



City of Umatilla

INTERNAL RECRUITMENT POSTING

The City of Umatilla is recruiting internally for a Public Works Superintendent. This position requires a high school diploma or GED with two-year or four-year degree desirable. This position also requires four years of experience with operations, repair, maintenance, and construction of water systems, wastewater systems, streets, and parks and at least two years of project management experience. Must have a valid State of Oregon commercial driver's license or have ability to acquire. Salary \$72,332-\$91,440/yr. DOQ, plus excellent benefits. City is asking applicants to turn in an application and resume. Information and job description can be found on City of Umatilla's website www.umatilla-city.org. Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6th St., Umatilla, OR 97882 or turned in directly to Melissa Ince. Closing date: March 21, 2019. EOE/AA.



City of Umatilla

Job Title:	Public Works Superintendent	Job Category:	Non-Union; Non-Exempt
Department/Group:	Public Works	Pay Grade:	H Resolution No. 47-2019
Location:	Public Works Shops	Reports to:	Public Works Director
HR Contact:	Melissa Ince	Position Type:	Full Time
Supervision:	<p>Exercised: Streets Lead, Parks Lead, Waste Water Supervisor, Water Lead, lower Public Works Crew</p> <p>Received: Works under the direction of Public Works Director</p>		
Minimum Qualifications:			
<ul style="list-style-type: none"> • High School diploma or GED with two-year or four-year degree desirable. • Four years of experience with operations, repair, maintenance, and construction of water systems, wastewater systems, streets, and parks. • One year of general vehicle maintenance experience and fleet management • Ability to effectively: coordinate the work of others, communicate, train others in safe work habits and practices, read plans or complicated engineered drawings, and maintain complete and accurate records. • Work independently and make appropriate judgments and decisions in stressful situations. • Ability to establish and maintain high level and effective working relationships. • Physically perform the duties, including occasional heavy lifting (greater than 50 lbs) and adverse weather conditions. • Two years of experience in project management. • Possession of or ability to obtain a valid Oregon CDL; have a safe driving record. • Ability to obtain cross connection specialist certification; and any other certification required to perform the work in the position assigned. 			
Job Description			
GENERAL PURPOSE			
<p>Provide general supervision and assistance over the City's operations of Streets, Parks, Water, Waste Water, Cemetery, Facilities, and Fleet. Manages and provides direct supervision and leadership of day-to-day field operations. Develops and maintains regular work schedules for the Public Works crew, works with city engineering contractors/staff to develop and implement preventative maintenance programs for city roadways, water and waste water systems, parks, cemetery, and facilities. May serve as the Public Works director in his/her absence.</p>			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Performs daily operation and maintenance and takes appropriate action in the event of a malfunction. 			

- Plans, coordinates, schedules and assigns work load for Leads, Supervisors, and Crews; handles on site supervision of crews, hiring and disciplinary actions; handles personnel, problems, concerns, questions and evaluations.
- Manages all Public Works work orders for field operations of Street, Parks, Cemetery, Facilities, and Fleet.
- Coordinates with City's Public Works Director and other department heads on project management.
- Manages and inspects workmanship of contractors.
- Supervises and performs routine preventative maintenance and repair on equipment.
- Conducts, reviews and inspections of certain permits (i.e. Access permit, sidewalk or street inspection, etc.).
- Performs routine sampling for water systems, maintains records and reports.
- Oversees training and safety programs for employees; ensures adherence to good safety practices.
- Participates in the hiring process for new personnel.
- Reports employee conduct requiring disciplinary action to the Public Works Director and Human Resources Department and assists in carrying out the necessary follow up.
- Operates in a competent, safe manner a wide variety of vehicles and equipment required to perform duties.
- Supervises City's backflow prevention program.
- Develops and implements regular preventative maintenance programs for all City vehicles, equipment, and facilities; coordinates maintenance and services with outside contractors.
- Prepares reports of actions and complaints and attends City Council and other meetings as requested by the Public Works Director.
- Assist in the annual department budget process and assist Director in monitoring the department budget.
- Serves as technical advisor to subordinate personnel.
- Performs other related duties as assigned by the Public Works Director.

This list is illustrative only and not intended to specify every duty and job responsibility.

PREFERRED SKILLS

KNOWLEDGE OF

- Specialized maintenance equipment, reconstruction and replacement methods, facilities maintenance practices, and operations management.
- Management of municipal streets, sewer, water, and parks systems.
- Construction and maintenance techniques and the use of materials and associated costs.
- Planning and management techniques for maintenance of vehicles and facilities.

ABILITY TO:

- Make decisions under emergency conditions

- Associate with crews in a positive and constructive manner and to explain expectations clearly
- Prepare written documents such as employee evaluations, agenda bills, reports, standard operating procedures, incident reports, and summaries.
- Work effectively with city residents, elected officials, other city staff, and contractors.
- Maintain on-call availability, including evenings, weekends, and holidays.

PHYSICAL DEMANDS

Frequent standing, walking, sitting, talking, hearing, and repetitive motions of hands and wrists; occasional feeling; and rare-to-occasional stooping, crawling, kneeling, climbing, handling, bending, and repetitive motions of feet. Position requires the ability to lift, push, pull, and carry 50 pounds.

WORK ENVIRONMENT

Work is performed primarily outdoors with moderate-to-excessive noise levels and occasionally in an office environment with moderate-to-low noise levels. Position involves travel to a variety of locations to perform site visit work and/or attend meetings. Employee must be able to occasionally work irregular hours, for evening meetings and during emergency situations. Hazards Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals, and inclement weather conditions.

Reviewed By:	Dave Stockdale, City Manager	Date:	March 8, 2019
Approved By:	Dave Stockdale, City Manager	Date:	March 8, 2019
Last Updated By:	Dave Stockdale, City Manager	Date/Time:	March 8, 2019

David Stockdale
City Manager

CITY OF UMATILLA



APPLICATION FOR EMPLOYMENT

D I S C L A I M E R

The City of Umatilla is committed to providing an equal opportunity for all individuals who are seeking employment. The objective of the City of Umatilla is to select the most qualified individuals for the job. We encourage you to provide us with complete and accurate information that demonstrates your qualifications to perform the duties of the job you are applying. Please turn in this application, resume, and references together.

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process may request assistance to demonstrate his or her qualification to perform the duties of the job for which the applicant is applying. The applicant who needs reasonable accommodation for disability should inform the City Manager at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226.

You must complete all of the inquiries on the application accurately and truthfully. Any incomplete applications will be rejected. If you believe the question or information sought is not applicable, put "N/A" for a response in the space provided. If you report false or inaccurate information, we will reject your applications or terminate your employment if we discover false or inaccurate information after the date of hire.

P E R S O N A L	Last Name	First	MI	Date
	Street Address			Home/Mobile Telephone
	City, State Zip			Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and year _____			Social Security #
	Position Desired			Expected Salary
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work? _____

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of years completed	Did you Graduate?	Degree or Diploma
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

ADDITIONAL INFORMATION

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

PREVIOUS EMPLOYMENT

Please give accurate, complete full-time and part-time employment records. Start with your present or most recent employer.

1	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	

2	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	

3	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	

4	Company Name	Telephone	()
	Address	Employed – (Month and year)	
	Name of Supervisor	From	To
	Job Title and Work Description	Pay	
		Start	Last
		Reason for Leaving	

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number(s) _____ Reason _____

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This is a voluntary question; however if you are interested in consideration as a veteran, under Oregon's veterans' preference hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veteran's preference hiring, a veteran defined as: a person who served 178 days or less, but were discharged or released under honorable conditions because of service-connected disability (or who have a disability rating from VA), or who served at least one day in a combat zone and were discharged or released under honorable conditions. Finally, the veterans' preference law applies to veterans who received combat or campaign ribbon or an expeditionary medal for service in the U.S. armed forces and were discharged or released under honorable conditions.

I meet this definition of a veteran and I am asking for veterans' preference consideration: Yes No

This is a voluntary question; however, if you are interested in consideration as a disabled veterans, under Oregon's veterans' preference for hiring law, we need to know if you qualify. More information about this law, is available by going to BOLI's FAQ: www.oregon.gov/boli/TA/pages/t_faq_veterans_preference_2012.aspx For purposes of veterans' preference hiring, a disabled veteran is a person who has a disability rating through the U.S. Department of Veterans Affairs, one whose discharge or release was for a disability incurred or aggravated in the line of duty, or a recipient of the Purple Heart for wounds received in combat.

I meet this definition of a Disabled Veteran and I am asking for veterans' preference consideration: Yes No

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I understand the purpose of this application form is to give me the opportunity to provide the City with information about my skills, experience, abilities, and other personal attributes that meet the qualifications requirements for the job position that is available. I understand that it is in my best interest to be thorough, accurate, and descriptive in providing this information. I also understand that a number of interviews maybe required for consideration beyond the application form.

In submitting this application for employment, I understand that the City will investigate the information that I provided. If the City selects me for an interview, I understand that the City will require me to provide the City with a release and waiver form so that the City may contact a representative for each former employer, educational institution, and/or personal reference that I list on the application form or provide in an interview.

I understand that part of the application process at the City of Umatilla includes a controlled substance exam. I understand that if the City considers me for employment then the City will request a signed consent and waiver before I take the exam. I understand that if I refuse to sign the form or if my results are presumptively positive, then the City will not consider me for employment.

I understand that if the City of Umatilla offers me employment, I will complete a Form I-9 before I commence work provide the City with proper documentation that proves I am authorized to work in the United States. I understand that if I do not provide the City with proper documentation I will no longer qualify for an employment opportunity. I understand that I may obtain information about the documentation by contacting the City's Human Resource Department at P.O Box 130, Umatilla, OR 97882 or call (541) 922-3226. I can also contact the United States Citizenship and Immigration Services at 1-800-255-7688 or by visiting the website www.justice.gov/crt/about/osc

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I acknowledge that the City will verify accuracy and completeness of the information I have provided and I authorize each employer, school, or person I have named to provide information regarding my employment education, character, and qualifications, and release each employer, school, or person from all liabilities for any damages that may result from furnishing information to the City. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I, hereby authorize the City of Umatilla to make an investigation of my personal employment history and education. I understand that these investigations will include information of public record, which could include DMV records; civil and criminal courts; and other records as may be appropriate. If a report is obtained, the City must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

I, hereby fully waive any rights or claims I have or may have against all current and/or former employers and their agents, employees, and representatives, as well as any damages that may directly or indirectly result from the use of the disclosure, or release of any information by any person or party whether such information is favorable or unfavorable of me. I, further waive any claim against the City and any outside agency utilized by the City as a result of any information, which is obtained in this investigation.

_____ Date _____ Signature _____