

CLASSIFIEDS

Administrative Aide II

City of Eugene-Administrative Services
\$1,693-\$2,080/mo

Performs routine administrative clerical work in the Office of the City Recorder, assisting customers both in person and on the telephone. Maintains various records, researches and provides information and processes other matters related to this office. Frequently uses various programs on both mainframe and personal computer systems. Requires one year of general office experience, preferably of a progressively responsible nature, including high-level customer service experience and high school equivalency. Closing date: July 19, 1996. Obtain application and supplemental questionnaire from City of Eugene, Human Resource and Risk Services, 777 Pearl Street, Eugene OR 97401, (541) 687-5061. AA/EOE

Senior Residential Advisor

Senior Residential Advisor needed for coordination of co-educational training dormitory residential living setting. Oversee and control dormitory conditions and coordinates activities including recreation and entertainment. Requires high school diploma or equivalent and four years related experience in counseling, social work, rehabilitation or vocational guidance. Associate's or bachelor's degree in human services preferred. Prefer six months experience as a residential advisor. Submit letter of interest and resume no later than July 12, 1996.

Springdale Job Corps Center
Human Resources

31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

Security Officer

Individual needed to perform full-time patrol duties and provide back-up transportation services for a medium-sized vocational training school. High school diploma or equivalent and one year experience preferably with an organized police security department of fire fighting organization and possess a valid CDL drivers license preferred. Submit resume and letter of interest or come in to fill out application:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060
Responses Must Be Received No Later Than Friday, JULY 12, 1996

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

Social Services

Part-Time (Temporary) Program Aid needed in innovative treatment program serving clients 8-13 years old. Responsible for assisting program staff in implementing activities that promote client skill development; for assisting in daily program preparation & cleanup activities; & for providing client transportation to and from facility. Position requires personal transportation allowing for transport of clients; a valid driver's license; personal auto liability insurance; and a driving record meeting corporate driving eligibility. Starting salary is \$6.50 per hour. Complete required application at Janus Youth Programs, 738 NE Davis, Portland. Position until filled. We value diversity.

Secretary/ Receptionist

Part-time position performs a variety of secretarial duties including heavy amounts of telephone calls. Requires high school diploma or equivalent and one year related secretarial experience, must be computer literate, able to type 60 words per minute and prefer dictation at 80 words per minute. This position is located in Portland. Submit resume and cover letter to:

Human Resources
31224 E. Historic Columbia River Hwy.
Troutdale, OR 97060
Responses Must Be Received No Later Than Friday, July 12, 1996

As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

Forestry-Planning Analyst

Portland timber management firm seeks highly motivated individual for an immediate opening as a forest planning analyst. Position requires a background in forestry/forest economics and strong computer skills. An advanced degree in forestry/forest economics is preferred and knowledge of DOS/Windows is required. Responsibilities include harvest scheduling, long term planning, and the evaluation of silvicultural opportunities. The position is located in downtown Portland.

Competitive salary/benefits package. We are an equal opportunity employer, and offer competitive salary/benefits. If you are qualified and interested in working with a great group of people, and for a company that believes in employee development and training, send resume and cover letter to Vicki Reber, One SW Columbia, Suite 1720, Portland, OR 97258.

Office Manager Oregon State Board Of Nursing

The Board of Nursing is recruiting to fill an immediate opening for the position of Office Manager. The person in this position will be responsible for management/supervision of clerical staff, overseeing day to day office operations, and payroll and personnel transactions for an office of 30 employees. Qualifications include a minimum of one year experience as a supervisor of clerical staff, strong communication skills, experience in human resource management and customer service. Salary \$1869 - \$2511/ month plus benefits. Completed application materials must be received by July 12, 1996. To receive application information, contact the Board of Nursing office at (503) 731-4745, 800 NE Oregon Street, Ste 465, Portland, OR 97232.

Cascade Aids Project seeks HIV Advocacy Specialist.

Position provides information, referrals, and problem-solving assistance to people affected by HIV in Oregon. Strong written/oral communication, organizational, and interpersonal skills desired. Spanish/English bicultural and bilingual preferred. Call (503) 223-5907 for information packet. Applications due by Friday, July 19 at 5:00pm. CAP is an equal opportunity employer. People of Color and people living with HIV are encouraged to apply.

Clerks/Sorters

Postal Positions. Permanent fulltime for clerk/sorters. Full Benefits. For exam, application and salary info call: (708) 906-2350 Ext. 4552 8am to 8pm.

Utility Worker 1. City of Milwaukie, Oregon. Salary Range: \$1911 to \$2438/mo, D.O.Q. We are seeking qualified person(s) for our Storm/Sewer division. Candidates with related storm water experience and a current Commercial Drivers License, Class B or A, will be given preference. Positions in this class perform a variety of semi and skilled manual tasks in the Public Works Department, in relation to equipment operation, installation, repair and maintenance. Requires diploma or GED, and ability to obtain appropriate certifications such as wastewater collections. Must have a minimum of two years prior work experience directly involving technical skills and general construction, maintenance, or repair work; be skilled in medium to heavy equipment operation; be safety oriented and a team player. **Prior to hiring, applicants will be required to satisfactorily complete a drug test.** Applications available Monday, July 1, 1996 at Milwaukie City Hall, 10722 SE Main Street, Milwaukie, OR 97222. Contact Cynthia, (503) 786-7507. Completed packets must be received by 4 PM, Tuesday, July 16, 1996, in Human Resources at the above address. Fax # (503) 652-4433, TDD #786-7555. All qualified applicants are encouraged to apply. EOE.

Women To Talk With You Live!

Unforgettable conversations!!
Call This Exclusive 24 Hr. Hotline!!! 1-900-446-1414
Ext 5490 3.99/Min.
Serv-u (619) 645-8434

Request For Statements Of Qualifications (RFQ) (Solicitation No. 96-36)

The Portland Development Commission will receive Statements of Qualifications for:

Replacement of Memorial Coliseum Fascia

until 3:00 p.m., Pacific Standard Time (PST) on July 17, 1996 at its offices located at 1120 S. W. Fifth Avenue, Suite 1100, Portland, Oregon 97204-1968. Work will be performed in accordance with the Contract Documents referenced in the RFQ. Documents may be obtained from the Portland Development Commission. All submitters must be prequalified with the City of Portland at time of submittal, or in the alternate submit proof of filing for prequalification, in the following City of Portland categories: Building Construction. Prevailing wage rates as set forth in state BOLI requirements must be paid on the Project. The submitter must be licensed under ORS 468.883. No statements of qualifications considered by the Commission unless the submitter is registered with the Construction Contractors Board. In addition the submitters must comply with all other requirements as noted in the RFQ. The Portland Development Commission is committed to acting affirmatively to encourage and facilitate the participation of Emerging Small Businesses (ESB), Minority Business Enterprises (MBE), and Women Business Enterprises (WBE) in Commission projects and operations.

Inquiries and statements of qualifications should be directed to Christian Steinbrecher 823-3238.

Portland Development Commission
By Christian Steinbrecher
Manager, Construction Management and Engineering

Sub Bids Requested

Expo Center Expansion Portland, Oregon Bid Pkg CCD No. 3 - Architectural Bids Due: July 23, 1996 at 2:00pm



HOFFMAN CONSTRUCTION COMPANY OF OREGON

Bid Phone: (503) 221-8811 - Bid Fax: (503) 221-8934
1300 SW Sixth Avenue - Portland, OR CCB #28417

We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.

Advertisement For Bid

Sealed bids the Book Storage Shelving project will be received by the Oregon State Board of Higher Education until 2:00 PM, local time, July 23, 1996. Bids will be opened and publicly read aloud at that time. All bidders must be registered with the Construction Contractor's Board.

Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-7694.

PROJECT:

NORTHGATE PARK IMPROVEMENTS
N. Geneva Avenue and N. Fessenden Street
Portland, Oregon
BID DATE: 7/11/96 at 2:00 p.m.

Draft Person

Affordable Housing.
Send Resume to PCD,
426 N.E. Tillamook, 97212.

Advertise In
The Portland Observer
Call 503-288-0033

Sub-Bids and Material Quotes Requested

Insley Basin CSO Sump Project, Unit 3
Phase I - Storm Sewer System

Bid No. #223

Bids to us by 10am July 16th 1996
(Bid Date: July 16, 1996)

MOORE EXCAVATION, INC.

P.O. Box 30569 Portland, OR 97294-3569
Phone: (503) 252-1180 Fax (503) 252-1730

We are an equal opportunity employer and request sub-bids from disadvantaged, women, and emerging small business enterprises. CCB#28397

Informational Advertisement

Department Of Transportation Call For Bids

Sealed bids will be received until 9 a.m. on July 25, 1996 for the projects listed below:

County

Deschutes 15th Street - 27th Street Section of Ferguson Road in Bend. 4% DBE goal. DBE subject to Commercially Useful Function (CUF) requirements. 1) AC Pavement and Oiling, 2) Earthwork and Drainage. **There Is A Prebid Meeting For All Holders Of Bidding Documents At The Deschutes County Public Works Department, 61150 se 27th St., Bend, Oregon, At 10:00 AM On July 11, 1996.**

Umatilla

Stage Gulch Bridge Section of Sherman Street in Stanfield. 4% DBE goal. DBE subject to Commercially Useful Function (CUF) requirements. Reinforced Concrete and Structural Steel Bridges and Grade Separation Structures. **This Project Contains Tero Requirements. A Mandatory Prebid Meeting Will Be Held On July 11, 1996, To Discuss The Tero Requirements. (See 00120.15 Of The Special Provisions.)**

Plans, specifications and bid documents may be obtained in Room 1, Transportation Building, Salem, Oregon 97310. Plans may be ordered by phone at (503) 986-3720, or by facsimile at (503) 986-3224. **There is a \$20.00 charge for plans and specifications per project.** Prime contractors must be prequalified ten days prior to the bid opening day. For additional information regarding pre-qualification, please contact Fran Neavoll, Program Section, at (503) 986-3877.

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.

Call For Bids

Multnomah County, Oregon

Bid No. B 968-56-1491 Due Date: July 16, 1996

NE Halsey Street And NE 223Rd Avenue

Pre-Bid Conference: Optional: July 8, 1996, Monday, @ 2:00 PM.

1620 SE 190th Ave., Portland OR.

PreQualification Required in class(es) of: Municipal Street Construction

Sealed bids will be received until, but not after, 2:00 P.M., by Multnomah County Purchasing, 2505 SE 11th Ave., Portland, OR 97202. Bids will be opened and read at 2:15 P.M. the same day.

Plans and Specifications are filed with Multnomah County Purchasing and copies may be obtained from the above address for a \$5.00 non-refundable fee. **Checks And Money Orders Only.** Plans and Specifications **Will Not Be Mailed within the Metropolitan, Tri-County area.**

Each bid must contain a statement whether bidder is a resident bidder, as defined in ORS 279.029

PreQualifications Of Bidder may be required pursuant to the Multnomah County Public Contract Review Board Administrative Rules (AR 40.030). See Specifications for project classes of work. PreQualification application, or proof of PreQualification by the Oregon Department of Transportation, must be received by, or postmarked to, Multnomah County Purchasing no later than 10 days prior to the bid due date. **PreQualification Applications Due: July 6, 1996.**

All bidders must comply with the requirements of the prevailing wage law in ORS 279.350. Details of compliance are available from Multnomah County Purchasing, 2505 SE 11th Ave., Portland, OR 97202, (503) 248-5111, by contacting Jan M. Thompson.

Contractors and subcontractors must be licensed for asbestos abatement work if the project involves working with asbestos as set forth in ORS 468A.720.

No bid will be considered unless accompanied by a surety bond, certified check, or a cashiers check payable to Multnomah County for the amount equal to ten percent (10%) of the aggregate proposal. The successful bidder shall furnish a bond satisfactory to the board in the full amount of the contract.

Multnomah County reserves the right to reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids if Multnomah County finds it is in the public interest to do so.

Franna Hathaway, CPPB, Manager
Purchasing Section