

City of Woodburn

Water/Sewer/Street Departments

Title: Technician (Full-Time)

Job Objective: To perform a variety of routine tasks to assist in the maintenance of water treatment, water collection, sewer treatment, sewer collections, streets and grounds maintenance.

Job Functions:

- Responsible for daily round (water plant and collections system sampling and logs, sewer plant and collection system sampling and logs)
- Monthly water meter readings
- Water shut OFF's and turn ON's
- Repair and/or replace water collection system
- Flush fire hydrants
- Replace and/or repair sewer collections system
- Mowing and weed eating area of right away to the City
- Mowing and weed eating areas for ordnance enforcement
- Perform the duties of the laborer
- Operate street sweeper
- Assist in cleaning of leaves and debris from Cities storm drains and streets
- Assist in the removal of snow or other debris from the City streets
- Install and/or replace street signs
- Operate and/or assist in leaf collection
- Perform city IUPPS locates
- Perform other related/non-related duties as required

Equipment Knowledge:

- Have the ability to use such tools as small hand tools, chain saws, rakes, shovels, brooms, weed eater, pull saws, chop saws and trash pumps
- Have the ability to use/operate lawn mowers, tractors and light construction equipment
- Have the ability to operate cell phone and/or two-way radio

Critical Skills/Expertise:

- Knowledge of City street systems and the ability to locate daily routes without direct supervision

- Knowledge of Department policies, procedures, and work methods and the ability to explain and support them
- Knowledge in safety equipment and its usage for the safety of the entire crew
- Knowledge and ability to complete work assignment and direct the work of others to assure safety
- Knowledge and ability to communicate effectively, both in writing and verbally

Educational Requirements:

- Must have a valid High School Diploma or GED equivalent
- Must possess a valid driver license

Reporting Responsibility:

- Reports directly to Utility Superintendent

Physical Requirements:

- Must be able to work in a position, which has been identified as heavy work, which may require the lifting of heavy objects over 50 pounds for extended periods of time.
- Must be able to work in a small tight quarters
- Must be able to work in areas above 8 feet in height

Work Environment:

- Must be able to work outside, which may expose her/him to loud noises, vibrations, and extreme weather conditions.
- Must be able to work in a small tight quarters
- Must be able to work in areas above 8 feet in height

Safety Equipment:

- Must be able to wear a hard hat, safety vest, gloves, safety toe shoes, safety glasses, welding glasses/shield, work gloves, rubber gloves, ear plugs, and any other Personal Protection Equipment(PPE) issued
- Required to work in a safe manner in accordance with Occupational Safety and Health Administration (OSHA) Standards

City of Woodburn

Water/Sewer/Street Departments

Title: Seasonal Technician (Part-Time)

Job Objective: To perform a variety of routine tasks to assist in the maintenance of water treatment, water collection, sewer treatment, sewer collections, streets and grounds maintenance.

Job Functions:

- Perform landscaping at city properties
- Operate weed sprayer at city properties and enforcement action locations
- Mowing and weed eating area of right away to the City
- Mowing and weed eating areas for ordnance enforcement
- Perform the duties of the laborer
- Operate street sweeper
- **Assist** in cleaning of leaves and debris from Cities storm drains and streets
- Install and/or replace street signs
- Operate and/or assist in leaf collection
- Perform other related/non-related duties as required
- Paint street curbs
- Paint fire hydrants
- Paint areas of city right away and facilities

Equipment Knowledge:

- Have the ability to use such tools as small hand tools, chain saws, rakes, shovels, brooms, weed eater, pull saws, chop saws and trash pumps
- Have the ability to use/operate lawn mowers, tractors and light construction equipment
- Have the ability to operate cell phone and/or two-way radio

Critical Skills/Expertise:

- Knowledge of City street systems and the ability to locate daily routes without direct supervision
- Knowledge of Department policies, procedures, and work methods and the ability to explain and support them
- Knowledge in safety equipment and its usage for the safety of the entire crew

- Knowledge and ability to complete work assignment and direct the work of others to assure safety
- Knowledge and ability to communicate effectively, both in writing and verbally

Educational Requirements:

- Must have a valid High School Diploma or GED equivalent
- Must possess a valid driver license

Reporting Responsibility:

- Reports directly to Utility Superintendent

Physical Requirements:

- Must be able to work in a position, which has been identified as heavy work, which may require the lifting of heavy objects over 50 pounds for extended periods of time.
- Must be able to work in a small tight quarters
- Must be able to work in areas above 8 feet in height

Work Environment:

- Must be able to work outside, which may expose her/him to loud noises, vibrations, and extreme weather conditions.
- Must be able to work in a small tight quarters
- Must be able to work in areas above 8 feet in height

Safety Equipment:

- Must be able to wear a hard hat, safety vest, gloves, safety toe shoes, safety glasses, welding glasses/shield, work gloves, rubber gloves, ear plugs, and any other Personal Protections Equipment(PPE) issued
- Required to work in a safe manner in accordance with Occupational Safety and Health Administration (OSHA) Standards

City of Woodburn City Hall Department

Title: Code Enforcement Officer (Part-Time)

Job Objective: This position will serve as a liaison between residents and the City regarding nuisance violations.

Job Functions:

- Receiving complaints via phone, email, letters, etc. of nuisances located within the City
- Identifying the legitimacy of complaints
- Prepare documentation to be sent to residents who are in non-compliance
- Follow through with contact to residents who remain in non-compliance
- Maintain a file for reference for each violation that is reported
- Present findings to Common Council as needed
- Perform other related/non-related duties as required

Critical Skills/Expertise:

- Knowledge of Microsoft Office suite or equivalent program preferred
- Consistent, substantial organizational skills are essential
- Strong communication skills are necessary as contact with residents will occur often
- Must be informed on Woodburn City code regarding nuisances or at a minimum be willing to learn

Additional Requirements:

- Must be at least 18 years of age
- Must be able to legally work in the United States

Reporting Responsibility:

- Reports directly to Mayor

Physical Requirements:

- Must be able to walk for extended periods of time

Work Environment:

- Must be able to work outside, which may expose her/him to loud noises, vibrations, and extreme weather conditions.
- Will have access to an office area as needed

The City of Woodburn is currently seeking applicants for the position of Part-Time Officer.

An applicant must:

- Be able to work at least 16 hours a week on average;
- Be 21 years old at the time of hire;
- Possess a high school diploma or GED certificate;
- Be a US Citizen;
- Possess a valid driver's license;
- Good moral character and have no felony convictions or misdemeanor domestic violence convictions;
- Pass a mandatory drug screening;
- Pass a voice stress analysis test, or equivalency;
- Pass a standard physical and mental examination;
- Be Honorably Discharged if prior military;
- Preferably ILEA certification but not required;
- Successfully complete pre-employment physical fitness test.

Physical Fitness Standards

<i>ILEA Entry Standards</i>	
Test	Standard
Vertical Jump	13.5 Inches
One Minute Sit-ups	24
300 Meter Run	82 Seconds
Maximum Push-ups	21
1.5 Mile Run	18 Minutes 56 Seconds
<i>ILEA Exit Standards</i>	
Test	Standard
Vertical Jump	16 Inches
One Minute Sit-ups	29
300 Meter Run	71 Seconds
Maximum Push-ups	25
1.5 Mile Run	16 Minutes 28 Seconds

Pay:

Base pay for the City of Woodburn's Part-Time Officer position for calendar year 2021 is between \$17.50-\$25.00 per hour based on experience as determined by the Board of Works.

A uniform allowance will also be provided.