



CITY OF GRASS VALLEY

P.O. Box 191 • Grass Valley, Oregon 97029 • (541) 333-2434

NOTICE OF TEMPORARY ON-CALL POSITION: June 29, 2022

The City of Grass Valley is seeking applicants to fill the position of:

PUBLIC WORKS – Temporary/On-Call

Applicant is responsible for assisting in maintaining and operation of the public water system according acceptable to the City Council and current Head of Public Works/Maintenance, and according to all Oregon Health Division requirements. This position may also be responsible for maintenance assistance required by the Council on city owned properties and/or property in the care of the City of Grass Valley. Applicant will work with the Head of Public Works and City Council. City of Grass Valley is an Equal Opportunity Employer; pay is depending on experience, hourly, and temporary and this will only be an ON-CALL POSITION. There are no guaranteed hours or guaranteed pay.

Duties may include, but are not limited to the following:

- *Check water pumps for proper operation.
- *Complete required daily/monthly water system readings.
- *Complete maintenance, repairs, and installations of Water System as necessary and as directed by the City Council & Head of Public Works.
- *Maintain City Park, Pavilion, City Hall and Cemetery including (but not limited to): mowing, watering, weedeating and general upkeep, notifying City Council of weed conditions, winterizing water lines as necessary.
- *Keep Park Restrooms clean and in good working order.
- *Maintain Street right-of-way's including (but not limited to): mowing, general upkeep, removal and installment of signs, keep fire hydrants clear of debris, snow removal as necessary.
- *Maintain City Burn Pile, including piling and burning of limbs, yard debris, and other materials.
- *Any task required by the City Council and/or Head of Public Works as necessary in keeping the City neat, tidy and safe for all citizens of Grass Valley.
- *Required to maintain an accurate daily journal and time card.

If interested in this position, please return a Letter of Interest and resumé Whitney Cabral or Mayor Kuettel by July 15th, 2022. Letters and information can be dropped off at City Hall, e-mailed to cityofgrassvalley1901@gmail.com or mailed to: PO Box 191, Grass Valley, OR 97029. Position open until filled.

Please contact City Hall with any questions at 541-333-2434.