

**Recruitment Position Summary for**

# Public Works Utility Worker

**City of Gold Hill, Oregon**

## ANNOUNCEMENT OF POSITION RECRUITMENT

The City of Gold Hill is seeking a full-time Public Works Utility Worker.

The position is an excellent opportunity to be part of a team that is integral to Gold Hill’s operations. Our Public Works staff serve the City in many capacities and perform numerous functions which our citizens count on.

## CITY OF GOLD HILL

Incorporated in 1895, and built on a rich history in goldmining, the City has a population of 1,362 and a significant number of rural households in the in the unincorporated areas outside of Gold Hill that also call Gold Hill home. Gold Hill is located close to two Interstate 5 access points creating easy access to the cities of Medford and Grants Pass, as well as many of the other regional communities and natural features that make the Rogue Valley unique.

Community assets include both an elementary and middle school in the highly regarded Central Point School District, as well as a county library facility. The City of Gold Hill owns and contracts its own water treatment and distribution system. The city recently had its wastewater treatment and sewer services annexed by Rogue Valley Sewer Services (RVSS).

Public Safety services are provided by Jackson County Fire District 3 and the Jackson County Sheriff’s Office. The City of Gold Hill owns and directly managers four parks, including a beautiful Rogue River riverfront beach park, sports park with baseball diamonds, tennis courts and skateboard park, a boat launch, and a highly valued and utilized paved walking/biking trail along the river connecting the parks and the community.

***PRINCIPAL DUTIES AND RESPONSIBILITIES:***

1. General janitorial services for all city buildings, clean-up of city parks, road right of ways, and open ditches, including vegetation control: 2. Road crew operations, including flagging duties;

3. Monthly meter readings, the repair replacement, cleaning and testing of water meters; installation of new water lines, maintenance and repair of old or broken water lines, valves, fire hydrants, well pumps, and water reservoirs: routine maintenance related to the treatment of water. 4. Installation of new sewer lateral and main lines, Maintenance of old or broken lines, pumps and overall maintenance to assure trouble free system operations.

***KEY PERFOMANCE AREAS:***

1. Reads and records water meters and performs turn on/offs.
2. Maintains meter boxes and surrounding area.
3. Repairs and reconditions water meters.
4. Installs, repairs and maintains water distribution system including meters, fire hydrants, service lines, and mains.
5. Performs general maintenance and repairs of sewer collection system including lines, laterals and manholes.
6. Maintains and repairs streets, alleys and right of way which include patching pavement; cleaning and repairing sidewalks, curbs, and streets; painting crosswalks and curbs.
7. Maintains storm drain system by cleaning and repairing ditches, storm drainage lines, and catch basins.
8. Repairs and replaces street regulatory, directional, and informational signs.
9. Operates light and medium construction equipment including dump trucks, mowers and various power tools.
10. Performs routine maintenance on city buildings, parks, and vehicles.
11. Performs other related work as required.

***EDUCATIONAL REQUIRMENTS:***

High school graduation or GED; preference given to associate degree in related field or any satisfactory combination of experience and training which demonstrates knowledge, skills and ability to perform the above-described duties.

***EMPLOYMENT INFORMATION:***

Pay and Benefits: **$18.00 – $24.00 per hour DOE/DOQ** and an attractive benefits package including: medical, dental and vision benefits, retirement plan through the State of Oregon (PERS), paid leave and other competitive benefits.

***WORK SCHEDULE***:

The position has a work schedule of Monday-Friday 7:30 AM to 4:00 PM that includes a half hour lunch.

**Applications will be accepted through September 8th, 2023. Qualified candidates will be invited to participate in a hiring process to be held shortly thereafter. Apply by email to d.larez@cityofgoldhill.com for first consideration. Veterans’ preference points will be given for qualified veterans.**

*Contact Interim City Manager, Bill Landis for questions. He can be reached at 541-855-1525 or bill.landis@cityofgoldhill.com*