



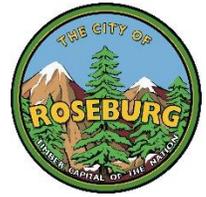
EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

Maintenance II – Assigned to Facilities

\$21.6870 - \$27.6755/hour

Applications Close – 5:00 p.m., Monday, January 31, 2022



DEFINITION

With supervision, performs skilled and semi-skilled manual and operational tasks in the construction and maintenance of City infrastructure. Operates a variety of hand and power tools. Assists Facilities Maintenance Technician in the full range of maintenance and repair duties involving City buildings and facilities.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent or lead person. Work may be performed with some independence and employees may be responsible for completion of some jobs without specific instruction or guidance.

SUPERVISION EXERCISED

Supervision of other employees is not a normal responsibility of this classification, but employees may be given some limited responsibility to supervise specific job assignments and personnel.

ESSENTIAL FUNCTIONS

Unless specifically identified as a "Non-Essential Job Function", the information included in this job description, and any referenced supplemental documents, is considered an "Essential Job Function". Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Performs a variety of routine and semi-skilled tasks involving general maintenance of City facilities and equipment.
- Performs maintenance of electrical and plumbing systems not requiring a state license. Including routine plumbing leak repairs, and unplugging toilets and drains.
- Replacing light bulbs, fluorescent lights, and ballasts.
- Performing preventative maintenance on heating, ventilation and air conditioning (HVAC) systems.
- Maintain positive public relations with system users, focusing on excellent customer service.
- Does related work as required.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of the appropriate tools, equipment methods, materials and procedures used in general maintenance or construction work.
- Considerable knowledge of the rules of safe operation of equipment and the precautions to be taken in order to avoid accidents.
- Ability to read blueprints.
- Ability to learn proper procedures and to follow supervisor's instructions.
- Basic computer skills to manage HVAC systems, operate within work order system, and communicate through email.
- Ability to follow oral and written instructions and work effectively with other employees and the general public.

PHYSICAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility: frequent standing, walking, sitting, bending, squatting, working in awkward positions; frequent performance of heavy manual labor; occasional sitting, climbing, ladder use.

Lifting: frequent lifting up to 50 pounds; occasional lifting over 100 pounds.

Vision: constant use of overall vision; use of vision to identify mechanical problems; occasional use of color vision.

Dexterity: occasional grasping, holding, and reaching; occasional use of touch only to perform work.

Hearing/Talking: frequent hearing and talking in person; use of hearing to recognize mechanical problems and the ability to hear radio transmissions.

Emotional/Psychological: frequent coworker contact; occasional working alone.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Graduation from high school or the equivalent GED certificate.

Experience: One to Three years construction or facility trade experience, including the operation of various types of construction equipment, carpentry, plumbing or electrical work.

Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Applicant must possess a valid Class A Oregon Commercial Driver's License within six months of employment which requires DOT drug screen.

Post-offer physical.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

Work is performed in indoor and outdoor field environments with exposure to various weather conditions as well as exposure to noise, unpleasant odors, chemicals, and other environmental substances; incumbents may work in or around water, dirt, oil, grease, or fumes, may have to travel to and from various job sites, and may require some exposure to hazardous traffic conditions.

The factors described herein, are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as Maintenance II – Assigned to Facilities.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference, you must complete the [Veteran's Preference Form](#) and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at: <https://www.cityofroseburg.org/departments/human-resources/employee-benefits>.

Insurance Benefits:

- Medical, vision and dental benefits for employee and family, paid at 100% by the City with the opportunity to buy-up to a lower deductible plan.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Long-term disability insurance provided by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- The City has a fully equipped fitness center available 24 hours a day.

How to Apply: Complete an application form available via one of the following methods.

In-Person: City of Roseburg – Lobby at Finance Window
900 SE Douglas Avenue, Roseburg, OR 97470

Electronically: Download at <https://www.cityofroseburg.org/departments/human-resources/employment> / Email To: jobs@cityofroseburg.org

Telephone Job Line: (541) 492-7010 (voice message listing openings)
Administration/HR Office (541) 492-6866

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form. Faxed applications are not acceptable.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park. The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States. Roseburg is the county seat and largest city in Douglas County. The population is 23,701 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park. The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists. There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while still retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population. Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all of Southern Oregon.

