

CLASSIFIEDS

Water Quality Standards & Assessments Section Manager

Principal Executive Manager E \$3,365 - \$4,742 Monthly
The Water Quality Division of the Oregon Department of Environmental Quality is currently seeking qualified applicants for a Water Quality Standards & Assessments Section Manager in Portland, Oregon. This section is responsible for assessing water quality problems throughout the state and developing control strategies to correct these problems.

To qualify you must have: three years of management experience in a public or private organization which included responsibility for; a) development of program rules and policies, b) development of long and short-range goals and plans, c) program evaluation, and d) budget preparation.

To request an application and announcement please call the DEQ jobline at (503) 229-5785 (TDD 503-229-6993) by September 26, 1994.

Equal Opportunity Employer

Social Service

Parent Trainer/

Volunteer Coordinator

Work with families with children 0-30 months providing classes on child development, parenting issues. Recruit and coordinate volunteers who will assist with this Parent-Child Development Program. Education and experience in infant and family issues, volunteer coordination required. We value diversity. Apply at The Boys and Girls Aid Society, 018 SW Boundary Ct., Portland. No phone calls please. Equal Opportunity Employer.

Production Immediate Full-Time Openings with Benefits

Oregon Cutting Systems has immediate full time openings for entry and mid-level production workers. Oregon Cutting Systems is the world's leading manufacturer of saw chain and accessories and is based in Milwaukie, Oregon. Beginning pay ranges from \$6.69 to \$8.48 per hour based on manufacturing experience and skills. These jobs offer full benefits beginning on the first day of employment -- including medical, dental, vacation, holidays, etc.

Candidates should have previous manufacturing experience and/or education, with solid math and mechanical skills. Previous exposure to SPC or other quality methods is preferred. Candidates must be at least 18 years of age. Ability to work any shift is required. High school diploma or GED is mandatory.

Apply in person at 4909 SE International Way, Milwaukie, Oregon, 10:00 a.m. - 2:30 p.m., Monday - Friday, or the Oregon City Employment Office, 506 High Street, Oregon City, Oregon. Resumes may be mailed to Human Resources, P.O. Box 22127, Portland OR 97269-2127.

Oregon Cutting Systems Division

Blount, Inc.

Job Hotline 653-4441
TDD/TTY 653-4247

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Project Controls Manager

The Portland, Oregon project office of Sverdrup Civil, Inc., a multi-disciplined engineering services company, is looking for a Project Controls Manager.

Candidates must have a BS in Civil Engineering Management, or Business degree with experience in engineering/construction. Experience required includes 5-10 years in setting up and maintaining project controls systems and procedures for engineering projects. Experience in program management, sewer/wastewater treatment projects, and construction management is preferred. Responsibilities will include, but not be limited to, developing and implementing a Management Information System for a large engineering multi-project program management assignment; prepare program and project schedules using Primavera software; and implement a document control system.

Please send resume in confidence to:

Project Controls Manager
Sverdrup Civil, Inc.
500 N.E. Multnomah, Suite 684
Portland, Oregon 97232
(No Calls Please)

Sverdrup Civil, Inc., is an Equal Opportunity Employer. M/F/D/V

Construction Supervisor

Position requires five years' progressively responsible experience in the planning, design, construction and/or maintenance of infrastructure facilities for water, electric, steam and/or hydroelectric systems and in dealing with contractors, developers and the public, having demonstrated skills in planning, writing, prioritizing, managing and supervising. A minimum four-year college degree in construction management or civil engineering and training in the basic supervisory and management skills, or equivalent combination of education, experience and preparation. Valid driver's license is required. For application materials and information packet contact: Eugene Water & Electric Board, PO Box 10148, 500 E. 4th Ave., Eugene OR 97440 or (503) 484-3769. Salary \$1,876.00 - \$2,423.20 Bi-Weekly. Position closes Friday, October 14, 1994 5:00 p.m.

EWEB values diversity in its work force and is an equal opportunity employer.

Forest Business Analyst

Forest Business Analyst for a large Pacific Northwest timberland firm. Primary duties involve evaluation and appraisal work to support both purchases and sales of timberlands. Additional duties include supporting real estate transaction closing activities and long term forest management planning activities. Requires a background in forestry and timberland evaluation or appraisal, a working knowledge of forestry operations, strong interpersonal skills, the ability to work independently and complete projects on time, the ability to manage a number of simultaneous projects, good quantitative and analytical abilities, good oral and written communication skills, and well-developed computer skills. Competitive salary/benefits package. Equal Opportunity Employer. Mail resume to Vicki Reber, One S.W. Columbia, Suite 1720, Portland, OR 97258.

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Receptionist

The Portland, Oregon project office of Sverdrup Civil, Inc., a multi-disciplined engineering services company, is looking for a Receptionist. Two years receptionist and computer experience required.

Responsibilities will include, but not be limited to, answering telephones; open, sort and distribution of mail; faxing; photocopying; scheduling vehicles, equipment, meeting rooms; and running errands. Experience with word processing and spreadsheet software is preferable.

Please send resume in confidence to:

Receptionist
Sverdrup Civil, Inc.
500 N.E. Multnomah, Suite 684
Portland, Oregon 97232
(No Calls Please)

Sverdrup Civil, Inc., is an Equal Opportunity Employer. M/F/D/V

Document Controls Clerk

The Portland, Oregon project office of Sverdrup Civil, Inc., a multi-disciplined engineering services company, is looking for a Document Controls Clerk. Two years clerical/document controls computer experience required.

Responsibilities will include, but not be limited to, receive and catalog incoming documents; maintain computerized retrieval database; and operate document scanning and optical storage systems. Experience with word processing and spreadsheet software is preferable.

Please send resume in confidence to:

Document Controls Clerk
Sverdrup Civil, Inc.
500 N.E. Multnomah, Suite 684
Portland, Oregon 97232
(No Calls Please)

Sverdrup Civil, Inc., is an Equal Opportunity Employer. M/F/D/V

Clerical Specialist

The Portland, Oregon project office of Sverdrup Civil, Inc., a multi-disciplined engineering services company, is looking for a Clerical Specialist. Three years clerical/word processing/spreadsheet experience required.

Responsibilities will include, but not be limited to, providing word processing and preparation of spreadsheets for project staff; order office supplies and equipment, and maintain supply room; set-up and maintain office library; arrange for and coordinate outside; and provide document processing and preparation for non-construction purchasing activities. Experience with WordPerfect, and Excel, Lotus and/or QuattroPro spreadsheet software preferable.

Please send resume in confidence to:

Clerical Specialist
Sverdrup Civil, Inc.
500 N.E. Multnomah, Suite 684
Portland, Oregon 97232
(No Calls Please)

Sverdrup Civil, Inc., is an Equal Opportunity Employer. M/F/D/V

Production

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- Clean, precision production environment at large international co.
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- Steady work history req'd
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(Equal Opportunity Employer)

Training Manager

The Eugene Water & Electric Board is presently offering an outstanding professional opportunity for the position of Training Manager. The successful candidate will organize and provide leadership for individual performance development efforts throughout the organization; design, implement and communicate strategies for training, workforce planning and total performance improvement. Manage program development and delivery, integrate core competencies, performance indicators and other business objectives into program and training priorities. Provide on-going implementation and evaluation of the organization's training plan and develop other resources to communicate goals and objectives to the organization and Board.

Must possess knowledge of performance improvement strategies, programs and methods. Facilitate the design of organization wide quality learning opportunities. Have a working knowledge of adult learning theory and the ability to incorporate theories into training designs and evaluations.

Qualifications require five years experience in organizational development and/or management of training programs; supervisory experience desirable. B.A. or B.S. degree in social science, business or education. Graduate level study in applied social science and organizational theory desirable.

For information and application materials contact: Eugene Water & Electric Board, PO Box 10148, 500 E 4th Ave., Eugene OR 97440, Attn: Human Resources (503) 484-3769. Position closes Friday, September 30, 1994 5:00 p.m. Salary \$1,876 - \$2,423. Bi-weekly.

EWEB values diversity in its work force and is an equal opportunity employer.

Teacher Aide

PT Teacher Aide working w/ families at risk. Resp. incl. assisting teacher in preschool classroom and assisting children on and off van. Req. H.S. Diploma/GED & 1 yr related work experience. Resume/App: VOA-Family Nursery, Attn: Lorraine Barton, 537 SE Alder St., Portland, OR 97214. Equal Opportunity Employer.

Housekeeper

Full time, no weekends. Duties include general janitorial for specialized living facility for alert quadriplegics. Requires general knowledge of house-keeping practices and ability to work without supervision. \$5.25 hr., \$0.50 bonus 90 day review, benefits. Apply in person at 2600 N. Williams.

Counselor III

**New Directions Family Treatment Center
Three Positions Available
\$1,294 - \$1,360 Per Month
Plus Benefits**

Duties: CODA, Inc., has three vacancies for mid-level substance-abuse counselors at our New Directions Family Treatment Center located on Southeast 86th and Woodstock. Positions diagnose, evaluate, and treat clients, some of whom may be pregnant and/or have small children; conduct individual, group, and family counseling and therapy; consult and coordinate with CSD, Probation and Parole Offices, and other outside agencies; monitor the milieu; participate in marketing and promotion activities.

Shifts: Position C3F40 works Mon - Thur from 9am until 7pm; Positions C3N40 and C3N41 work a combination of daytime and evening hours from Monday through Friday of each week. **To Qualify:** A bachelor's degree in human services, discipline and at least two years' supervised human-services experience (ideally with pregnant women and/or with children) or equivalent are required. Knowledge of chemical dependency and experience with chemically-dependent clients are very strongly preferred. Applicants must be certified/certifiable in CPR and capable of performing CPR for 15 minutes continuously. Individuals currently under a federal, state, or county parole or probation are ineligible for this position. Candidates must consent to a criminal background check.

To Apply: submit standard CODA application form, including screening question responses, to the address below. **Application Materials Are Available At And Must Be Returned To:** CODA, Inc., 210 NE 20th Ave, Portland, OR 97232; Tele: (503) 236-2290 Ext. 254.

CODA is an Equal Opportunity/Affirmative Action Employer.

Administrative Assistant

Well-organized, dynamic, customer-oriented assistant sought for Executive Manager. Must maintain complex record system, respond to numerous staff and volunteer leadership requests, transcribe dictation, serve as gatekeeper for information and delegate accordingly. WP and network computer experience required. Salary in mid-20s plus generous benefits. Application and job description available at office. Send resume and application by Sept. 28 Administrative Assistant, Portland Rose Festival Association, 220 N.W. Second Ave., Portland, OR 97209. No phone calls please.

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Business is booming and the opportunities for advancement have never been better. We're building units right now!

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Have you heard about our training program? It's on-going and designed to give you coaching and managerial skills that build long-term success.

Wendy's provides a comprehensive benefit package. As the industry's EMPLOYER OF CHOICE, we believe strongly that MANAGERS should have a balanced life.

Grab onto the winds of change. Don't wait. Send a resume now outlining your experience and career objectives to:

Wendy's

Wendy's International, Inc.
Greg Wellington, Director of Operations
Building 3, Suite 255
4000 Kruse Way Place
Lake Oswego, Oregon 97035

EOE

The Portland Observer

Banking

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Are you interested in earning extra money...working flexible hours...at a convenient location close to home?

If so, First Interstate Bank has an excellent opportunity for you. We are seeking enthusiastic, organized individuals committed to customer service for part-time and on-call Teller openings. The Bank offers competitive compensation, a team-oriented environment and on-the-job training.

First Interstate Bank has branches that serve the following local communities:

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- Raleigh Hills
- Southeast Portland
- Oak Grove/Oregon City
- Vancouver
- Beaverton/Aloha
- Tigard/Newberg/King City
- Lake Oswego/Lake Grove/ West Linn
- North/Northeast
- Clackamas
- East County

If you are interested in working as a Teller at a branch near your home, please contact the Teller Line at (503) 340-8887 to sign up for the next available Teller test and refer to Job #888OBS. If you have already taken the test and would like to learn more about openings in your area, please call (503) 225-3279 or (503) 225-3139.

You may also apply in person at any First Interstate branch or the Human Resources Department, 1300 S.W. Fifth Avenue, 13th Floor, Portland.

An Equal Opportunity Employer. We promote a drug-free workplace.

First Interstate Bank

Where people come first.