

**Job Announcement For  
Garibaldi – Utility Worker I**

The City of Garibaldi is accepting applications for the position of Public Works Utility Worker I (UW1). The position will be under the supervision of the Public Works Foreman. The UW1 performs a variety of manual, semi-skilled, and equipment operation tasks in the construction, maintenance and operation of city facilities and will be expected to work toward Water Treatment and Distribution certification within five years of the hiring date.

Minimum education, experience and qualifications include graduation from high school or completion of GED certificate, a valid Oregon Driver's License with no more than two moving violations in the past five years, and no history of criminal convictions relevant or related to the ability to interact with the general public. Preference will be given to applicants having two years of general construction experience within the last five years which include some operation of light to medium motorized equipment.

Position will remain open until filled. Salary DOE and qualifications. Applications and complete job description can be downloaded from the city's website at [ci.garibaldi.or.us](http://ci.garibaldi.or.us). If you submit an application by email, please put Utility Worker 1 in the subject line and send it to [laura@ci.garibaldi.or.us](mailto:laura@ci.garibaldi.or.us).

The City of Garibaldi is an equal opportunity provider and employer.

**UTILITY WORKER I**

<b>WORKING TITLE:</b> UTILITY WORKER 1	<b>CLASSIFICATION:</b> UTILITY WORKER
<b>DEPARTMENT:</b> PUBLIC WORKS	<b>DIVISION:</b> PUBLIC WORKS
<b>PAY RANGE:</b> UW I	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODES:</b> 5506, 9402, 7520, 9015, 7580
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> September 10, 2021

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Operates and performs routine maintenance on light equipment used in road and utility maintenance operations, involving skilled manual tasks. Performs related work as required.

***SUPERVISION RECEIVED:***

Works under direct supervision of a worker of a higher grade who assigns work, observes performance, and instructs in proper methods.

***SUPERVISION EXERCISED:***

Supervision of other employees is not normally a responsibility of this class. May occasionally direct an assistant or seasonal employee.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM, BUT NOT LIMITED TO, A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Truck driver - operates a dump truck or vehicle of 36,000 lbs/GVW in hauling and dumping construction materials.
- Backhoe operator - operates a backhoe to excavate and move construction materials.
- Roadside mower operator - Operates power mower to cut grass and vegetation on road shoulders and roadside rights-of-way.
- Power broom - operates power broom for cleaning roads and intersections.
- Street vacuum/sweeper - operates street vacuum/sweeper for cleaning roads and intersections.
- Five cubic yard dump truck - applies asphalt or emulsified oil products to

pavement in patching or paving operations; rakes asphalt during paving and patching operations.

- Small roller operator - operates small vibratory rollers of less than 5 tons on various projects.
- Flagger - performs traffic control and sets out road work signs for maintenance activities.
- Streets - performs road maintenance and construction.
- Drainage - performs storm drainage systems maintenance and construction.
- Wastewater - performs wastewater systems/treatment plant maintenance and construction.
- Water - performs water systems maintenance and construction.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Operation and maintenance of light motorized equipment.
- Methods and materials used in road repair and maintenance.

#### **SKILL IN:**

- Operating equipment safely under varying conditions.
- Maintaining light motorized equipment.
- Following oral and written instructions.

#### **ABILITY TO:**

- Operate equipment safely and under adverse conditions.
- Perform manual work in the outdoors.
- Follow oral and written instructions.
- Attend work as scheduled and/or required.

#### **MINIMUM EXPERIENCE AND TRAINING:**

Experience in operation of light road maintenance equipment such as trucks, mowing machines, light rollers, etc., and experience in performing semi- and skilled manual tasks is required. Any satisfactory equivalent combination of experience and training that ensures ability to perform the work may substitute for the above.

#### **OTHER REQUIREMENTS:**

Possession of valid Oregon class "C" driver's license. Ability to obtain valid Oregon class "B" Commercial Driver's License (CDL) within six months of date of hire. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

It is important that incumbents in this position maintain a professional and businesslike image to the public at all times. A neat, clean and pressed appearance in clothing, hair

and personal hygiene is important every day. Good judgment is expected in determining proper dress and appearance. Unkempt shaggy hair is not acceptable, and all facial hair must be kept neat and trimmed.

Will be subject to successful completion of a background check and physical test.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, use repetitive hand motions, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*

### **Utility Worker I - Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting and/or standing for prolonged periods of time.
- Good peripheral vision and hearing.
- Tolerance for dust, temperature, inclement weather and alternating noise levels.
- Reaching and stretching to grasp objects.
- Using hands to operate hand and power tools.
- Using lower body mobility to stand, walk, climb, stoop, bend and extend legs, and walk on uneven ground.
- Performing heavy physical labor associated with frequent lifting, pushing, carrying and/or pulling bags of cement, pumps, fittings, meters, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools and other related items.
- Repetitive movement such as shoveling and sweeping for extended periods of time.
- Hearing normal conversation in person and on the radio.
- Communicating clearly and concisely, both in person and on the radio.
- Occasionally wearing protective apparel such as goggles, face protectors, aprons, safety shoes and respirators.
- Working near moving mechanical parts and in weather conditions of the local climate. On occasion, the employee may be exposed to fumes or airborne particles, risk of electrical shock, and vibration.

**CITY OF GARIBALDI EMPLOYMENT APPLICATION**

*City Use Only*

Date Received: \_\_\_\_\_

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

**JOB INFORMATION**

\* POSITION TITLE:

**PERSONAL INFORMATION**

\* FIRST NAME

MIDDLE INITIAL

\* LAST NAME

\* ADDRESS

\* CITY

\* STATE

\* ZIP

HOME PHONE

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  
 High School

- Some College  
 Technical College

- Associate's Degree  
 Bachelor's Degree

- Master'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  
# OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO

SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?  
YES  NO

SEMESTER  QUARTER  
# OF UNITS COMPLETED:

MAJOR

**DRIVER'S LICENSE INFORMATION**

\* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES  NO

STATE WHERE ISSUED

CLASS

**CERTIFICATES & LICENSES**

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

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 <input type="checkbox"/> NO <input type="checkbox"/>	

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 <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING		
<b>WORK HISTORY</b>		
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 <input type="checkbox"/> NO <input type="checkbox"/>
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 <input type="checkbox"/> NO <input type="checkbox"/>



DUTIES

REASON FOR LEAVING

**SKILLS**

<b>OFFICE SKILLS</b>	TYPING (NET WORDS PER MINUTE)	DATA ENTRY (NET WORDS PER MINUTE)
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**OTHER SKILLS**

SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)

**LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN**

LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE
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**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.

**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 City of Garibaldi. 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 City of Garibaldi.

I authorize representatives of City of Garibaldi 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 City of Garibaldi 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 City of Garibaldi and will not be returned. I understand that I must notify the Human Resources department of City of Garibaldi of any changes in my name, address, or phone number.

I have read and understand the information above.

x \_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**SUPPLEMENTAL QUESTIONS**

All applications for this position must include a City of Garibaldi Employment Application and written answers to the supplemental questions below. Applicants are also encouraged to include a resume (no more than 2 pages) and letters of recommendation (no more than 3 pages). Please contact Mary DeLoria if you have any questions.

Supplemental Questions for Applicants – questions and answers must be submitted in writing with your complete application for this position. Do not include personal information about your race, color, sex, sexual orientation, familial status, age, ethnicity, religious beliefs, political views, physical or intellectual disabilities, or genetic/hereditary information. The supplemental questions that are being asked below are intended to solicit information about your work history and performance ONLY. If you provide any personal information in your written responses to the questions below, the City reserves the right to redact that information from your application or reject your application as incomplete. If more space is needed, up to two additional pages may be attached.

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

\* ARE YOU OVER AGE 18 (YES / NO):

\*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND 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. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME

TEMPORARY PART TIME

PART TIME

VOLUNTEER

TEMPORARY FULL TIME

INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

\* 4. HOW DID YOU LEARN ABOUT OUR JOB OPENING? (PLEASE CHECK ALL THAT APPLY)

- CAREERBUILDER.COM
- CRAIGSLIST.COM
- DICE.COM
- GOVERNMENT FINANCE OFFICERS
- GOVERNMENTJOBS.COM
- INSERT EMPLOYER NAME WEBSITE
- OREGON CPCU SOCIETY
- OREGON EMPLOYMENT DEPARTMENT
- OREGON MUNICIPAL FINANCE OFFICERS
- OREGON PRIMA
- OREGONIAN NEWSPAPER
- OREGONIAN ON-LINE
- STATEMAN JOURNAL NEWSPAPER
- UNDERWRITINGJOBS.COM
- OTHER \_\_\_\_\_

\*5. HAVE YOU PREVIOUSLY WORKED FOR CITY OF GARIBALDI?

- YES
- NO

\*6. 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

\* 7. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. 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

\*8. ARE YOU WILLING TO RELOCATE?

- YES
- NO

\*9. ARE YOU WILLING TO WORK ONE OR TWO EVENINGS PER MONTH?

- YES
- NO

\*10. ARE YOU WILLING TO TRAVEL?

- YES
- NO