

MUNICIPAL UTILITY WORKER I – Parks



The City of Keizer, Oregon is accepting applications for one Municipal Utility Worker I (MUWI) Parks position!

OPENING DATE

Thursday, July 18, 2024

CLOSING DATE/TIME

Friday, August 9, 2024, 5:00PM

ANTICIPATED START DATE

Tuesday, September 3, 2024

PUBLIC WORKS DEPARTMENT

The Keizer Public Works Department is a professional, dedicated team that proudly serves the community by effectively and efficiently building, operating and maintaining quality, safe and secure public facilities.

The Department consists of a Director who oversees the department and is responsible for long range planning, fiscal budgeting, and acts as liaison to city council and:

- ◆ Four Division Managers & One Project Manager who supervise daily workload and provide direction to Environmental Program Technicians, Municipal Utility Workers (MUWs) & a Municipal Utility Laborer (MUL).
- ◆ Three MUWIII's responsible for water quality, water distribution, & stormwater maintenance
- ◆ Four MUWII's responsible for parks, customer service, plant/pump maintenance, street/storm and water distribution leadwork
- ◆ Ten MUWI's who work in the City's water, streets, parks, or stormwater systems
- ◆ One MUL for less complex water, street & storm tasks
- ◆ Four Environmental Program Technicians including one Senior and one Geographic Information System (GIS) Technician
- ◆ One Permit Specialist
- ◆ One Facilities Maintenance Technician

The MUWI, II, III and MUL positions are represented by LIUNA Local 737.

Although the Public Works Department is small in number of employees, they are an energetic and skilled work unit that encourages teamwork.

The Public Works Department promotes learning opportunities and seeks excellence in each position.

JOB SUMMARY

Under the direction of the Parks & Facilities Division Manager, employees in this position perform a variety of unskilled and semi-skilled tasks in the maintenance and operation of the City's parks, including grounds, buildings, playground equipment, athletic courts and fields, irrigation systems, greenways, creeks, and wetlands.

They operate and maintain City-owned splash fountains under the supervision of the Parks & Facilities Division Manager, including the operation of relevant software and control systems.

They also perform on-call duty on a rotational basis. The two-week schedule consists of eight 9-hour shifts and one 8-hour shift every other week.

Important Note: To provide the necessary support during our busiest seasons, this position works a non-traditional work-week which includes weekends for a portion of the year.

In addition, the schedule may require some flexibility, on occasion, and may be changed with notice in the future based on operational needs.

The two-week schedule consists of eight 9-hour shifts and one 8-hour shift every other week, as follows:

April through October

- ◆ Wednesday - Sunday
- ◆ 10:30AM to 7:00PM
- ◆ Every other Wednesday off

November through March

- ◆ Monday - Friday
- ◆ 7:30AM to 5:00PM
- ◆ Every other Friday off





It is widely stated—and supported by studies—that candidates, especially women, are less likely to apply for a job unless they believe they meet 100% of the hiring criteria. The City's talent acquisition goals include hiring the candidate who is best able to meet the performance objectives of the role. We encourage persons with non-traditional skill sets and experiences to apply, even if you believe you do not meet 100% of the qualifications and hiring criteria described.

APPLICATION INFORMATION

To apply, submit a completed City of Keizer Employment Application.

See Application Instructions attached to the City of Keizer Application form for detailed directions on how to apply.

Click [here](#) for the application.

Bilingual Spanish and Female candidates are encouraged to apply.

Veterans requesting Veteran's Preference must complete the Veteran's Preference Form and provide required paperwork.

Click [here](#) for the Veteran's Preference Form.

Applications must be received prior to the closing date/time in order to be considered. Postmarks will **not** be accepted as proof of meeting deadline.

Faxed and emailed applications must be received prior to the deadline and followed up with signed original by mail or in-person delivery.

Requests for accommodation under the Americans with Disabilities Act must be submitted in writing prior to the closing date of this announcement.

SELECTION PROCESS

An evaluation of all application materials will be conducted to determine candidates who will receive further consideration, including participation in an interview process.

One or more additional interviews or other qualifying activities may take place prior to contingent offer.

All employment offers are contingent upon successful completion of background investigation, medical exam(s), and drug testing.

PAY & BENEFITS

The pay range for this position is \$23.99 - \$31.30 per hour, \$4,158.27 - \$5,425.33 per month.

Placement on the pay schedule will be dependent on amount and type of qualified experience.

Additional benefits include the following:

- ◆ On-Call Duty Pay, \$400 per 7 days
- ◆ Spanish Language Incentive, 5%
- ◆ Medical, Prescription, Dental and Vision with choice of plans
- ◆ Term Life Insurance
- ◆ Long Term Disability Insurance
- ◆ Paid Holidays & Personal Days
- ◆ Paid Vacation & Sick Leave
- ◆ PERS Retirement
- ◆ Deferred Comp - Match up to 6%
- ◆ Optional Flex Accounts
- ◆ Fitness Incentive Program
- ◆ 24-Hour Fitness Room
- ◆ Access to healthy snacks and on-site massage chair

TO QUALIFY

Minimum qualifications include:

- ◆ High school diploma or equivalency.
- ◆ One year of experience in park construction, park maintenance, farming, horticulture, tree maintenance, landscape maintenance, irrigation installation, or general construction (e.g. concrete work, roofing, framing, masonry, carpentry, finish work, heavy equipment operation); or

any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

- ◆ Pool and/or splash fountain operation and maintenance experience preferred
- ◆ Valid Oregon driver license.
- ◆ Residence must be within a 35-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- ◆ Pass background investigation.

CERTIFICATION & LICENSE

Required within 90 days of hire: NIMS IS 100, 200, 700, and 800 Certification.

Must be able to obtain as soon as practicable, but prior to the end of the probationary period, and maintain during employment: Oregon commercial driver license (CDL) - Class B Endorsement.

Preferred at hire, must be able to obtain as soon as practicable:

- ◆ First Aid & CPR Certification
- ◆ May require Public Pesticide Applicators License.
- ◆ Certified Pool and Spa Operator training preferred.

CITY OF KEIZER

The City of Keizer is located in the beautiful Willamette Valley with Oregon's largest city, Portland, to the north, and the state capitol, Salem, bordering Keizer to the south.

Oregon coastline and mountains are located just west and east of Keizer. Our weather is moderate throughout the year with summer temperatures in the 70's and 80's.

Keizer's population is greater than 39,561 and it is the 15th largest city in Oregon. In spite of its growth since the 1990's, Keizer continues to preserve its small-town pride by supporting many volunteer organizations and community-wide events.

Some notable events include KeizerFEST and parade, the Miracle of Christmas lighting display, the Holiday Lights parade, concerts and events at the Keizer Rotary Amphitheater and the Keizer Art Walk.

Keizer is also the home of the four professional baseball teams in the newly created Mavericks Independent Baseball League.

The City of Keizer is a great place to work! We strive to create a relaxed and friendly environment. We pride ourselves on providing top-notch customer service to everyone who walks through our doors as well as to our coworkers.

The City of Keizer has 103 total regular status employees, a varying number of temporary employees, and assistance from dedicated community volunteers.

ADDITIONAL INFORMATION

SHARP Certification

The City of Keizer is the first municipality in the State of Oregon to earn Safety & Health Administration Recognition Program (SHARP) certification from the Occupational Safety and Health Administration (OSHA). This is a testament to our commitment to safety for our employees and our community.

Drug Free Workplace

The City of Keizer is committed to maintaining a safe and healthy workplace free from the influence of alcohol and drugs.

Any offer of employment made to a potential new employee will be contingent upon the applicant passing a drug-screening test including marijuana, and, as required by law, some current employees will be required to participate in random, reasonable cause, and post-accident drug and/or alcohol screening during the course of employment.

Social Security Exemption

Full-time and part-time employees for the City of Keizer are exempt from Social Security Tax.

Veteran's Preference

We are proud of the many Keizer employees that are veterans. We support Oregon's Veteran's Preference law, we provide a method for qualified candidates to request employment preference.

Immigration Law

In accordance with the Immigration and Reform Control Act of 1986, employment of any individual will be contingent upon presentation of acceptable documents verifying identity and eligibility for U.S. employment.

Questions? Contact City of Keizer Human Resources at 503-856-3430 or send an e-mail to HR@keizer.org.



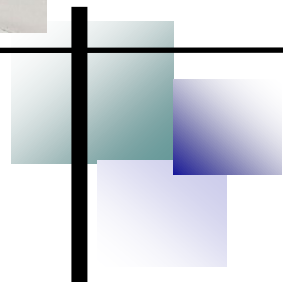
The information provided in this job announcement is not an implied contract and may be modified or revoked without notice.

Keizer is a place where you can make a difference!

930 Chemawa Road NE * PO Box 21000 * Keizer, Oregon 97307-1000

Telephone: 503-856-3430 * Fax 503-856-3445

Website: www.keizer.org





MUNICIPAL UTILITY WORKER I - PARKS

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	MUW I - Parks	Effective Date:	January 1, 2024
Working Title:	MUW I - Parks	Type:	Represented by LIUNA Local 737
Department:	Public Works	Supervisor:	Parks & Facilities Division Manager
FLSA Status:	Non-Exempt	Supervises:	May act as lead worker to temporary workers

CLASSIFICATION SUMMARY

Under the direction of the Parks & Facilities Division Manager, the employee in this position performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of the City's parks, including grounds, buildings, playground equipment, athletic courts and fields, irrigation systems, greenways, creeks, and wetlands. Operates and maintains City-owned splash fountains under the supervision of the Parks & Facilities Division Manager, including the operation of relevant software and control systems. Performs on-call duty on a rotational basis.

SUPERVISION

This position is not a supervisory position, but may perform Lead Worker role for temporary workers.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

Physical effort is required to perform heavy manual labor such as moving picnic tables, lifting sacks of fertilizers and garbage cans. Regular lifting of objects and equipment ranging in weight from 25 to 100 pounds is required. In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools or controls; bend; and reach with hands and arms. The employee is regularly required to climb or balance, stoop, kneel, climb stairs, crouch, or crawl. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to the previously referenced heavy manual labor as well as to use a computer and various software programs, calculator, phone, copy and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job outside in varying and extreme weather conditions for extended periods of time. Employees risk physical hazard from mechanical and electrical equipment, exposure to human debris, drug paraphernalia, hazardous gases, fumes, paint, chemicals, and pesticides. Outdoors noise level is frequently high. Indoors, job duties will be performed in an office environment under usual office working conditions. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises. Occasional contact with customers in conflict situations. Subject to 24-hour call back for emergency conditions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Based on the Public Works Department's cross-functional team approach to projects, all employees may perform duties in sections other than those regularly assigned as needed and directed. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

90% Park Maintenance Functions

Performs routine maintenance in parks and open spaces such as athletic fields, including but not limited to mowing, edging, landscaping, planting, raking, pruning, grass trimming, leaf removal, and weed control.

Operates backhoes and dump trucks.

Performs maintenance on lawn and power equipment, including electric motors, pumps, sprinklers, tractors, mowers, and irrigation systems.

Sweeps, washes, paints, and repairs or replaces park tables and slabs.

Evaluates, detects, and diagnoses mechanical and electrical system problems associated with splash fountains; implements required repairs, utilizing applicable tools, equipment, and standard operating procedures. Performs daily maintenance. Responsible for record keeping as required by the operating permit issued by Marion County. Follows and enforces all splash fountain policies and rules at all times.

Assists in setting up and taking down equipment for various functions; prepares facilities for program use.

Opens/closes and locks/unlocks facilities as needed.

Collects and disposes of solid waste from grounds; picks up litter from premises.

Keeps work logs as directed.

Performs as an effective member of the Public Works team with the ability to communicate both verbally and in writing in an effort to resolve problems.

10% Additional Functions

Attends conferences and/or training sessions relevant to park and recreation standards.

Inventory coordinator of parts and materials used on daily work orders.

Emergency on-call as directed by supervisor.

MINIMUM QUALIFICATIONS

Education & Experience

High school diploma or equivalency and one year of experience in park construction, park maintenance, farming, horticulture, tree maintenance, landscape maintenance, irrigation installation, or general construction (e.g. concrete work, roofing, framing, masonry, carpentry, finish work, heavy equipment operation); or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Additionally, pool and/or splash fountain operation and maintenance experience preferred.

Licenses, Certifications & Other Requirements

- Required at time of hire: Valid Oregon driver license and maintained during employment.
- Residence must be within a 35-minute drive time to City shops as substantiated by any one of the most commonly used online mileage/travel programs based on home address and favorable driving conditions.
- Pass background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Methods, materials, tools and practices used in the maintenance and repair of parks and related facilities.
- Proper and safe use of tools and equipment required for the position, including but not limited to shovels, rakes, hoes, power washers, backpack sprayers and blowers, hand painting tools, power edger and line trimmers, walk behind and sitting mowers, backhoes, and dump trucks.
- Occupational hazards and safety precautions related to the work.
- Plant and chemical identification, planting, cultivating, and irrigation installation.

Skill & Ability

- Use modern office equipment and operate tools and equipment related to the position.
- Work independently, keep records, and make reports.
- Lift heavy objects, walk, and stand for long periods of time.
- Work in a safe manner for extended periods of time in adverse weather conditions.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with other employees and the public.
- Sufficiently perform the physical requirements of the classification.
- Learn new technology and effectively apply the technology to the job situation.
- Develop presentations, coordinate special events, and speak before citizen and student groups.

Licenses, Certifications & Other Requirements

- Required within 90 days of hire: NIMS IS 100, 200, and 700 Certification.
- Must be able to obtain as soon as practicable, but prior to the end of the probationary period, and maintain during employment: Oregon commercial driver license (CDL) - Class B Endorsement.
- Preferred at hire, must be able to obtain as soon as practicable: First Aid & CPR Certification.
- May require Public Pesticide Applicators License.
- Certified Pool and Spa Operator training preferred.