

Hope Village

EMPLOYMENT OPPORTUNITY

MAINTENANCE ASSISTANT II #HV – 8

Hourly 11.95 – 13.37 plus benefits

Hope Village has a position open for a Maintenance Assistant II. Under general supervision, this person performs a wide variety of duties associated with the maintenance and care of buildings and grounds.

Duties may include but are not limited to the following:

1. Performs building maintenance and repair tasks; changes light bulbs; replaces basic fixtures and hardware; lubricates locks and hinges as required. Moves furniture and sets up conference rooms; loads and unloads trucks; picks up and delivers appliances, stores supplies and materials; washes and fuels vehicles and equipment.
2. Mows, rakes, edges and weeds ornamental beds; trims shrubbery and cuts brush; irrigates and fertilizes turf and planted areas; plants shrubs and ornamentals; maintains irrigation systems; picks up and disposes trash from landscape and parking areas; operates blowers, trimmers, edgers, mowers, pressure washers and other motorized equipment as required. Sprays noxious weeds in turf and ornamental beds.
3. Assists the Facilities Manager, maintenance staff and contracted service technicians in the repair and maintenance of building systems, equipment and structures.
4. Sweeps, scrubs, strips and polishes floor surfaces; applies wax, acrylic or other materials to hard surfaces; operates carpet extractors, buffers, vacuums and cleaning and polishing equipment as required.
5. Performs 24 hour on call duties.

Other Requirements: Possession of a valid driver's license or an acceptable alternative means of transportation. May be required to obtain a Public Pesticide Applicators license.

Physical Work Characteristics:

Work is performed indoors and outdoors in all types of weather. Requires the strength to carry objects weighing up to 50 pounds, operate hand tools and powered equipment, climb ladders and perform manual labor for extended periods of time.

**➔ ➔ SUPPLEMENTAL INFORMATION REQUIRED WITH APPLICATION.
PLEASE SEE BACK OF THIS PAGE. ➔ ➔**

HV #8 (Cg)

APPLICATION PROCESS

Thank you for your interest in employment with the Hope Village of Canby Oregon. For most openings, we receive a large number of applications and the selection process is highly competitive. **PLEASE READ THE INSTRUCTIONS CAREFULLY.** If you have any questions about how to complete the application materials, contact Human Resources at Division at (541) 928-7232



→ **SUPPLEMENTAL INFORMATION** ←

PLEASE COMPLETE THE ATTACHED SUPPLEMENTAL ON PAGE 4 OF THE APPLICATION.



SELECTION PROCESS

APPLICATION REVIEW. To receive consideration for this position, you must complete Hope Village Application for Employment and provide the information requested. These application materials will be competitively evaluated in order to select the most suitably qualified candidates for employment.



APPLICATION FOR EMPLOYMENT

Maintenance Assistant II - #HV-8

NAME (FIRST, MI, LAST)	
ADDRESS(STREET, CITY, STATE, ZIP)	
MAILING ADDRESS (if different than above)	
HOME TELEPHONE ()	DAYTIME PHONE OR MESSAGE PHONE ()

AVAILABILITY (Check all that apply): A. Full time B. Part time C. Temporary >1/2 time D. Temporary < 1/2 time E. On-Call F. Limited term.

SHIFT (Check all that apply): A. Days B. Swing C. Graveyard D. Week ends E. Saturday F. Sunday

SALARY & BENEFITS. Hope Village provides a full range of benefits, including medical, dental, holidays, vacation, sick leave and retirement. The normal starting salary is the first step shown on the Job Announcement. Other placement in the salary range may be considered depending on qualifications and experience. Are you willing to accept the starting salary stated on the Job Announcement?
 YES
 NO (please specify minimum required starting salary) _____

ELIGIBILITY FOR EMPLOYMENT. The Immigration and Reform Control Act of 1986 requires employers to verify an individual's identity and authorization to work in the United States as a condition of employment. Are you eligible to work in the United States? (Proof required at time of employment.)
 YES
 NO

CONVICTION RECORD. As an adult, have you been convicted of an offense other than a minor traffic violation? (Convictions are evaluated for each position and are not necessarily disqualifying.)
 NO
 YES (please explain) _____

DATE AVAILABLE TO BEGIN EMPLOYMENT: _____

My signature affirms that I release from liability any employer, person or employee supplying reference information regarding me and my previous employment. I also release Hope Village from all liability which may result from making investigation of information provided in the application materials. All information on this application is true to the best of my knowledge. I understand that falsification or misrepresentation may result in disqualification from employment consideration and/or termination of employment.

SIGNATURE DATE

**PLEASE TYPE OR PRINT IN INK. ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED.
KEEP A COMPLETED COPY OF THIS APPLICATION FOR YOUR RECORDS.**

PERSONNEL USE ONLY

INELIGIBLE	ELIGIBLE	GRADE	VET PTS	ELGRADE
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	NAME (FIRST, MI, LAST)
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EDUCATIONAL BACKGROUND

PLEASE LIST YOUR HIGH SCHOOL, COLLEGE AND GRADUATE EDUCATION BACKGROUND.
ATTACH ADDITIONAL PAGES IF NECESSARY

HIGH SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DIPLOMA RECEIVED?
COLLEGE/UNIVERSITY/VOCATIONAL SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DEGREE/CERTIFICATION RECEIVED OR CREDIT HOURS EARNED
COLLEGE/UNIVERSITY/VOCATIONAL SCHOOL (CITY, STATE)	MAJOR/MINOR FIELD(S) OF STUDY	DEGREE/CERTIFICATION RECEIVED OR CREDIT HOURS EARNED

EMPLOYMENT HISTORY

List all work experience beginning with positions most closely related to the job for which you are applying. Describe each job separately, including paid, unpaid and military experience. Explain significant breaks in your work history. If you need more space, please attach additional sheets.

PRESENT OR LAST EMPLOYMENT

EMPLOYER	FROM (month/year)
ADDRESS	TO: (month/year)
YOUR JOB TITLE	LENGTH OF EMPLOYMENT
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)
DUTIES AND RESPONSIBILITIES (Be specific)	
REASON FOR LEAVING	
SUPERVISOR NAME AND TELEPHONE NUMBER	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

	NAME (FIRST, MI, LAST)
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EMPLOYER		FROM (month/year)
ADDRESS		TO: (month/year)
YOUR JOB TITLE		LENGTH OF EMPLOYMENT
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)	LAST SALARY (OPTIONAL)
DUTIES AND RESPONSIBILITIES (Be specific)		
REASON FOR LEAVING		
SUPERVISOR NAME AND TELEPHONE NUMBER		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYER		FROM (month/year)
ADDRESS		TO: (month/year)
YOUR JOB TITLE		LENGTH OF EMPLOYMENT
FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/>	HOURS PER WEEK (if varied, indicate average)	LAST SALARY (OPTIONAL)
DUTIES AND RESPONSIBILITIES (Be specific)		
REASON FOR LEAVING		
SUPERVISOR NAME AND TELEPHONE NUMBER		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME (FIRST, MI, LAST)

SUPPLEMENTAL APPLICATION

In the columns that follow, identify the areas or equipment with which you have had experience or training. Also using the numbering system below, identify the frequency of use, the length of time used, the recency of use, and the employer or training program where you gained your experience or training. Please mark the appropriate number for each column that best describes your experience or training. Your answers are subject to verification.

	FREQUENCY	LENGTH	RECENCY	EMPLOYER/TRAINING
Commercial Building Maintenance experience				
Residential Building Maintenance				
Apartment or rental property experience				
Ornamental and Turf Landscaping experience				
Irrigation installation and maintenance experience				
Performing Work Orders				
Drywall Repair				
Appliance Repair				
Door and lock Repair or Replacement				
Plumbing Fixture Repair or Replacement				
Minor HVAC & Electrical Repairs				
Familiar with OSHA requirements				
Custodial or Janitorial experience				
Lead Worker experience				

PLEASE USE THE FOLLOWING CODES TO MARK EACH COLUMN:

FREQUENCY: 4 = 3 to 5 times weekly, 3 = Once/twice weekly, 2 = One to three times monthly, 1 = Rarely one to four times per yr., 0 = no experience, willing to learn

LENGTH OF EXPERIENCE/TRAINING: 4 = 2 or more yr, 3 = 1 to 2 yr., 2 = 1/2 to 1 yr., 1 = 3 - 6 mon, 0 = No experience

RECENCY: 2 = Recent experience within last 2 yrs., 1 = Experience over 2 yr ago, 0 = No experience.

EMPLOYER/TRAINING: Provide the name of the employer or training program, class, etc.4 of 4

