

Portland Observer JOB FINDER

STATE OF OREGON DEPARTMENT OF COMMERCE REAL ESTATE DIVISION Assistant Education Director - Continuing Education \$1178 - \$1506

This position, located in Salem, shares with the Education Director the responsibility for Oregon's Real Estate Education Program with specific emphasis and responsibility for the Continuing Education Program for over 23,000 licensees. Qualifications include five years of progressively responsible experience involving supervision, coordination and/or technical evaluation. Applications/Announcement No. OC790553 available at State Office Building in Portland, Personnel Center in Salem, or any Employment Division office. Announcement open until sufficient applications are received. Submit complete applications to Department of Commerce, Personnel Manager, 428 Labor & Industries Building, Salem, Oregon 97310. Commerce is an EEO/AA employer.

SECRETARIES

Full time openings. Excellent typing skills. Machine transcription and/or shorthand required. Excellent fringe benefits and working conditions. Downtown location.

Apply Personnel Dept. 10-2:30 pm

U.S. NATIONAL BANK OF OREGON

U.S. Bank Plaza - 555 SW Oak

Equal Opportunity Employer

NURSE

RN's

WOODLAND PARK MENTAL HEALTH CENTER

The following RN positions are now available at In-Patient Psychiatric Hospital:

NURSING SUPERVISOR

Night shift position available for Mondays through Fridays with weekends off. Management and psychiatric experience required. Medical experience preferred.

STAFF NURSES

Evening shift 3:00 to 11:30, full-time and part-time positions. Medical experience preferred.
Night shift 11:00 p.m. to 7:30 a.m., full-time and part-time positions. Medical experience preferred.

WOODLAND PARK MENTAL HEALTH CENTER 1400 SE Umatilla 234-5353, ext 366

We encourage all minority applicants
Equal Opportunity Employer

INVITATION TO BID ON EQUIPMENT TO BE FURNISHED CITY OF BEND, OREGON

The City of Bend, Deschutes County, OR, hereinafter called the Owner, through BECON, hereinafter called the Engineer, is inviting separate Proposals to furnish and deliver the following equipment:

Contract No. 31: GRIT CHAMBER BLOWERS

Sealed Proposals addressed to James W. Kerfoot, Recorder-Treasurer of the City of Bend, Deschutes County, 710 Wall Street, Bend, OR 97701, will be received at the office of James W. Kerfoot, Recorder-Treasurer of the City of Bend, 710 Wall Street, Bend, OR 97701, until 10:30 a.m., local time, on the 14th day of November 1979, at which time they will be publicly opened and read in the City Commission Room at 720 Wall Street, Bend, OR 97701.

The Contract Documents for the Owner's purchase of equipment include the Bidding Requirements, the Proposal, the Contract forms, the General Conditions, the Supplementary Conditions, and the Specifications. Copies of the Contract Documents may be reviewed or obtained at the office of BECON (Bend Engineering Consultants), South Highway 97, Bend, OR 97701. Questions about the content of these Contract Documents should be directed to Mr. Scott Hicks, BECON, P.O. Box 1174, Bend, OR 97701, (503) 382-4114.

Each Proposal must be accompanied by a certified check or Bid Bond executed on the prescribed form, payable to the City of Bend, Deschutes County, Oregon, in an amount not less than 10 percent of the amount bid.

Prices quoted in the Proposal shall remain firm for a period of 90 days after the date stated for opening of Proposals.

Complete descriptive literature, as required by the Contract Documents, shall be submitted with the Bidder's Proposal for the Engineer's review and evaluation.

Prices quoted shall be f.o.b. factory with freight and full insurance paid by the Bidder to the City of Bend, OR 97701.

The successful Bidder for the following Contract will be required to furnish a Performance and Payment Bond for faithful performance of the Contract in the full amount of the Contract price.

Bidders on this work will be required to comply with the provisions of the President's Executive Order No. 11246 and requirements issued thereunder. The requirements for bidders and contractors under this order are explained in the Contract Documents.

The right is reserved to reject any or all Proposals for each bid item, and to consider that Proposal for any individual item of equipment which is to the best interest of the Owner.

Dated this 13th day of October, 1979.

CITY OF BEND, OREGON
By: James W. Kerfoot

Account Rep
ONE OF THE NW's LARGEST WORKER'S COMP FIRMS. Is seeking qualified people for either an account exec or account rep. position. Candidates should possess a current Oregon General Lines insurance license or ability to obtain one in the first month of employment. Position is available in Portland because of expansion.
ACCOUNT REP — Entry level position, degree and previous sales experience preferred or.
ACCOUNT EXEC - Must have 3 years experience in insurance sales, degree and experience in Worker's Comp preferred.
Salary + commission and excellent benefits. If interested and qualified, send resume to: Personnel Dept., EBI Companies, PO Box 1952, Portland, OR 97219. Call 246-8251.
Equal Opportunity Employer

SENIOR AIDE I
Job Summary:
To perform social contact and chore services for clients.
Duties and Responsibilities:
Perform telephone reassurance. Perform client shopping. Perform minor household chores. Perform chore service. Perform friendly visiting with clients. Report client needs to the client's counselor in legibly written reports. Perform special support services to clients via the Service Coordinator. Be aware of the Center's function and resources, and communicate these to the client in a friendly, informative, and motivating manner. Encourage client participation in Center activities.

Qualifications:
The ability to work under close supervision of the Service Coordinator. A background in, or demonstrated concern for the problems of the elderly.
This is a 20 hour per week position at a starting monthly salary of \$316.
P.A.C.T., INC.
3588 S.E. Division Street
Portland, Oregon 97202
Phone: 233-5426

DOCK SUPERVISOR
Major carrier accepting application for dock supervisor. Must meet the following min. standards. Min. 3 yr supervisory exper. Preferably motor freight exper. Good previous work record. Pass co. physical and bondable. Apply in person at:
EAST TEXAS MOTOR FREIGHT
2825 N.W. Yeon Ave.
City 97210
An Equal Opportunity Employer

CITY OF PORTLAND

HEARINGS REPORTER
\$1,295 approx. mo.
Compiles verbatim transcript of public meetings such as City Council sessions. Typed minutes are prepared from notes or machine shorthand in combination with a tape recording system.
APPLY
Portland Civil Service Board
510 SW Montgomery
Portland, OR 97201
Open Continuous
An Equal Opportunity Employer

FIELD SERVICE REPRESENTATIVE

Resourceful, conscientious women and men are needed by Kodak's Customer Equipment Services Division in Portland to service Kodak business equipment. Knowledge of solid state electronics and experience and/or training in the repair of electro-mechanical equipment required. Excellent employee benefits. Interviewing in Portland October 23rd. For an appointment call Mr. Hammer at (503) 222-3831.

KODAK
Equal Opportunity Employer MF

CLERICAL

CLERK TYPIST

Entry level position into busy claims department for NW's largest private carrier of Worker's Comp insurance. Typing of various claim forms and some general office. Accurate typing 40 WPM needed. Opportunities for advancement. Salary + excellent benefits. Contact Personnel, 246-8251 between 1 and 5 PM.

EBI Companies
Equal Opportunity Employer

PUBLIC INFORMATION OFFICER

City of Salem, \$1314-\$1668. Coordinates an ongoing City-wide public information program and encourages citizen participation in City government. Researches and writes news releases, reports, public service announcements, display advertising, oral presentations. Coordinates and prepares newsletters for neighborhood groups with the help of volunteer newsletter correspondents. Four-year degree and considerable experience in journalism or related field. Through knowledge of the requirements of photography, publications and public relations. Ability to communicate effectively both orally and in writing required. Closing date: 10/26/79. Apply: City of Salem, Personnel Dept., 555 Liberty SE, Salem, OR 97301. EOE

RECREATION

COORDINATOR II-SPEC
City of Salem, \$1008-1257. Instructs, supervises, teaches and coordinates programs for special populations including public relations, presentations, maintains fiscal records. Knowledge and experience of principles and practices of special populations recreation programs. Possess basic first aid card. Closing date: 10/26/79. Apply: City of Salem, Personnel Dept., 555 LIBERTY SE, Salem, OR 97301. EOE

CITY ATTORNEY I

Assistant ASSISTANT

City of Salem, \$1668-82133. Full time position requiring admission to Oregon Bar. Responsible for prosecutions in Municipal Court. Closing date: 10/26/79. Apply: City of Salem, Personnel Dept., 555 Liberty SE, Salem, OR 97301. EOE

INSURANCE

CASUALTY RATER

Opening with North Pacific Insurance for commercial casualty rater. 2yrs commercial casualty rating exp. Incl general liability, commercial and private passenger auto. Cedar Hills loc. Exc. benefits.

Call Personnel 8:30 to 4:30 p.m.

643-7661

Equal Opportunity Employer m-f

BANK

TELLERS

Full and part time tellers throughout Portland Metro area. Experience preferred but will train.

PROOF OPERATORS

Immediate full time and swing shift with variable hours open for Proof Operators in downtown locations. Will train persons with 10 key skills. Benefits include: free parking and cafeteria facilities. Minimum starting salary \$600 month + 9% night shift differential.

Apply in person 10 a.m. to 2 p.m. Mon. through Fri.

First National Bank of Oregon
1300 SW 5th 13th Floor
An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

As a leading company in the kidney dialysis industry, B-D DRAKE WILLOCK employs approximately 300 people in the Portland metropolitan area.

Employment opportunities at B-D DRAKE WILLOCK are varied and provide employees the opportunity to demonstrate their ability to accept increased responsibility.

An Equal Opportunity Employer, B-D DRAKE WILLOCK encourages all interested job applicants to inquire direct through the Industrial Relations Department. Also employment opportunity inquiries may be directed to any Oregon State Employment Service.

B-D DRAKE WILLOCK
13520 S.E. Pheasant Ct.
Portland, Oregon 97222
(503) 659-3355
An Equal Opportunity Employer

IMMEDIATE OPENINGS

ACCOUNTS PAYABLE CLERK

Need 10 key, typing, good with numbers.

MAIL/FILE CLERK

Seek person eager to learn, with good attention to detail. Prefer high school graduate.

CLERK TYPIST

Should have 10 key, good typing, ability to work with numbers. Prefer from office experience.

Beautiful Corporate office located in Tigard area. Competitive salaries, fully paid company benefits. Contact Ms. Judith Whitehead, Personnel Department;

LAMB-WESTON
6600 S.W. Hampton
P.O. Box 23517
Portland, Oregon 97223
Phone: 639-8612
Equal Opportunity Employer M/F/H

BANK

JOIN OUR FRIENDLY STAFF

THE BENJ. FRANKLIN offers you challenge, opportunity and a pleasant work environment. Our salary and benefit program, training and promotional opportunities are excellent. Immediate openings for these positions:

COLLECTOR TRAINEE

If you have experience in working with people, family budgeting, simple bookkeeping and light typing skills, you can assist our customers by working in collections.

Apply at our Personnel Dept. and learn more about our programs. Interviews from 9 am-1 pm, Monday thru Friday, or pick up an application at our new **Walnut Park Branch, 5775 NE Union.**

BENJ. FRANKLIN FEDERAL SAVINGS & LOAN
ONE SW COLUMBIA PORTLAND
An Equal Opportunity Employer M/F/H

Anyone having information on police harassment, please call 224-6176 evenings.

Full time or part time, a man & wife team. Evenings. Call 284-9825.
Bernice Professional Mail Service

YOUNG BLIND MAN NEEDS FRIEND
A friend to do things with, go out to clubs. Dennis Lewis, 249-8060.

CITY OF PORTLAND INVITATION TO BID

Sealed proposals will be received in Room 113, City Hall, Portland, Oregon 97204 for items detailed herein until 2:00 p.m. on the dates indicated.

Plans and specifications may be obtained at the above address. For additional information telephone Buyer at number listed.

When Bid Surety is required, proposals shall be accompanied by a certified check, cashier's check or a bid bond, payable to the City of Portland for an amount not less than ten percent (10%) of the aggregate amount of the bid as guaranty that the bid shall be irrevocable for the period specified in the proposal. Said bond to be forfeited as fixed and liquidated damages should the bidder seek to revoke his offer for any reason not authorized by law and not consented to by City within the irrevocable period, or neglect or refuse to enter into contract and provide a suitable bond for the faithful performance of the contract, in the event the said contract is awarded to him.

NON-DISCRIMINATION: No proposal or bid will be considered unless the bidder is certified as an EEO Affirmative Action Employer as prescribed by Chapter 3.100 of the Code of the City of Portland. All bidders not currently certified should file the required documentation with the Contract Compliance Division, Room 209, City Hall, 1220 SW Fifth Avenue, Portland, Oregon 97204, 248-4696, at least five (5) days prior to the Bid Opening. Failure to achieve certification by the Bid Opening Date and Time shall result in the return of your Bid Unopened.

BID NO.	DESCRIPTION	BID OPENING DATE
31	Furnishing 126-Inch Diameter Butterfly Valves. For information call Carlton Chayer, Asst Purchasing Manager, 248-4002. 10% Bid Surety Required.	10/30/79
33	RFP - \$4 Million General Obligation Bonds Payable From Sewer Revenues. For information call Michael Metroke, Buyer, 248-4003. SPECIAL PREQUALIFICATION REQUIRED.	5 P.M. 10/30/79
34	Furnishing Nine Three-Wheel Parking Patrol Vehicles. For information call Michael Metroke, Buyer, 248-4003. 10% Bid Surety Required.	11/01/79
RE-BID 28	Nuisance Abatement Service for North Portland Service District. For information call Michael Metroke, Buyer 248-4003.	10/30/79

BID INVITATIONS

INVITATION TO BID

Sealed bids for the construction of Wastewater Treatment Facilities for the City of Rockaway, Oregon will be received by the City of Rockaway, City Hall, Rockaway, Oregon, until 8 P.M. on Thursday, November 8, 1979. Bids submitted prior to the opening are to be delivered to the City Recorder's Office, Rockaway, Oregon. Bid Opening will be conducted in the Council Chambers of the City Hall, and publicly opened and read aloud.

The project includes two separate schedules of construction, with the following major items:

- (01) 0.50 MGD Advanced Wastewater Treatment Plant, including concrete secondary treatment units, masonry building structures, extensive mechanical and electrical construction, and remodeling of the existing wastewater facility.
- (02) Remodeling of Existing Sewage Pump Stations, including extensive mechanical and electrical construction.

Plans and specifications may be seen at the offices of H.G.E., Engineers and Planners, 405 North Fifth, Coos Bay, Oregon, at the following locations:

H.G.E., INC.
Bay Area Plan Exchange
Eugene Builders Exchange
Construction Data News
Builders Plan Exchange
Northwest Plan Center
Contractors Exchange
Medford Builders Exchange
Douglas County Builders Exchange
Josephine County Builders Exchange
City Recorder's Office

Portland, Oregon
Coos Bay, Oregon
Eugene, Oregon
Portland, Oregon
Portland, Oregon
Portland, Oregon
Salem, Oregon
Medford, Oregon
Roseburg, Oregon
Grants Pass, Oregon
Rockaway, Oregon

One copy may be obtained by prequalified prospective bidders upon receipt of cash or check in the amount of \$50.00 made payable to the Engineer. Deposit made upon procurement of drawings, specifications, and forms of Contract Documents will be refunded upon the return thereof in good condition by actual bidders within ten (10) days after the opening of bids. Non-bidders deposits will be refunded if documents are returned, in good condition no later than 15 days after the bid opening. Deposits retained shall cover cost of printing. Individual sheets and specification pages may be purchased for the cost of reproduction: Drawings: \$1.00 per sheet; Specifications, \$0.25 per sheet.

By: James W. Kerfoot
Recorder-Treasurer