



P.O. Box 278, St. Helens, OR 97051
Phone: (503) 397-6272 Fax: (503) 397-4016
www.ci.st-helens.or.us

POSITION ANNOUNCEMENT

May 12, 2017

2017 SUMMER LABOR 8 Temporary Full-Time Positions

The City of St. Helens Public Works Department, is currently seeking applications for temporary full-time Summer Labor positions at a minimum wage of \$9.80 per hour. We hope to start the successful candidates as soon as possible. The positions will continue through September 29, 2017. Individuals needing to leave service prior to September 29 to attend school will be considered but should put required termination date on application.

Duties include manual and semi-skilled tasks, related work in maintenance and reconstruction of parks, streets, sewer, water facilities, operating vehicles and power tools.

This position requires a valid Oregon Driver's License. Applicants must be at least 18 years old.

Applicants must complete a City application form available at City Hall, 265 Strand Street, St. Helens, or you may download an application online at www.ci.st-helens.or.us. The successful candidate will be required to pass a background check.

**Applications must be received at City Hall
by 5:00 p.m. on Friday, June 2, 2017.**

The City of St. Helens is an equal opportunity employer.

City of St. Helens
PUBLIC WORKS/PARKS MAINTENANCE WORKER
(Summer Seasonal Labor)

JOB SUMMARY:

Entry level seasonal position working under direct supervision of others. Performs a variety of manual and semi-skilled tasks in the maintenance and/or reconstruction of various City facilities, including parks, streets and sidewalks, water systems, storm drainage systems, and sewer systems. Operates vehicles and uses various hand tools and power tools.

SUPERVISION RECEIVED:

Works under the general direction of the Public Works and/or Parks Field Supervisors and under the daily supervision of field crew leaders as assigned.

DUTIES AND RESPONSIBILITIES:

Duties may include but not be limited to participation in the following tasks:

- Laying and joining water, sewer or storm pipelines
- Installing fitting valves, fire hydrants, and water meters
- Tapping and repairing water lines
- Flushing, cleaning and repairing sanitary sewer pipelines
- Building and cleaning manholes, catch basins and other drainage structures
- Pothole patching and trench patching of street surfaces
- Unloading and spreading street surfacing materials
- Removing and installing street signs
- Painting and installing pavement striping and markings
- Installing and removing construction zone signage and performing traffic control
- Digging ditches, clearing weeds and brush, and removing obstacles and debris
- Hand loading and unloading various materials from vehicles
- Garbage collection and litter pickup from City facilities
- Restroom maintenance and janitorial duties in City facilities
- Mowing lawns and turf surfaces on City facilities
- Weeding, planting and maintenance of landscape planting beds

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Oregon State Driver's License

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to do strenuous work such as climbing, stooping, kneeling, reaching, lifting, and may work over water, necessitating the ability to swim.

The duties and physical requirements listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties or physical demands does not exclude them from work required of this position.

CITY OF ST. HELENS EMPLOYMENT APPLICATION



Date Received Stamp

Received by: _____

The City does not discriminate on the basis of mental or physical disability, age, race, color, religion, gender, sexual orientation, national origin, marital status, veterans status, or any other legally protected status in the admission or access to or treatment of employment in its programs and activities, and is an Equal Opportunity/Affirmative Action Employer.

JOB INFORMATION			
POSITION TITLE			
PERSONAL INFORMATION			
FIRST NAME	MIDDLE INITIAL	LAST NAME	
ADDRESS			
CITY	STATE		ZIP
PHONE NUMBER	ALTERNATE PHONE		
EMAIL ADDRESS	WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? EMAIL PAPER PHONE		
EDUCATION			
WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:			
Some High School	Some College	Associate's Degree	Master's Degree
High School	Technical College	Bachelor's Degree	Doctorate
HIGH SCHOOL EDUCATION			
DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES NO			
IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 8 9 10 11 12			
SCHOOL NAME		CITY	STATE
COLLEGE/UNIVERSITY EDUCATION			
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES NO	SEMESTER QUARTER
MAJOR		# OF UNITS COMPLETED	
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES NO	SEMESTER QUARTER
MAJOR		# OF UNITS COMPLETED	
SCHOOL NAME		DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)		DID YOU GRADUATE? YES NO	SEMESTER QUARTER
MAJOR		# OF UNITS COMPLETED	
DRIVER'S LICENSE INFORMATION			
IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES NO		STATE ISSUED	CLASS
CERTIFICATES & LICENSES			
TYPE	DATE ISSUED (MO/YR)	EXPIRATION (MO/YR)	
LICENSE NUMBER	ISSUING AGENCY		
TYPE	DATE ISSUED (MO/YR)	EXPIRATION (MO/YR)	
LICENSE NUMBER	ISSUING AGENCY		

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE	
ADDRESS		CITY		STATE
COMPANY WEBSITE		PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES NO	

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE	
ADDRESS		CITY		STATE
COMPANY WEBSITE		PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK		MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES NO	

DUTIES

REASON FOR LEAVING

SKILLS**OFFICE SKILLS**

TYPING (WORDS PER MINUTE)

10-KEY (CHARACTERS PER MINUTE)

OTHER SKILLS

SKILL	SKILL LEVEL BEGINNER	SKILLED	EXPERT	LENGTH OF EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL BEGINNER	SKILLED	EXPERT	LENGTH OF EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL BEGINNER	SKILLED	EXPERT	LENGTH OF EXPERIENCE (YEARS OR MONTHS)

LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN

LANGUAGE

SPEAK READ WRITE

LANGUAGE

SPEAK READ WRITE

EMPLOYMENT OBJECTIVE**ADDITIONAL INFORMATION**

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

ATTACHMENTS

Please list any attachments you are including with your application.

REFERENCES

Please list three professional references.

FULL NAME		RELATIONSHIP	
COMPANY		PHONE	
ADDRESS			
FULL NAME		RELATIONSHIP	
COMPANY		PHONE	
ADDRESS			
FULL NAME		RELATIONSHIP	
COMPANY		PHONE	
ADDRESS			

MILITARY SERVICE

BRANCH		FROM	TO
RANK AT DISCHARGE		TYPE OF DISCHARGE	
IF OTHER THAN HONORABLE, EXPLAIN			

SIGNATURE VERBIAGE

I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.

I understand that an in-depth background check may be conducted prior to employment with the City of St. Helens. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with the City of St. Helens.

I authorize representatives of the City of St. Helens to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand and agree that, if hired, my employment relationship with the City of St. Helens will be "at-will," meaning for no definite period and the relationship may be terminated at any time and without prior notice by either party. I understand that this completed application is the property of the City of St. Helens and will not be returned. I understand that I must notify the Human Resources department of the City of St. Helens of any changes in my name, address, or phone number.

I have read, understand and agree with the above information.

X _____
SIGNATURE OF APPLICANT

DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

*LAST NAME

*MONTH/DAY OF BIRTH

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTENDED SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."

NA

*2. DATE YOU ARE AVAILABLE TO START

*3. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF ST. HELENS?

YES

NO

*IF YOU ANSWERED "YES" PLEASE EXPLAIN, INCLUDING DATE(S) AND POSITION TITLE(S).

4. This is a voluntary question; however, if you are interested in **veterans hiring considerations**, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

YES

NO

5. This is a voluntary question; however, if you are interested in **disabled veterans hiring considerations**, we will need to know your veteran's status. Do you meet the definition of a disabled veteran? The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

YES

NO

CITY OF ST. HELENS

Equal Employment Opportunity Form



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APPLICANT INFORMATION

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Home Phone: () _____ Last 4 digits of SSN: _____

Position Applied for: _____

VOLUNTARY INFORMATION

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

American Indian/Alaskan Asian/Pacific Islander Black/African American
Hispanic/Latino White/Caucasian Other

Gender

Female Male

Military Service

Pre-Vietnam Era Vietnam Era
Post-Vietnam Era Disabled Veteran

How did you FIRST hear about this position? (Please check one only)

Chronicle Newspaper City Website Oregon Employment Dept.
Spotlight Newspaper City Employee Friend/Relative
Oregonian Newspaper City Facebook Other _____



Authorization to Release Information

I hereby authorize the City of St. Helens, its employees, agents, or representatives, to perform an investigation into my background. The intent of this authorization is to give my consent for full and complete disclosure of the records, including criminal history or arrest records, and motor vehicle records.

I authorize custodians of the records of any agency or company as described herein to release such information upon request of any employee, agent, or representative of St. Helens.

I understand that the information requested is solely for the use of St. Helens, and may only be disclosed by St. Helens as authorized by law.

I believe to the best of my knowledge that all information I have provided is accurate, true, and correct, and that I fully understand the terms of this release. I indemnify, release and hold harmless St. Helens, its employees, agents, and representatives, and those supplying references and character references, from any and all claims, defamation, demands, and/or liabilities arising out of, or related to, such investigations, disclosures, or admissions.

Copies and facsimile transmissions of this authorization that show my signature are as valid as the original release signed by me.

Printed Name

Signature

Date Signed

Date of Birth

Social Security Number

Driver's License Number State

CONFIDENTIAL