

Temporary Seasonal Worker

Open Until Filled – First Round Review – May 1, 2024

Status/Hours: **Seasonal up to 6 months - 40 hours per week, including weekends**
Department: **Public Works**
Wages: **\$ 19.44 per hour**
Benefits: **As required by State Law**

The City of Cornelius is currently seeking a Seasonal Maintenance Worker for a limited duration. Under general supervision, the Seasonal Maintenance Worker performs basic grounds keeping, janitorial, maintenance, and a variety of other unskilled and semi-skilled maintenance tasks. This position operates a variety of equipment in the repair, maintenance, and grounds keeping of the infrastructure within the City, including parks and facility maintenance.

QUALIFICATIONS:

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities in the Position Description is qualifying. A typical way to obtain the required qualifications would be:
- **Education:** A high school diploma or GED. Fluency in Spanish language desirable.
- **Experience:** Experience in park maintenance, grounds keeping and landscaping. Prefer previous experience in grounds keeping and maintenance.
- Must be 18 years of age at time of hire.
- Ability to attend work on a regular, predictable basis as scheduled.

SPECIAL REQUIREMENTS:

- Possession of a valid Oregon Driver's license and a safe driving record.

Selection Process: Applications will be screened to determine the candidates to invite to an interview. Preference will be given to the applicants who have direct and relevant work experience. Following an offer of employment, a background check and drug screen will be required.

Please review the position description for the full scope of duties and responsibilities and the required knowledge, skills and abilities.

How to Apply: Download the application packet from our website www.corneliusor.gov and submit a completed City of Cornelius application, résumé, and cover letter to recruitment@corneliusor.gov or deliver to City Hall, 1355 N Barlow Street, Cornelius, OR 97113 by 4:00 pm Tuesday, April 30, 2024.

CITY OF CORNELIUS

JOB TITLE: Seasonal Laborer
DEPARTMENT: Public Works
SUPERVISOR: Public Works Foreman

CLASS: Hourly
Non-Exempt-Non-Represented
DATE: March 2022

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SUMMARY:

Under general supervision, performs basic mowing, grounds keeping, janitorial, cleaning restrooms, maintenance, flower basket watering and a variety of other manual and semi-skilled maintenance tasks. Operates a variety of equipment in the repair, maintenance, and grounds keeping of the infrastructure within the city, including streets, parks, sports fields, and facility maintenance.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Foreman. May take direction from a lead Public Works employee when assigned. Must be able to work independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Perform routine park maintenance functions; clean and maintain grounds, athletic fields, play grounds, paved areas, paths, and walkways picking up and discard trash and litter on City property and public rights-of-way.
2. Perform routine maintenance duties such as mowing and edging grass, operating a weed eater, blowing leaves on sidewalks, and parking lots, removing and trimming shrubbery, and raking leaves.
3. Flower basket watering: seasonal employees will be assigned a route and will be required to operate a pickup truck to water and fertilize city-owned flower beds and baskets. Employees will be handling fertilizers, working near busy streets and parks and must have the ability to access hydrants for water supply.
4. Establish and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
5. Keep immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problem.
6. Performs other directly related duties consistent with the role and function of the department.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE

Must be eighteen (18) years of age and have a high school diploma or GED. Some experience in general construction and maintenance. Ability to attend work on a regular, predictable basis as scheduled. Provide three personal references.

TECHNICAL SKILLS AND ABILITIES:

- Reasonable knowledge of the standard practices, methods, tools and materials used in maintenance, grounds keeping and landscaping.
- Prefer previous experience in a municipal public works setting.

- Requires the ability to skillfully, and safely operate power equipment, hand tools and vehicles.
- Reasonable knowledge of the care and use of small power tools, grounds keeping and landscaping equipment.
- Ability to perform strenuous manual tasks and to withstand exposure to variable weather conditions
- Ability to follow written and oral instructions
- Requires the ability to work cooperatively with the public.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city.
- Requires the ability to work varying schedules in support of projects and events.
- Must complete required training assigned work within a reusable time frame.

REQUIREMENTS: A valid Oregon Driver's License with a safe driving record.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach, and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 75 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination.

WORKING CONDITIONS: The majority of duties take place outside of buildings with exposure to all types of weather conditions, sewage, biohazards, traffic, dirt, oil, grease, fumes, noise, and chemicals. May require working on rotating shifts, weekends, and holidays.

Revised: May 2018; June 2020; April 2021: March 2022; May 2023

Application for Employment

City of Cornelius provides equal employment opportunity to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.

| Position | | | | |
|--|----------------|---|--------------|-------------------|
| Position Applying For | | Available Start Date | Today's Date | |
| Personal Information | | | | |
| Name | | | | |
| Address | | City | State | Zip |
| Phone Number | Mobile Number | Email Address | | |
| Are you able, at the time of employment, to submit verification of your legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> (Proof of identity will be required upon employment) | | | | |
| Education | | List any colleges, military, trade, business or other schools attended. | | |
| Do you have a high school diploma or GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | |
| School Name | Location | Diploma/Degree | Major/Minor | Did you Graduate? |
| | | | | |
| | | | | |
| | | | | |
| Certificates & Licenses | | List any professional license, registration, or certificate required or preferred for the position. | | |
| Type | Issuing Agency | Date Issued | Date Expires | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

References

| Name | Title | Company | Phone |
|------|-------|---------|-------|
| | | | |
| | | | |
| | | | |

Employment History

This information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all of your duties, starting with your most recent job. Resumes will be accepted only if required on the job announcement and will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

| | | | |
|--------------------|--|---|-----|
| Employer (1) | Job Title | Dates Employed | |
| Address | City | State | Zip |
| Supervisor Name | Phone Number | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Reason for leaving | Full or Part time-Hours worked Weekly: | | |
| Duties | | | |
| Employer (2) | Job Title | Dates Employed | |
| Address | City | State | Zip |
| Supervisor Name | Phone Number | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Reason for leaving | Full or Part time-Hours worked Weekly: | | |
| Duties | | | |

| | | | |
|---------------------|--------------|---|-----|
| Employer (3) | Job Title | Dates Employed | |
| Address | City | State | Zip |
| Supervisor Name | Phone Number | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Reason for leaving | | Full or Part time-Hours worked Weekly: | |
| Duties | | | |

| | | | |
|---------------------|--------------|---|-----|
| Employer (4) | Job Title | Dates Employed | |
| Address | City | State | Zip |
| Supervisor Name | Phone Number | May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Reason for leaving | | Full or Part time-Hours worked Weekly: | |
| Duties | | | |

Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered in the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing agency to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening and criminal history background check, if applicable.

Signature: _____ Date: _____

Veterans' Preference Form (ORS 408.230)

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

Qualified Veteran Questions: *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

ORS 408.225(f) – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And am receiving a nonservice – connected pension from the United States Department of Veterans Affairs

Qualified Disabled Veteran Questions: *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15, Copy 4, and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: _____ **Date:** _____

Position Applied For: _____

This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions please contact Human Resources.

City of Cornelius*1355 N Barlow Street*Corneilus, OR 97113
(503) 357-9112 or recruitment@corneliusor.gov

CITY OF CORNELIUS
APPLICANT AUTHORIZATION FOR REFERENCE CHECKS

I hereby authorize my past employers to release information to the City of Cornelius regarding my employment. This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment
2. Position(s) held
3. The quality and quantity of my work
4. My attendance habits (excluding workers' compensation, pregnancy, disability FMLA and other protected absences)
5. My relationship with co-workers, supervisors and managers
6. My attitude toward work (cooperative? positive? etc.)
7. Reason for leaving and eligibility for rehire (would the employer rehire if they had to do it all over again?)
8. Strong and weak points
9. Willingness to comply with policies and standards
10. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaging in hostile or violent behavior
11. Other relevant information regarding my performance, skills, ability, suitability for employment sought, etc.

I agree that all former employers who provide such information are indemnified and released from liability arising from such disclosures. I also understand that if I do not sign this Authorization, my application will be rejected.

Print Name

Signature

Date