



P.O. Box 589 Detroit, Oregon 97342 ♦ (503) 854-3496

JOB OPENING

Position Description: **Public Works**
 \$18.00/hr (Hourly Wage is currently under review)
 Medical/Dental/Vision/Paid Vacation
 Street Maintenance – 24 hours
 Park Maintenance - 16 hours
 Water Dept. coverage as needed

Supervising Authority: **City Recorder**

The Public Works Maintenance Worker position is "at will" employment with the City of Detroit.

General Description

The Public Works Maintenance position includes a wide variety of duties including landscape maintenance, pruning, trimming, mowing, painting, restroom and litter service, and other general park, street, trails, structures and facilities maintenance work and operation of maintenance equipment.

Typical Duties:

- Check and clean outdoor restrooms.
- Collect litter in the parks and empty trash barrels.
- Park inspections and reporting/repairing of vandalism damage.
- Perform minor repairs.
- Clean pathways and trails.
- Maintenance & monitoring of sprinkler & septic system.
- Basic landscaping: pruning, trimming, mowing, painting, etc.
- Report vandalism, natural resources, trash, or occupancy violations to the supervising authority.
- Repair of potholes.
- Clear all city streets of litter as needed.
- Clear City culverts.
- Clear down trees & debris.
- Snow plowing of City streets.
- Clear fire hydrants of snow.
- Remove snow around City Hall to create safe access.

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- Perform general city-owned building maintenance as needed.
- Clean City Hall offices as needed.

Other Job Functions

- Investigate complaints made by the public as to the condition of streets and parks; take appropriate action to alleviate problem and notify supervising authority as soon as possible.
- Occasional monitoring & reporting at water treatment plant as needed.
- Any other duties as deemed necessary by supervising authority.

Qualifications

Ability to:

- Provide excellence in internal and external customer service.
- Create a positive experience for patrons and staff through professional and courteous behavior and creative problem resolution.
- Practice safe work habits and contribute to the safety of self, coworkers and the general public.
- Operate light and medium equipment including city truck, mowers, power washer, Kubota and various power tools.
- Plan, conduct and perform the full range of maintenance duties.
- Take direction and perform tasks with minimal supervision.
- Maintain a neat, professional appearance.
- Read, interpret and apply park rules and regulations.
- Work varied shifts to accommodate City's needs.

Knowledge of:

- Basic landscape maintenance techniques.
- Basic safety practices and procedures.

Licenses, Certificates And Other Requirements

- Must have a valid Oregon driver license, with good driving record.
- Must be 18 years of age or older
- Must have a home telephone or cell phone.
- Must be able to pass a pre-employment drug test and random drug testing thereafter.
- Must adhere to Personnel Policy Manual Ethics statement in all aspects of performance, conduct and communication with the public.
- Must maintain the highest standard of safety and ethical accountability in performance and conduct.

Application available at:

Detroit City Hall

345 Santiam Ave. W.

503-854-3496

Or online at: detroitoregon.us

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City of Detroit, Oregon

<http://detroitoregon.us>

345 Santiam Ave. W. – PO Box 589 – Detroit, OR 97342

Phone: 503-854-3496 ~ Fax: 503-854-3232 ~ email: detroit@wvi.com

APPLICATION FOR EMPLOYMENT

GENERAL

NAME: _____

ADDRESS: _____

TELEPHONE: (____) _____

DATE AVAILABLE FOR EMPLOYMENT: _____

Are you employed now? ☐ YES ☐ NO

May we contact your present employer? ☐ YES ☐ NO

If YES, give name: _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? ☐ YES ☐ NO

Type of position you are seeking: _____

Wages desired: _____

Do you have a valid driver's license? ☐ YES ☐ NO

License No./State: _____

Can you perform the essential functions of the job(s) for which you are applying? ☐ YES ☐ NO

Have you pled guilty or been convicted of a felony? ☐ YES ☐ NO

(Please note that a "YES" answer will not automatically bar you from consideration for employment.)

If YES, please explain: _____

This employer is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

EDUCATION

	ELEMENTARY	HIGH	COLLEGE	GRADUATE
SCHOOL NAME				
YEARS COMPLETED	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
COURSE OF STUDY				

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking: _____

REFERENCES

List here (3) non-relatives who are familiar with your qualifications and actual work history and ability.

	Name	Occupation/Relationship	Years Known	Telephone
1.				
2.				
3.				

EMPLOYMENT EXPERIENCE

Start with your present or last job. List your last three (3) jobs in order. Do not omit any job.

Employer: _____ Employed from _____ to _____ (month/year)

Address: _____ Telephone No.: (____) _____

What did you like most about your job? _____

What did you like least about your job? _____

Application for Employment (*continued*)

Reason for leaving: _____

Employer: _____ Employed from _____ to _____ (month/year)

Address: _____ Telephone No.: (____) _____

What did you like most about your job? _____

What did you like least about your job? _____

Reason for leaving: _____

Employer: _____ Employed from _____ to _____ (month/year)

Address: _____ Telephone No.: (____) _____

What did you like most about your job? _____

What did you like least about your job? _____

Reason for leaving: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

☐ YES

☐ NO

I will be responsible for familiarizing myself with all rules and regulations of the Employer as they presently exist or are later modified. *I recognize that my employment can be terminated, at the discretion of the City of Detroit, or at my option, without out notice, at any time, except as specifically set forth in writing in a current individual employment agreement.*

☐ YES

☐ NO

I also understand that no representative of the City of Detroit has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement.

☐ YES

☐ NO

I have read, understand and agree with the above.

By: _____
Signature of Applicant

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.