



CITY OF PORTLAND  
invites applications for the position of:

## Seasonal Maintenance Worker (Open Continuous)

**SALARY:** \$14.64 Hourly

**OPENING DATE:** 02/18/19

**CLOSING DATE:** 08/30/19 11:59 PM

### THE POSITION:



Build a Future  
Together.



#WE ARE  
PORTLAND

**This recruitment will remain open for 7 months. Applications will be reviewed every three weeks. The first review period will be 3/11/2019.**

**The City of Portland is now accepting applications for Seasonal Maintenance Workers. Candidates that apply may be considered for a position in Portland Bureau of Transportation, Portland Parks & Recreations and Portland Water Bureau.**

These are seasonal positions and vary in employment up to a maximum of 1400 hours per calendar year. Wages are \$14.64 per hour.

Work is typically performed in a field environment, outdoors in all weather conditions and may require an individual to negotiate rough terrain and lift heavy objects.

### GENERAL RESPONSIBILITIES

Seasonal Maintenance Workers learn to perform a variety of unskilled and semi-skilled duties, including:

- Loading and unloading equipment, materials and supplies
- Assisting with work zone traffic control, placing barricades and flagging traffic
- Raking, sweeping, shoveling and debris
- Cleaning debris from paved surfaces, walks, paths, curbs, manholes, public restrooms, and catch basins
- Operating sedans, pick-ups, smaller flatbed and dump trucks and other automotive equipment not requiring a Commercial Driver's License to transport employees, materials and equipment to worksites; performing pre- and post-trip safety inspection of vehicles
- Assisting journey level employees in performing the manual and semi-skilled tasks related to their work
- Operating a variety of hand-held power tools, including drills, saws, grinders, sanders and other similar power tools
- Performing related duties as assigned, working independently or as part of a crew under supervision

**For more information about the bureaus, see "Additional Information".**

This classification is represented by the Seasonal Maintenance Worker Laborers' Local 483. To view this labor agreement, please go to <https://www.portlandoregon.gov/bhr/27840> and click on the appropriate link.

### About the City of Portland

Lauded as one of the best places to live in America, Portland is a city with a vibrant downtown, diverse neighborhoods, natural beauty, good schools and friendly people. Home to about 680,000 residents within 145 square miles, Portland maintains deep ties to the Pacific Northwest's natural beauty. Portland is listed among the top 25 arts destinations in the United States, named one of the best cycling cities in North America, and one of America's best walking towns. Mount Hood, the Cascade Mountain Range and the renowned Oregon Coast are all just over an hour away. There are 37,000 acres of parks and green spaces within the metropolitan area including the largest urban wilderness in the U.S.: the 5,000-acre Forest Park located within the city limits. Average temperatures range between 34° in winter to 80° in summer and Portland receives 37" of rain annually, less than Seattle, Houston, Baltimore, Boston and Atlanta.

**Why work at the City of Portland?** The City of Portland is committed to offering medical, dental, vision, basic life, and long term disability coverage that provides quality care, support and value to eligible employees and their family members. Additional benefits such as flexible spending accounts, supplemental life insurance and employee assistance program coverage is available to ensure employees have the appropriate tools to safeguard themselves and their family.

### TO QUALIFY:

**The following minimum qualifications are required for this position:**

1. Ability to learn and perform medium to heavy manual labor for extended periods, standing for long periods of time and squatting or kneeling during the performance of work.
2. Ability to follow simple instructions when performing heavy manual work involving repeated bending, reaching and potential lifting of heavy objects.

3. Ability to work cooperatively with other employees and the public without direct continuous supervision
4. Ability to work effectively and collaboratively within a diverse workforce.

**Applicant must also:**

1. Be at least 18 years of age and possess a current/valid driver's license. Applicants must meet City "[good driver](#)" requirements
2. Be able to pass a pre-employment physical, including a physical capacities test and drug test after an offer of employment has been made and accepted.

**THE RECRUITMENT PROCESS:**

Complete the online application and supplemental questions. An evaluation of each applicant's training and experience, work history, education, certificates/license and supplemental questions as demonstrated in their application. **Failure to respond or a "No" response to the minimum qualification questions (1-11) may result in elimination from further consideration.** If you are being considered for a vacancy, you will be contacted directly by the department with the vacancy. **Your response to the supplemental questions will be utilized to match you with the appropriate vacancy.**

**Pre-Employment Testing**

Physical Capacities Testing for  
Non-Safety Sensitive Classifications  
Test Components

Unless you are a current City of Portland employee in a position requiring a similar or more demanding Physical Capabilities Test (PCT), you will be required to participate in and pass the pre-placement Physical Capabilities Test (PCT) as part of the conditional job offer you may receive for this position. The PCT is administered by an independent occupational expert and will consist of performing tasks similar to those you would do on the job. You may review the knowledge, skills, abilities and working conditions for this job class by using the internet link: <http://www.portlandonline.com> . You should be prepared to do your best, use good body mechanics and be in good condition. While each job class will have its own tests, listed below are **examples** of tasks you may be asked to perform:

- Crawl for 50 feet.
- Pull a weighted sled for 20 feet.
- Step up and down on an 11" platform for a 6 minute duration.
- Shovel repetitively.
- Climb a vertical ladder as high as 6 feet.
- Turn a valve.
- Walk on uneven terrain.
- Hammering repetitively.
- Carry a weighted crate (maximum distance is 50 feet); weight varies by job class.
- Lift a weighted crate from the floor to as much as 40" high; weight varies by job class.
- Detach, move and attach plastic forms from a full range of body positions, from lying on your back to reaching overhead.
- Lift dumbbells repetitively (**maximum 20 lbs. each**) **from knee height to overhead.**

**ADDITIONAL INFORMATION:**

**Application Instructions**

Applicants MUST FOLLOW the process below and submit the following application materials to be considered for this position. Failure to submit the required application materials will result in elimination from further consideration:

1. **A COMPLETED Work Experience, Education and Certificates/Licenses sections** clearly reflecting your qualifications for each of the numbered items in the "To Qualify" section of the announcement.
  - **Work History:** Fully describe your paid or unpaid duties for each position on your application. Please explain how your experience demonstrates the qualifications listed in the "To Qualify" section above.
  - **Education:** Include information about any college, training and/or advanced degrees earned and how they relate to or match the requirements of the position if applicable.
  - **Certificates/Licenses:** Please include any relevant certificates/licenses you possess or are in the process of obtaining.
  - If you are requesting Veteran's Preference, as identified below, please describe in your work history any transferable skills obtained during your military service and how they relate to each of the required minimum qualifications under the "To Qualify" section above.
2. **Submit responses to the minimum qualification Supplemental Questions.**

Your application will be the basis for our evaluation of your qualifications for this position.

Please note, all completed applications for this position must be submitted no later than the closing date and time of this recruitment. All applications must be submitted via the City's online application process. Do not attach materials not requested. E-mailed and/or faxed applications will not be accepted.

If you are requesting Veteran's Preference, attach a copy of your DD214 / DD215 and / or Veteran's Administration Letter Stating your disability to your profile, as well as checking the box identifying yourself as a Veteran. You must request Veteran's Preference AND include a copy of your documentation for each recruitment you apply for.

Veteran's Preference documentation must be submitted at the time of your application.

Non-citizen applicants must be authorized to work in the United States at time of application.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below No Later Than the Closing Date of This Announcement.

**An Equal Opportunity/Affirmative Action Employer**

**OPTIONAL INFORMATION SESSIONS**

To assist you in understanding this position and the recruitment process, we will offer an Optional Information Session that will provide you with details about the position and about the application process. You are not required to attend to apply for this job. You are welcome to join us for the optional session below

**Session 1:**  
**Portland Bureau of Transportation**  
**2929 N Kerby St,**  
**Portland, Or 97212**  
**Tuesday, February 26, 2019**  
**3:30-5:00pm**

**Session 2:**  
**Portland Fire Training Center**  
**4800 NE 122nd Ave**  
**Portland, Or 97230**  
**Tuesday, February 26, 2019**  
**5:30-7:00pm**

#### About the Bureaus

##### Portland Bureau of Transportation

Maintenance Operations Group is responsible for maintaining our city streets, ADA ramps, curbs, bridges, retaining walls, tunnels, traffic signs, pavement markings and the cleaning and repair of the city's sewer lines. 365 days a year, more than 435 PBOT maintenance workers are out on the streets, cleaning, repairing and paving the way. For many of PBOT's dedicated maintenance crews, the workday begins before most of us have had our morning coffee, while for others, the setting sun signals the start of their shifts. Regardless of whether they are hard at work at midday or midnight, our crews all have the same goal: streets, roads and bridges that allow people and goods to move through our city safely and easily. But maintenance workers don't just help people get around. They also maintain the city's sewer and stormwater conveyance system. PBOT is the partner and contractor of choice for other bureaus with special projects, too, such as repaving streets for the Portland Water Bureau. **Additionally, the incumbent is an essential employee and a member of the bureau's 24-hour response team and may require after-hour, evening, weekend, and holiday emergency response.**

##### Portland Bureau of Transportation Seasonal Maintenance Worker Duties

- Assisting in applying and finishing asphalt, concrete and road surface material and performing other tasks related to paving
- Assisting in applying thermoplastic pavement markings and cleaning/maintaining street signs
- Moving office equipment, furniture and machinery, pick up and deliver various types of equipment, materials, mail, parts and supplies: stocks, sorts, inventories and stores parts and supplies
- Completing forms and writing basic reports on work, time and materials used

##### Portland Parks & Recreations

The City of Portland's PP&R is seeking applicants for the Seasonal Maintenance Worker. This position is responsible for learning to perform and then performing primarily unskilled or limited semi-skilled work in support of maintenance, and operational functions.

##### Portland Parks & Recreations Seasonal Maintenance Worker Duties

- Cleaning and maintenance of facilities and equipments
- Ground maintenance (i. water, mows, rakes, edges, trims lawns)
- Natural Area and Trail maintenance
- Work zone traffic control
- Golf course maintenance and care

##### Portland Water Bureau

Dodge Park a property owned and operated by the Portland Water Bureau. It is located approximately 24 miles from Downtown Portland. The park is open to the public for the 2019 camping season between May 17th and September 30th. Also, it can accommodate day use visitors who come to fish, picnic, canoe, raft, barbeque, play on the swings and use the building for special occasions. Seasonal Maintenance Workers will begin to get the park camp-ready for the season starting in early May. This will require them to clean up the park from winter debris and limbs that have fallen, mow the grass areas, plant and beautify the areas around the building and each campsite, maintain paths and signs. In addition, restrooms, showers and the hall room will need to be cleaned and made ready for park use. Inventory of cleaning supplies, firewood, tools and equipment need to be evaluated for ordering and build-to sheets need to be updated. The Water Bureau values a diverse workforce and seeks ways to promote equity and inclusion within the organization and with the public. **Portland Water Bureau do not have a current vacancy but may utilized the eligible list for future vacancy.**

##### Portland Water Bureau Seasonal Maintenance Worker Duties

- Cleaning restrooms
- Cleaning the building
- Mowing and trimming
- Weeding and care for the surrounding gardens
- Cleaning camp sites
- Stacking and bundling wood
- Able to lift and provide firewood bundles to camp sites
- Able to account for shower fees, user fees and firewood money
- Picking up & emptying trash receptacles

##### Questions?

Loan Tran  
 Recruitment Specialist  
[Loan.Tran@portlandoregon.gov](mailto:Loan.Tran@portlandoregon.gov)  
 (503) 823-6821

## SEASONAL DEMOGRAPHICS QUESTIONNAIRE

NAME:	PHONE:
ADDRESS	EMAIL:
<p>Please identify your gender:</p> <p style="text-align: center;"> <input type="radio"/> Male             <span style="margin-left: 200px;"><input type="radio"/> Female</span> </p>	
<p>Which Race / Ethnicity do you identify</p> <p style="text-align: center;"> <input type="radio"/> Native American or Alaska Native             <span style="margin-left: 100px;"><input type="radio"/> Native Hawaiian or Other Pacific Islander</span>  <input type="radio"/> Asian             <span style="margin-left: 100px;"><input type="radio"/> White or European American</span>  <input type="radio"/> Black or African American             <span style="margin-left: 100px;"><input type="radio"/> Two or More</span>  <input type="radio"/> Hispanic or Latino             </p>	
<p>Are you requesting Veteran's Preference Points?</p> <p style="text-align: center;"> <input type="radio"/> Yes  <input type="radio"/> No             </p> <p>If yes, which veteran's preference status are you requesting?</p> <p style="text-align: center;"> <input type="radio"/> Veteran (non-disabled)  <input type="radio"/> Disabled Veteran             </p> <p>Please attach supporting Veteran's Preference documentation to this questionnaire.</p>	
<p>Are you currently eligible to be employed with the City of Portland?</p> <p>Note that Human Resources Administrative Rule 3.03 "Types of Appointments", section "All Hires Through Central Human Resources" indicates that any one of the following conditions, may eliminate a candidate from further consideration: 1. a settlement agreement or other severance package that limits or waives the candidate's right to re-employment with the City; or 2. prior discharge from City service; or 3. resignation in lieu of discharge from City service (Please understand that any falsification, misrepresentation or omission may be cause for denial of employment (or disqualification from a recruitment process) or dismissal, regardless of when discovered.")</p> <p style="text-align: center;"> <input type="radio"/> Yes  <input type="radio"/> No             </p> <p>If you answered "No" above, please provide the legal name you used, month/year you became ineligible, and the bureau if applicable:</p>	
<p>Do you voluntarily identify as a person with a disability?</p> <p style="text-align: center;"> <input type="radio"/> Yes  <input type="radio"/> No             </p>	
<p>I voluntarily identify myself as a Protected Veteran.</p> <p>A Protected Veteran is defined as a: (1) Disabled Veteran (2) Recently Separated Veteran (3) Active Duty Wartime or Campaign Badge Veteran (4) Armed Forces Service Medal Veteran</p> <p style="text-align: center;"> <input type="radio"/> Yes  <input type="radio"/> No             </p>	

Seasonal Maintenance Worker – Supplemental Questionnaire

**1. Thank you for your interest in joining the team at the City of Portland. We sincerely value your time and hope to make your application experience as positive as possible.**

The following supplemental questions are an important step in the examination and selection process to assist us in determining if you possess the knowledge, skills, and abilities to succeed in the posted vacancy.

A lack of a complete and thorough response to each of the supplemental questions in the space provided may result in disqualification from the examination. In addition, the selections you make and responses you provide in the questionnaire must accurately reflect what is documented in your work history.

All of the supplemental questions below that are specifically listed in the "To Qualify" section are required for this position. Please provide unique responses for each question that specifically address the qualification(s). Answering "No", "See resume", or entering "N/A" in the open text field to any of the minimum qualifications may result in elimination from further consideration.

**If you are requesting veteran's preference, please be sure to not only select that you are a veteran, but also attach a copy of your DD214 and/or Veteran's administration letter stating your disability. Veteran's preference documentation must be submitted by the closing time of this announcement.**

**Have you read and understood all of the information listed above?**

- Yes  No

2. Where did you first learn about this job opportunity? (If on a website or job board, please specify which one)

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3. Do you possess the ability to learn and perform medium to heavy manual labor for extended periods, standing for long periods of time and squatting or kneeling during the performance of work?

Yes  No

4. Please provide an example of your experience that demonstrates your ability to learn and perform medium to heavy manual labor for extended periods, standing for long periods of time and squatting or kneeling during the performance of work.

In your response, include details which clearly reflect how you meet this minimum qualification. Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability

Seasonal Maintenance Worker – Supplemental Questionnaire

5. Do you possess the ability to follow simple instructions when performing heavy manual work involving repeated bending, reaching and potential lifting of heavy objects?

- Yes  No

6. Please provide an example of your experience that demonstrates your ability to follow simple instructions when performing heavy manual work involving repeated bending, reaching and potential lifting of heavy objects?

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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7. Do you possess the ability to work cooperatively with other employees and the public without direct continuous supervision?

- Yes  No

8. Please provide an example of your experience that demonstrates your ability to work cooperatively with other employees and the public without direct continuous supervision?

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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9. Do you possess the ability to work effectively and collaboratively within a diverse workforce?

- Yes  No

Seasonal Maintenance Worker – Supplemental Questionnaire

10. Please provide an example of your experience that demonstrates ability to work effectively and collaboratively within a diverse workforce?

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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11. Are you at least 18 years of age and possess a current/valid driver's license?

- Yes  No

12. Do you want to be considered for vacancies with the **Portland Bureau of Transportation**? If you answer **Yes**, please answer questions 13-16, if applicable to your experience.

- Yes  No

13. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability; and
- Role you served in (professional, internship, volunteer).

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14. Provide an example of a time when your advice to management led to an improvement in your company or otherwise helped your employer.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability; and
- Role you served in (professional, internship, volunteer).

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Seasonal Maintenance Worker – Supplemental Questionnaire

15. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability; and
- Role you served in (professional, internship, volunteer).

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16. Describe a situation where you discovered a safety hazard. What did you do to correct it?

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability; and
- Role you served in (professional, internship, volunteer).

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17. Do you want to be considered for vacancies with the **Portland Parks & Recreations**? **If you answer Yes, please answer questions 18-23, if applicable to your experience.**

- Yes  No

18. Describe your ability to learn to perform minor servicing and/or installation of irrigation systems with guidance.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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Seasonal Maintenance Worker – Supplemental Questionnaire

19. Describe your ability to learn to perform a variety of natural area and trails maintenance tasks; trail maintenance and repair, litter and trash removal, removal of illegal campsites, removal of brush, non-native invasive plants, planting, mulching and watering.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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20. Describe your ability to learn to perform and operates hand and power tools, including, brush cutters and similar power tools after appropriate training.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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21. Describe your ability to learn to perform a variety of golf course maintenance and care tasks such as preparing golf courses, mows fairways, approaches, tees, greens and rough areas; rakes sand traps and bunkers; rakes leaves and other debris from golf courses and adjacent areas.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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Seasonal Maintenance Worker – Supplemental Questionnaire

22. Describe your ability to learn to operate a variety of mowers, related turf equipment and motorized vehicles which do not require a Commercial Driver's License.

In your response, include details which clearly reflect how you meet this minimum qualification.

Such as,

- Examples of when you used the knowledge skill or ability;
- Role you served in (professional, internship, volunteer); and
- Total years of experience applying the knowledge, skill or ability.

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23. Please select your desired Parks departments and work zones (if applicable).

- |   |   |  |
|---|---|--|
| <input type="radio"/> Golf                        | <input type="radio"/> Maintenance-Downtown / Northwest Zone | <input type="radio"/> Maintenance-East Zone  |
| <input type="radio"/> Maintenance-North Zone      | <input type="radio"/> Maintenance-North East Zone           | <input type="radio"/> Maintenance-South Zone |
| <input type="radio"/> Maintenance-Washington Park | <input type="radio"/> Maintenance-Community Gardens         | <input type="radio"/> Natural Areas-East     |
| <input type="radio"/> Natural Areas-West          | <input type="radio"/> Portland International Raceway (PIR)  | <input type="radio"/> Sports / Aquatics      |

17. Do you want to be considered for vacancies with the **Portland Water Bureau**?

**\*\*\* Please note, Portland Water Bureau does not have any current vacancy but may utilize the eligible list for future vacancy.**

- Yes  No

## Seasonal Work History

Name:

Employer 1	
Position:	Dates:
Company:	Address:
Supervisor Name/Phone:	
Duties:	

Employer 2	
Position:	Dates:
Company:	Address:
Supervisor Name/Phone:	
Duties:	

Employer 3	
Position:	Dates:
Company:	Address:
Supervisor Name/Phone:	
Duties:	

Employer 4	
Position:	Dates:
Company:	Address:
Supervisor Name/Phone:	
Duties:	