

CLASSIFIEDS

■ Advertising
■ Employment
■ Bids/Sub-Bids

Claims

Land & Claims Agent

The downtown office of Northwest natural Gas Company seeks qualified individuals for a key position in its Risk & Land Management Department. Ideal candidates will possess a Business Degree or combination of experience/education, excellent verbal/written skills along with strong time/project/deadline management skills. Independent/Team work experience and general claims/account management background will be preferred. PC/Mainframe experience and/or training is essential. Starting Salary - \$2694/month with an excellent benefit package.

Please direct your resume identifying this position and your qualifications by January 27, 1992:

Northwest Natural Gas Company

Human Resources - Employment Section (Requisition 920005)
220 N.W. Second Avenue
Portland, Oregon 97209
FAX-(503) 721-2506

**Aquatics Coordinator
Oregon State
University**

Administer comprehensive aquatics program for a new 3 pool complex. Responsible for facility management, operation and program development. Bachelor's Degree in recreation or related field with emphasis in aquatics, 3 years experience required. \$23,000-\$31,500. Contact: Moira Stuart, Dept. of Rec. Sports, OSU, Corvallis, OR 97331 (503) 737-3736.

Dead line: February 10.

OSU is an AA/EEO Employer and is responsive to the needs of dual career couples.

Brass Bed

Home Furnishings

Beautiful queen size head board, foot board and frame with firm orthopedic mattress set, \$375.00. Never used. Call at 697-4183.

After School

Program Leader

Several part-time after school or evening program leader/teachers needed for co-ed program. Variable hours at various locations in Multnomah and Washington counties available. Experience with groups of young children desirable but will train. Minorities invited to apply. \$5.00/hr. Call Mary at Camp Fire, 224-7800.

Utility Company Jobs

Start \$7.80-15.75/hr, your area. Men and women needed. No experience necessary. For information, call 1-900-370-4561, ext. 6857, 6 - 8, 7 days - \$12.95 fee.

On Call Shift Worker

Portland House Of Umoja, Inc.

Scope of Position

The shift worker is responsible for working directly with residents of the House of Umoja to develop and maintain a positive, Afro-centered family environment. The Shift Worker is responsible for providing structured supervision and appropriate activities for all children in care.

Specific Responsibilities

- Provide structured supervision to support residents' regular school attendance; completion of homework; participation in recreation/cultural activities; and participation in household chores
- Work with individual residents to provide support and direction
- Maintain written records of shift activities and resident progress as directed by supervisor
- Assure health and safety of residents through appropriate supervision of medication and personal hygiene.
- Other duties as required

Qualifications

- Demonstrated ability to work effectively with gang-involved youth and the Afro-American community
- Demonstrated ability to provide supervision and direction to adolescents
- Demonstrated ability to maintain written case and activity records
- Police Security Check will be utilized
- Possess valid Oregon Drivers License
- Send Resume/Cover letter
Portland House of Umoja, Inc.
P.O. Box 11053
Portland, Oregon 97211
by January 31, 1992
No phone calls please
Equal Opportunity Employer

Bookkeeper

Heavy Accounts Receivable for large, non profit corporation with multiple funding sources. Knowledge of computerized fund accounting desired with FundWare and QuatroPro a plus. Duties: Maintain cash receipts journal; prepare bank deposits; prepare billings and reports for funders; G/L journal entries; assist with accounts payable and payroll as needed. Qualifications: Full-charge bookkeeper capability; knowledge of nonprofit accounting, government grants and contracts; familiarity with relevant applications and desire for professional growth. Send resume/salary history to: Christine Robinson, P.O. 11243, Portland, OR 97211

Snack Bar Clerk

Approx. 30 hours per week. Must have cash handling experience and be able to work a variety of shifts. Call 223-8748 9-11 a.m. for an appointment.

Tri-Met Intent to Apply for Special Transportation Funds

The Tri-County Metropolitan Transportation District of Oregon (Tri-Met) provides transportation services to individuals who are elderly and/or disabled in Multnomah, Washington and Clackamas Counties. Tri-Met intends to apply for combined state and federal funds to acquire and/or operate specially equipped vehicles and/or equipment. These vehicles and/or equipment will provide transportation to individuals who are elderly and disabled who are unable to use existing public transit services. The transportation services will be used toward meeting the Americans with Disabilities Act (ADA) requirements in the Tri-County area. The grant would be used to replace or add equipment to meet these needs.

Tri-Met invites any interested public or private transit or paratransit operator within the service area to comment on the proposed services by sending a written response within 15 days to: Tri-Met, Paratransit Services, 4012 SE 17th, Portland, OR 97202. Also, a copy of any written response should be sent to the Public Transit Division, 131 Transportation Building, Salem, Oregon 97310.

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**Informational Advertisement
Department of Transportation
Highway Division
Call for Bids**

Sealed bids will be received until 9:00 a.m. on February 13, 1992, for the project listed below:

County

Multnomah N. Portland Rd.-I-5 (Portland) Sec. of N. Marine Dr. (Swift Hwy.) in N. Portland. Earthwork & Drainage; or Portland Cement Pvm.; or Misc. Hwy. Appurtenances. DBE Goal.

* **A mandatory prebid meeting will be held at 10 a.m. on Wednesday, February 5, 1992, in the Hearing Room on the 2nd Floor of the Portland Building, 1120 S.W. 5th Ave., Portland, OR 97204.**

Sealed bids will be received until 9:00 a.m. on February 27, 1992, for the project listed below:

County

Multnomah E. Marquam Intchg. (N.B. & Banfield Access) Sec. of Pacific Hwy (I-5) in Portland. Reinf. Conc. & Structural Steel Bridges & Grade Sep. Structures. DBA Goal.

* **A mandatory prebid meeting will be held at 10 a.m. on Wednesday, February 5, 1992, in the Hearing Room on the 2nd Floor of the Portland Building, 1120 S.W. 5th Ave., Portland, OR 97204.**

Plans, specifications, and bid documents may be obtained in Rm. 10, Transportation Building, Salem, OR 97310. Prime contractors must be prequalified ten days prior to the bid opening day. For additional information, please contact Commission Services at 378-6526.

If your business is not certified as a Disadvantaged Business Enterprise (DBE) or a Women Business Enterprise (WBE), please contact the office of Minority, Women, and Emerging Small Business at 155 Cottage, Salem, OR 97310, Phone (503) 378-5651.

**** CORRECTION ****

Applicants Sought For Metro Council District 11 Vacancy

Applications are being accepted from persons interested in filling a vacancy on the Metropolitan Service District Council. The District 11 position, serving portions of north and northeast Portland, became vacant when David Knowles resigned Jan. 10.

All of the district is within the city of Portland. Neighborhood associations include Alameda, Beaumont-Wilshire, Boise, Concordia, Cully, Eliot, Grant Park, Hollywood, Humbolt, Irvington, King, Rose City Park, Sabin, Sullivan's Gulch, Vernon and Woodlawn.

The Metro Council will appoint an individual to fill the position until Jan. 3, 1993. The council seat in a newly reapportioned District 11 will be up for election in the May primary.

Applicants to the non-partisan position must be registered voters and have lived IN District 11 for at least one year. Deadline for submitting applications is 5 p.m. Tuesday, Feb. 4.

To obtain an application, verify residency in District 11 or for more information, call Don Carlson, council administrator, at 221-1646.

Advertisement For Rebid

**Gallagher Plaza, Exterior Repair
Job No. M1-3701**

Sealed bids will be received at the Housing Authority of Portland (HAP), 8910 N. Woolsey Avenue, Portland, Oregon 97203, until 2:00 p.m., P.S.T., Thursday, **January 30, 1992**, for labor and materials to make exterior repairs at an exiting six-floor building. Shortly thereafter, bids will be opened and publicly read. Interested parties are welcome to attend.

The basic work consists of repair of water damage to exterior envelope including metal framing, insulation, gypsum wallboard, built-up roofing, aluminum windows and new exterior insulation and finish system.

Interested bidders may obtain one set of bid documents at the HAP Maintenance Office, noted above, upon receipt of \$50 (fifty dollars) deposit, which is refundable when documents are returned in good condition within 10 days after bid opening. Additional sets may be acquired for a \$20 (twenty dollar) non-refundable fee.

A HAP representative will conduct a pre-bid tour of the project by appointment commencing at the HAP Maintenance Office, address above, at 10:00 a.m., P.S.T., Thursday, January 16, 1992, and the attendance of bidders is optional. An orientation will be given prior to moving to the project site. Questions posed during the tour, when not addressed in the specifications, will be answered by addendum and mailed to all bidders.

Attention is called to the provisions in "Supplemental Instructions to Bidders" regarding MBE participation and Division "H," "Special conditions", regarding Equal Employment Opportunity, EEO compliance reports, certification of non-segregated facilities and a waiver from enforcing the payment of non-federal prevailing wages when said wages, exclusive of any fringe benefits, exceeds the applicable wage rate determined by the Secretary of HUD. Minimum salaries and wages as set forth in the specifications shall be paid on this project.

A bid security of 5% of the bid is required as prescribed in the "Instructions to Bidders" Division B.

The successful bidder will be required to furnish and pay for a satisfactory Performance and Payment Bond for 100% of the contract amount, or separate Performance and Payment Bonds, each for 50% or more, or a 20% cash escrow or 25% irrevocable Letter of Credit of the full amount of the Contract.

As permitted by State law and required by the U.S. Department of Housing and Urban Development, the following rules shall apply:

- Retainage is 10%, (not 5%)
- Interest shall not accrue on retainage, and
- Bonds or securities may not be substituted as and alternate form of retainage.

No bidder may withdraw their bid after the hour set for opening thereof until after the lapse of sixty (60) days from the bid opening.

The Housing Authority of Portland may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive all formalities if, in the judgement of HAP, it is in the public interest to do so. Questions regarding this project should be directed to David Walter at 735-4210.

**Housing Authority Of Portland
Loren Tarbell
Director of Maintenance**

Employment

City of Portland

Affirmative Action Recruiter - to \$2,831/mo

Police Data Manager - to \$3,772/mo

Property and Evidence Control Manager - to \$3,692/mo

For more info/closing dates call (503)823-4573 (24 hr job information)

No resumes please.

Bureau of Personnel
1220 SW 5th AVve., First Fl.
Portland, OR 97204

Apps also available at:

Urban League
10 N. Russell

Minorities, females and disabled encouraged to apply.



Sub-Bids Requested

Emanuel Hospital & Health Center
Medical Office Building - Core & Shell & Parking Structure
Portland, Oregon

Bid Date: Wednesday, February 12, 1992 @ 4:30 P.M.

Andersen Construction Co., Inc.

6712 N. Cutter Circle
Portland, OR 97217
(503) 283-6712
FAX: (503) 283-3607

Soliciting Quote on All Phases of Work.
Mechanical & Electrical are a Select List.

We are an equal opportunity employer and request sub bids from disadvantaged, minority, women, and emerging small business enterprises. Oregon Contractor's Board Registration #63053

**Minority, Women and Emerging Small Business
Pre-Bid Conference**

For

Metro Headquarters Building
Portland Oregon

Date: Jan 27, 1992 10:00 AM

Hoffman Construction Company Of Oregon

1300 SW 6th Ave. P.O. Box 1300
Third Floor Conference Room
Portland Oregon 97207
Oregon License #28417

Phone
503-221-8811
Fax Number
503-221-8934

We Are An Equal Opportunity Employer And Request Sub-Bids From Disadvantaged, Minority, Women Or Emerging Small Business Enterprises

SECOND ANNUAL



**REGIONAL
RAIL SUMMIT**



City of Portland
Office of Transportation



**How will regional light rail affect the livability of our neighborhoods?
How will we pay for it?**

Help shape growth in our community by answering these questions.

**February 8, 1992
8:30 a.m. - 4:30 p.m.
Benson High School
542 NE 12th**

**Call 238-4960
by Jan. 31
to register for this
one-day conference**