



City of Umatilla

The City of Umatilla is recruiting for a Street Department Lead. This position requires a high school diploma or GED and a minimum of three years of experience in street maintenance or any equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties. The position also requires at least one year of supervisory experience. Must have a valid driver's license and ability to obtain commercial driver's license, class A with airbrake and tanks endorsement, possession or ability to acquire Oregon pesticide license and have a safe driving record. Salary \$52,510-\$66,999/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, Attn: Human Resources, PO Box 130, 700 6th St., Umatilla, OR 97882. Open until filled. EOE/AA.



City of Umatilla

Job Title:	Street Department Lead	Job Category:	Non-Union; Non-Exempt
Department/Group:	Public Works	Pay Grade:	E Resolution 53-2020
Location:	Public Works Shop	Reports to:	Public Works Superintendent
HR Contact:	Finance & Administrative Services Manager	Position Type:	Full Time
Supervision:	<p>Received: Works under the general supervision of the Public Works Superintendent.</p> <p>Exercised: Oversees maintenance workers assigned to the Street Department.</p>		

Minimum Qualifications:

- Minimum of High School diploma or GED.
- Three years of experience in street maintenance or any equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the job duties listed below.
- At least one year of supervisory experience.
- Possession of or ability to acquire a valid Oregon commercial driver's license, class A with airbrake and tanks endorsement and have a safe driving record.
- Possession or ability to acquire Oregon pesticide license.
- Ability to physically perform the duties, including occasional heavy lifting (greater than 50 lbs) and working in adverse weather conditions.

Job Description

GENERAL PURPOSE

Under general supervision of the Public Works Superintendent, the Street Department Lead performs a variety of skilled tasks in the construction, maintenance and repair of City streets, alleys and right of ways. This position also provides work direction to maintenance workers assigned to that department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives written and oral work orders and plans job tasks, obtains necessary supplies, tools and equipment.
- Maintains asphalt surface in roadways, road shoulders and alleys.
- Grades and maintains gravel surfaces.
- Maintains and repairs storm drain system.
- Sweeps streets.
- Maintains street signs, installs new signs as directed.
- Maintains vegetation control in street right of ways.
- Maintains inventory of parts and supplies.

- Operates in a competent, safe manner, a wide variety of vehicles and light and heavy equipment required to perform duties.
- Reports to the Public Works Superintendent any problems or unusual conditions that exist within the Street Department.
- May be assigned to cross train and assist in other Public Works departments as directed by the Public Works Director or Superintendent.

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

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of principles and practices of operation, repair, maintenance and construction work normally performed in the Street Department.
- Knowledge of supervisory practices and principals.
- Ability to operate all light and heavy equipment to maintain the street system.
- Ability to understand and carry out oral and written instructions.
- Ability to work independently with minimal supervision.
- Exercise professional and responsible judgment and maintain effective working relationships with others.
- Perform duties in adverse weather conditions.
- Skill in use of hand and power tools.
- Skill in basic carpentry, plumbing and concrete finishing.

PHYSICAL DEMANDS

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 essential functions.

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 over 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 adverse weather situations 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:	David Stockdale, City Manager	Date:	4/20/20
Approved By:	David Stockdale, City Manager	Date:	4/20/20
Last Updated By:	Melissa Ince, Finance & Administrative Services Director	Date/Time:	4/20/20

X 
David Stockdale
City Manager

5/14/20

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 record. Start with your present or most recent employer.

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

V E T E R A N	<p>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.</p> <p>I meet this definition of a veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>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.</p> <p>I meet this definition of a Disabled Veteran and I am asking for veterans' preference consideration: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

A C K N O W L E D G M E N T S I G N A T U R E	<p>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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>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</p>
	<p>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.</p>
	<p>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.</p> <p>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.</p>
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Signature</p>