

**POSITION ANNOUNCEMENT**

**May 2, 2017**

Temporary Worker – Transportation Division  
City of The Dalles, Oregon

Salary: \$12 per hour

Open until filled.

Initial review of applications: May 18, 2017

The City of The Dalles is currently recruiting for a Temporary Worker in the Transportation Division of Public Works. This is a full-time, seasonal position.

Qualifications:

Must be at least 18 years of age with a high school diploma or GED.

Basic computer operations required and data entry preferable. Safe operation of tools and equipment. Communicate appropriately in both oral and written form. Prepare neat, accurate, and complete reports from data generated.

Pass physical exam as required by OSHA to wear respirator. Ability to lift and safely carry a minimum of 90 pounds. Ascend and descend stairs and ladders. Operate equipment necessary to job functions. Pass state examination to obtain flagger certification.

To apply:

A complete City of The Dalles application form and waiver is required. Application Packets and complete job description may be obtained on-line at <http://www.thedalles.org/> or in person from the Human Resources at 313 Court Street, The Dalles, OR 97058; or email [dhunter@ci.the-dalles.or.us](mailto:dhunter@ci.the-dalles.or.us) . EOE



**POSITION DESCRIPTION**

**TITLE:** TEMPORARY WORKER - TRANSPORTATION DIVISION

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT

**REPORTS TO:** TRANSPORTATION DIVISION MANAGER or  
PUBLIC WORKS DIRECTOR

**SUPERVISES:** (NOT APPLICABLE)

**DEFINITION:**

Provides assistance primarily to the Transportation Division but may also be assigned work in support of the Water Distribution, Wastewater Collection, or Engineering Divisions. Performs tasks necessary to operations and maintenance activities. Operates equipment necessary to achieving these service objectives.

**ESSENTIAL JOB FUNCTIONS:**

An employee in this class may perform any or all of the duties listed. These examples do not, however, include all tasks which the employee may be expected to perform within the class:

- Provides operations and maintenance assistance in the Transportation, Water Distribution, Wastewater Collection, Engineering Divisions that includes but is not limited to: landscaping, brush disposal, utility and street construction/repair projects and office assistance.
- Operates equipment necessary to carry out the duties and functions assigned this position: includes but is not limited to chain saws, power hand tools, utility pickup, dump truck and computers.
- Performs lawn care, mowing, edging, weed prevention, and landscaping for City owned facilities.
- Assists in weed and grass control along right-of-ways and property lines.
- Provides painting and paint touch up service to City owned facilities and roadways.
- Operates snow plows, sanders, and snow removal equipment as assigned.
- Assists in implementing and updating archive system for Department records and maps.
- Prepares complete and definitive reports, operational logs and ledgers as may be required of this position.
- Observes all safety practices and policies of the City in the discharge of assigned duties.
- Possesses the willingness to accept direction in job assignment and the desire to fulfill the tasks assigned to the best of his/her ability.
- Work alone or with others as assigned; self-motivated.
- Performs other related duties as may be required or assigned.

**WORKING CONDITIONS:**

Duties are performed in both indoor and outdoor environments within the City Limits during the seasons of employment.

While performing the duties of this job, the employee is regularly required to use hands to touch, handle, and feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to focus.

**QUALIFICATIONS:**

Must be at least 18 years old with a High School Diploma or GED.

Knowledge of:

Basic computer operations required and data entry preferable  
Safe operation of tools and equipment.

Ability To:

Communicate appropriately in both oral and written form. Prepare neat, accurate, and complete reports from data generated. Capable of basic use of computers.  
Pass physical exam as required by OSHA to wear respirator.  
Lift and safely carry a minimum of 90 pounds. Ascend and descend stairs and ladders. Operate equipment necessary to job functions. Pass state examination to obtain flagger certification. Perform all essential job functions.

**EXPERIENCE AND TRAINING:**

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties and responsibilities of the job.

**LICENSE:**

Must possess a valid driver's license. A valid Class A CDL is preferred.