



*Home of the Tualatin River National Wildlife Refuge*

# **JOB ANNOUNCEMENT**

**Temporary Assignments –  
Not to Exceed Six (6) Months**

**2017-013**

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## **Seasonal Maintenance Workers Public Works/Operations Department**

**Full Time / Temp-Seasonal / Non-exempt / Non-Represented**

**SALARY:** \$12.00/hour (benefits not included)

**OPENS:** August 2, 2017

**CLOSES:** Open Until All Positions Are Filled

**APPLY TO:** Human Resources – City of Sherwood  
22560 SW Pine St.  
Sherwood, OR 97140  
(503) 625-4201 - Fax (503) 625-4280  
humanresources@sherwoodoregon.gov

### **SUMMARY AND REQUIREMENTS**

This is a temporary/seasonal assignment, not to exceed six (6) months. Duties may include, but are not limited to, basic operations and maintenance tasks to maintain the infrastructure within the City, including streets, storm & sanitary sewer, parks, sports fields and facility maintenance. Operate, maintain, and repair various public works equipment; mow, trim, weed, remove debris, event prep and clean-up. Applicants must be at least seventeen (17) years old and possess a valid driver's license.

### **PHYSICAL DEMANDS OF THE POSITION**

While performing the duties of this position, the employee is frequently required to stand, sit, bend, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 100 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination.

### **WORKING CONDITIONS**

The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis, sewage, bio-hazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. May require working on rotating shifts, weekends and holidays.

### **APPLICATION AND SELECTION**

To apply, submit a completed City Application to the Human Resources Department. Electronic copies are accepted with signature. All application materials must be **received** by the Human Resources Department on or before the closing date and time. Application materials will be used to select the top candidates for interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory criminal history background check and drug test.

### **APPLICATION MATERIALS**

A City Application can be found online at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov) or may be requested by mail by calling Human Resources at (503) 625-4201.

### **VETERANS' PREFERENCE**

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in hiring, a completed Veterans' Preference form along with the required documentation, must be submitted at the time of application.

### **NOTIFICATION**

Due to staffing limitations and the large number of applications we receive, we are unable to confirm receipt of specific applications or notify individuals of the status of their application. To find out the status of this position, please call Human Resources at (503) 625-4201.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Sherwood is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact Human Resources at (503) 625-4201.