential to turn into a regular full-time position for one applicant with an excellent benefits package which includes PERS, vacation, sick and longevity pay, as well as medical, vision, dental, an HRA/VEBA plan, and life insurance. The wage scale for a regular Public Works Utility I position is \$19.12 to \$25.17 starting on July 1, 2022

Applications may be obtained at City Hall, 120 Smith St., Harrisburg, or online at www.ci.harrisburg.or.us. 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 17, 2022**.The City of Harrisburg is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973.

Publish: May 26, 2022



Public Works Seasonal Worker

Position Description

Reports to: Public Works Foreman

Job Summary: This employee performs a wide variety of unskilled and semi-skilled routine tasks, requiring heavy physical activity and the use of hand tools, simple power equipment, motorized machines, and heavy equipment work. Work is frequently landscaping and facility maintenance and includes janitorial and maintenance duties. Approximately 50% of the employee's time will be spent in the maintenance of City parks, grounds, and facilities.

Attendance: Most work is done during the day on weekdays, but occasional night and weekend work may be required. This position is a seasonal position, which is non-benefited, and limited to a maximum of 599 hours. (Approximately 14 weeks).

Supervisory Responsibility: None

Essential Duties/Functions and Responsibilities

1. Communicate effectively and courteously with City employees and the public and establish effective working relationships
2. Perform landscaping maintenance, with tools and machines such as lawn mowers, riding mowers and tractors.
3. General plant and tree care, including planting, pruning, and weed removal.
4. Installing, maintaining, and using irrigation systems. Leaf and yard debris removal through mulching, composting, and other methods.
5. General janitorial tasks, such as trash removal, cleaning and disinfecting restrooms, removing graffiti, and cleaning other structures.
6. General maintenance tasks, such as minor construction, painting, power washing structures, erecting public signs, and digging ditches.
7. Wash and help to maintain vehicles.
8. Set up tables and chairs for meetings, and other City celebrations/special events.
9. Break up concrete and asphalt surfaces, haul materials, and perform maintenance of streets, including patching, painting, and paving.
10. Maintain equipment and tools.
11. Provide unskilled and semi-skilled assistance to other Public Works employees.
12. Must safely operate City vehicles and equipment, such as a backhoe, tractor, dump truck, front end loader, jack hammer, forklift, and power tools.
13. Ability to understand and carry out instructions, to work independently, and with others, and perform physical tasks in adverse weather conditions.
14. Keep supervisor informed of job-related matters. Willingly accepts direction from supervisor and other staff.

Non-Essential Duties:

1. The Public Works Seasonal employee should expect to perform and assist with other tasks that may not be assigned or encountered in the normal course of business.

2. Any tasks that a Utility I worker may perform, unless prohibited by a lack of certification.

Education, Qualifications and Experience:

Minimum:

- Must be 18 years of age.
- A high school diploma or GED or equivalent is required.
- Must have a valid driver's license.
- Must complete a successful background check.

Employee must have skills in safe operation and care of assigned equipment, vehicles, machines, and tools. Employee must have the ability to understand and carry out instructions, and to work independently and with others.

Desirable: Knowledge of the principles and practices of repair, maintenance, and construction, as well as lawn and plant care. Having a CDL is a plus in this position.

Work Relationships:

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

Physical and Mental Demands:

The work is highly physical, with periods of walking, pushing, pulling, carrying, kneeling, reaching, twisting, standing, hearing, and seeing. Frequent repetitive motions including but not limited to, hand, wrist, finger, and arm movements, including handling, grasping, and pinching. Vibration of extremities is often, and whole-body vibration can be frequent. Reading and comprehension skills are routinely required on an everyday basis. Must be able to bend and lift 50 lbs. or more.

Working Conditions: The majority of each day will be spent outdoors, although some of it may be spent in a controlled environment. This employee will work throughout the City of Harrisburg, in the parks, museum, riverfront restrooms, and at other City facilities such as the water plant, wastewater facility, poplar tree stands, storm and sewer lifts, City Hall, the Harrisburg Justice Court, and Library as well as City rental facilities. Physical tasks are sometimes performed in adverse weather conditions. While regular PW employees respond to infrastructure and other system emergencies, this position could also be used to assist in an emergency situation. Emergencies often occur during unusual hours and in adverse weather conditions. PW are sometimes first responders to emergency situations in town; this employee might be asked to assist in their efforts if needed.

(This job description is not yet approved by the City Council)



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:

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	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: