

City of Harrisburg
Public Works Utility I Position
\$20.36 to 26.80 per hour

The City of Harrisburg seeks one to two motivated and hardworking individuals to be part of our Public Works team as a Utility I employee. A Utility I employee works with the city's infrastructure including water, sewer, storm sewer, streets, and parks, as well as maintenance of City facilities.

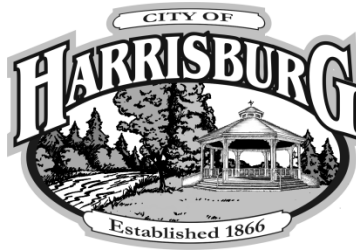
This is an entry level position in a series of Utility I, II and III. The ideal candidates must be able to work on a wide variety of routine tasks, requiring moderate to highly physical activity and the use of large equipment, motorized machines, simple equipment and/or hand tools. Work is frequently maintenance related and includes janitorial duties and landscaping work. The majority of each day is spent outdoors, in various weather conditions.

Utility I position minimum qualifications: A high school diploma or GED equivalent; a valid driver's license; and must be able to obtain a CDL within 12 months of hire. PW employees must establish and maintain residency within a thirty-minute drive from Harrisburg within six months from their date of hire. Applicant must be able to successfully pass a background check and complete CJIS (Criminal Justice Information Services) training within two weeks of hire.

The wage scale for a Public Works Utility 1 position is \$20.36 to \$26.80 per hour. An excellent benefits package includes PERS, vacation, 11 paid holidays, sick and longevity pay, as well as medical, vision, dental, an HRA/VEBA plan, and life insurance for employee and dependents.

Please provide a City employment application to the City of Harrisburg, Attn: Lori Ross, 120 Smith St., PO Box 378, Harrisburg, OR 97446. Applications can also be faxed to 541-995-9244 or emailed (no encryption) to lross@ci.harrisburg.or.us. Applications must be received by 5:00PM on October 20, 2023. Application packet materials may be obtained at City Hall, at 120 Smith St., or online at www.ci.harrisburg.or.us. The City of Harrisburg does not discriminate against individuals with disabilities and is an Affirmative Action/EOE and complies with Section 504 of the Rehabilitation Act of 1973. Veterans' preference is provided with a Veterans' Preference Form and submission of a copy of form DD-214 or 215 (Copy 4).

City Website: September 28, 2023



PUBLIC WORKS UTILITY I

Position Description

Reports to: Public Works Foreman

Job Summary: This employee performs a wide variety of routine tasks, requiring physical activity and the use of large equipment, motorized machines, simple power equipment and hand tools. Work is frequently maintenance related, and includes janitorial and landscaping work. This is the entry level position in a series consisting of Utility I, II and III. The absence of planning and assigning of work to others and a lack of water or wastewater certifications distinguishes it from the higher positions. This employee is part of the Public Works crew, and as such, will do a variety of tasks as part of that team.

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 care, including planting, pruning and weed removal. Includes the application of fertilizers, pesticides and other chemicals.
4. Installing, maintaining and using irrigation systems. Leaf and yard debris removal through mulching, composting and other methods. General janitorial tasks, such as trash removal, cleaning and disinfecting restrooms, removing graffiti, and cleaning other structures.
5. General maintenance tasks, such as minor construction, painting, power washing structures, erecting public signs and digging ditches.
6. Wash and help to maintain vehicles.
7. Set up tables and chairs for meetings, and other City celebrations/special events.
8. Break up concrete and asphalt surfaces, haul materials, and perform maintenance of streets, including patching, painting, and paving.
9. Read, record, turn on and shut off water meters, assist with installations and removals, and with Public Works crew on major work projects.
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, jet rodder, forklift, and power tools.
13. Perform lab work and other readings and have the ability to work with chemicals.
14. Ability to understand and carry out instructions, to work independently, and with others, and perform physical tasks in adverse weather conditions.

15. Keep supervisor informed of job related matters. Willingly accepts direction from supervisor and other staff.

Non-Essential Duties:

1. The Public Works Utility I 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 II worker may perform, unless prohibited by a lack of certification.

Education, Qualifications and Experience:

Minimum:

- High school diploma or GED or equivalent is required.
- Must have a valid driver's license.
- Must be able to obtain a CDL within 12 months of hire.
- Must establish and maintain residency within a thirty-minute drive from Harrisburg within six months of hire date.

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.

Work Relationships:

The employee works under relatively close supervision. Most tasks are assigned orally. Work is reviewed frequently. As the Utility I 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, will often work with and support other co-workers, and will have public contact.

Physical and Mental Demands:

The work is moderately to highly physical, with periods of walking, pushing, pulling, kneeling, reaching, twisting, standing, hearing and seeing. Frequent repetitive motions including but not limited to, hand, wrist, finger, and arm movements. Reading and comprehension skills are routinely required on an everyday basis. Must be able to bend and lift 40 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, storm and sewer lifts, City Hall, the Harrisburg Justice Court, Library as well as City rental facilities. Physical tasks are sometimes performed in adverse weather conditions. The employee is on-call on occasion in order to respond to emergencies, often during unusual hours and in adverse weather conditions. Public Works employees are often first responders to any local emergencies declared by the regional emergency coordinator in Linn County, City Administrator, Public Works Director or by local EMS agencies.

Attendance Requirements: Most work is done during the day, with occasional work being required in the evenings and occasional emergency work being required in the

evenings or on weekends. This employee is part of a rotational shift for being on-call and doing chores on weekends.

[Adopted by Resolution No. 1160 – June 14, 2017]

Approved by the City Administrator

Date

Physical Requirements: Heavy Work Position

POSITION INFORMATION:		
Job Title: Public Works Utility I	Employer: The City of Harrisburg	Dept./Location: Public Works/City wide

Frequency Definitions:

- (N)** Never: Not required and not done on the job.
- (R)** Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 - 5 times/minutes per shift.
- (O)** Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
- (F)** Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
- (C)** Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS

Particular working conditions associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific details as to condition.

N	R	O	F	C	Condition	Descriptive Details/Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoors	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Travel to multiple worksites	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	High background noise	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fumes/odors	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory protection	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposure to hazardous materials	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal protective equip. required	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glove use	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration – whole body	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vibration–extremity (arm, leg ,hand)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

Completed by: _____ Title: _____ Date: _____

MATERIALS AND EQUIPMENT USED						
Particular materials and/or equipment used with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific detail as to work tasks and materials/equipment used.						
N	R	O	F	C	Condition	Descriptive Details/Comments
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copier	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hand Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Power Tools	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Equipment	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile (company <input checked="" type="checkbox"/> personal <input type="checkbox"/>)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

PHYSICAL DEMANDS						
Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.						
N	R	O	F	C	Physical Demand	Descriptive Details/Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Standing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walking	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sitting	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lifting/Lowering (Max: 50 Avg. 35 lbs.) with assistive equipment? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Carrying (Max: 50 Avg. 35 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pushing (Max: 60 Avg. 40lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pulling (Max: 50 Avg 35 lbs.)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dragging	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing (Max height: 12-24)	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uneven Surfaces	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Balancing	

PHYSICAL DEMANDS (CONTINUED)

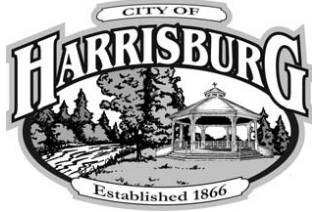
Particular physical demands associated with this position. Check or list below, indicating frequency for each condition (N, R, O, F, C – refer to Frequency Definitions above). Provide specific detail as to height of lift/lower, distance of reaching, average/emergency situations, etc.

N	R	O	F	C	Physical Demand	Descriptive Details/Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stooping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Twisting	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unexpected motions/reactions	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching overhead	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reaching forward	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reaching shoulder level	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching backward	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handling	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinching	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grasping	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Seeing	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Depth Perception	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Color Vision	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	

Completed by: _____ Title: _____ Date: _____

Completed by: _____ Title: _____ Date: _____

Completed by: _____ Title: _____ Date: _____



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	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: