

Jobs Classifieds

JOB ANNOUNCEMENT

Custodian

Under general supervision, to keep assigned facilities clean and orderly; to maintain facilities and equipment including performing periodic service and minor repairs; to prepare rooms for meetings; to do related work as required.

Cleans offices and other areas in one or more public buildings; sweeps, mops and waxes floors; vacuums rugs; dusts and polishes furniture and woodwork; replenishes supplies; sets up rooms for meetings; empties and cleans waste receptacles; washes windows; polishes metal work; turns out lights and locks doors and windows; performs preventive maintenance and required periodic service on facilities and equipment; does minor repairs including plumbing, electrical appliance, hardware, painting, etc.; determines when major repair is needed and works with service provider; inventories and orders custodial and related supplies; assists in identifying needs for annual budget; maintains necessary records (eg. service dates, service providers) and prepares required reports; does special projects (eg. carpentry, major repairs, fabrication of parts, etc.) as skills and available equipment permit; participates in maintenance of parking lot and grounds of assigned facilities; provides

back-up coverage of facilities not included in regular assignment when illness, vacation schedule or other circumstances require; provides proper care of equipment and materials used in the work.

Employment Standards: Some previous experience in custodial or building maintenance work.

Knowledge of: the methods, materials and equipment used in custodial work including minor repair work.

Ability to: operate and maintain mechanical and power custodial equipment; adhere to schedules for performing assigned tasks; maintain records and prepare reports; follow oral and written instructions; work cooperatively with others.

Examination: 100% rating of training and experience (from supplemental questionnaire to be submitted with application form by deadline, October 11, 1985).

Salary: \$1,238 to \$1,507 plus full benefits.

Application opening date:
September 27, 1985

DEADLINE for applications: City application form and required supplemental questionnaire must be **received** by 5 p.m., Friday, October 11, 1985.

Apply to:

City of Milwaukie
10722 SE Main St.
Milwaukie, OR 97222

RADIO CHIEF ENGINEER KBOO-FM

Responsibilities include equipment, maintenance, installation and supervision of eng. volunteers. Need exp. in maintaining audio equip., tape recorders, etc. Salary \$1,054/mo. with health and dental. Send resume by Nov. 1 to:

KBOO

Eng. Search
20 S.E. 8th

Portland, OR 97214

Equal Opportunity Employer

JOBS Magazine

1463 N.E. Killingsworth
Portland, OR 97211
(503)288-0033

TECHNICAL

PROGRAMS MANAGER Lane Community College

Department head, electronics, drafting, and automated manufacturing. M.A. degree or equivalent experience required.

Call (503)726-2211 or write:
Lane Community College

Personnel Office
4000 E. 30th Ave.
Eugene, OR 97405

for application and job description.

LCC APPLICATION MUST BE RECEIVED NO LATER THAN 5 P.M.

NOVEMBER 15, 1985

*An Affirmative Action/
Equal Opportunity Institution*

HOSPITAL



ADOLESCENT ASSISTANT COUNSELOR

Full time position available for an Assistant Counselor in a multi disciplinary, Alcoholics Anonymous oriented adolescent treatment program. Completion of Qualified Counselor on Alcoholism program preferred. Qualified applicants send resumes to:

Department of Human Resources
PO Box 1600
Vancouver, WA 98668

Or Call:

Portland: 248-9851, ext 2269
Vancouver: 696-2269

An Equal Opportunity Employer

COLLECTOR

U.S. National Bank of Oregon

BankCard Division, is seeking a collector to contact customers by telephone or letter regarding delinquent or problem VISA accounts. Potential applicants must have VISA collection background, be knowledgeable of fair debt collection practices and have CRT experience. Good communications skills and ability to work with minimal supervision needed. U.S. National Bank offers an excellent compensation and benefits package. Salary commensurate with experience. Interested individuals may apply Mon.-Fri., 9 a.m. to 1 p.m. at:

U.S. National Bank

Plaza Building
555 S.W. Oak

Personnel, 2nd Floor
Portland, OR 97204

Equal Opportunity Employer

RECEPTIONIST/TYPIST Heavy Phone Traffic

Must be personable with public. Light typing. Resumes only to:

KXL-Radio

P. O. Box 14957

Portland, OR 97214

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