

# CLASSIFIEDS

## Seasonal Dispatcher/Order Entry Clerk

Salary Range: \$7.65 to \$9.20/hr.

Working Hours: Eight-hour variable shift with some overtime required; September through Spring.

Benefits Include: Medical, dental, vision, prescriptions, Employee Assistance Program.

### Essential Duties And Responsibilities:

- Efficiently dispatch Service Technicians.
- Enter data on service and parts activity into the company's computer system.
- Maintain excellent external and internal customer service.
- Evaluate the urgency of customers' needs and make a dispatching decision mutually beneficial to the customers and to the company.
- Coordinate the overall usage of Service Technicians, vehicles and, in some instances, service parts to satisfy customers.
- Print service orders, as needed.
- Prepare service orders, including making sure needed parts for the order are available.
- Work with the other Service Dispatchers and Parts Runners to assure and efficient operation.
- Do on-line accounts receivable service invoicing using the company's Customer Assurance Pricing (CAP) program.

### Physical And Mental Demands

Include, but are not limited to:

- Sit in a chair up to eight hours a day.
- Data entry several hours a day.
- Verbal communication eight hours a day.
- Must be able to work in a busy, potentially stressful environment, much of the time independently.
- Good attendance, particularly in the worst of weather conditions, is crucial.

### Qualifications Required:

- Knowledge and a minimum of one year's experience in customer service.
- Excellent telephone/verbal communication skills.
- Skill at working well as part of a team and with a variety of people.
- Good basic keyboarding skills.
- Must be responsible, dependable and flexible.
- Geographic familiarity with the Portland-metropolitan area.
- Must be detail-oriented.

### If interested and qualified:

Internal applicants: Please submit your name to Denies Wetherbee, Human Resources/Payroll Administrator.

External applicants: Application materials are available at McCall Heating & Cooling, 1650 NE Lombard, Portland, Oregon, Monday through Friday from 8:15 a.m. to 4:45 p.m.

This position will remain open until a suitable candidate is found.

**McCall Heating & Cooling Co., Inc. is an Equal Opportunity Employer**

## Portland Development Commission Project Coordinator II

Finance Program Manager  
\$45,706 - \$68,559

The Economic Development Department of PDC is seeking a qualified professional to implement our community economic development financial assistance programs. Responsibilities include program management including compliance, program and product development, resource development, business and community relations, underwriting, marketing and supervision of staff.

- Familiarity with the financial needs and barriers effecting small business development
- Knowledge of local, state and federally funded small business programs
- Working knowledge of commercial banking and other private sector financing entities, and the role of the participating lender
- Clear understanding of underwriting commercial real estate transactions
- Experience underwriting working capital as a business development tool
- Experience and/or knowledge of how to use technical assistance as a business development tool
- Working knowledge of the use of public sector bonds
- Strong supervisory, organizational and team-building skills.
- Knowledge of problem-solving techniques, budgeting processes, progressive general management skills.
- Spreadsheet experience required. Quattro Pro for Windows an added plus.

Bachelor's degree in economics, business administration, finance, public administration or related area. Six to eight years experience in public or private business finance with increasing management/supervisory responsibilities.

Interested applicants should pick up a more detailed job description and application packet at PDC. Applications must be returned by 5:00, September 11, 1996. If outside Portland metro area, please call our job hot line (503) 823-3463 and request a packet.

Portland Development Commission

1120 SW 5th Avenue, #1100

Portland, Or. 97204-1931

The Portland Development Commission values diversity in its work force and is committed to Equal Employment Opportunity and Affirmative Action.

## Our Most Important Asset is People

Blue Cross and Blue Shield of Oregon/HMO Oregon is currently recruiting for the following positions:

For more information about current openings call our Job Information Line:

- Supervisor (#309)
- Dental Analyst (#271)

1-800-231-1617

We are strongly committed to equal opportunity in all phases of employment.



Blue Cross BlueShield  
of Oregon  
HMO Oregon

## Reporting/ Photography Interns

The Portland Observer seeks qualified individuals seeking photographic and field reporting experience through a 3-12 month internship. B.A. in English, Journalism, or Communications preferred for reporting positions but students and freelance writers are welcome to apply. Send or fax resume to: The Portland Observer, Attn: Human Resources, 4747 MLK Blvd., Portland, 97211. Fax (503) 288-0015. No phone calls, please. Sales positions are also available.

## Multnomah Education Service District

Job Information Hotline  
257-1510  
257-1599 TDD

An Equal Opportunity Employer  
And Drug Free Work  
Place

## Facility Administration

Seeking scheduling wizard with organizational skills to assist operations director. Ability to work with public, proficient in data mgmt, and word processing, supervisory or project mgmt exp helpful. Salary range: \$18-\$20K. Full time position with benefits. Send resume no later than Sept 5th, to: Attn: Operations Mgr, Portland Art Museum, 1219 SW Park Ave, Portland, OR 97205. Equal Opportunity Employer.

## PRODUCTION Lots Of Openings (On-the-job-training)

Growing vitamin co. has several mfg. openings. Day and night shifts avail. Mfg exp. & good math skills pref. Start \$6.10 - \$6.50 hr. Advancement opportunities, pay increase and benefits avail. after 90 days. Please apply between 1-5, M-F or send resume to 3580 NE Broadway, Portland OR. 97232. Equal Opportunity Employer.

## Materials Technician

Materials Tech needed for ambulance co. Valid driver license req. Duties include cleaning, shuttling & stocking vehicles & assisting w/facility maintenance. Send/fax cover letter & resume to: HR, One SE 2nd Ave, Pld, OR 97214. EOE. Committed to diversity. Pre-emp drug screen req. Fax (503) 736-3498.

## Maintenance Worker I City of Eugene, Maintenance Division

\$1,903 - \$2,307/mo.

Performs varied manual work and operates light and medium-sized construction equipment to maintain City streets, sewers, drainage systems and related structures. Requires one year of experience in public works maintenance, construction or repair. Class A CDL preferred. Obtain application packet from City Hall, Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene, OR 97401. (541) 687-5061. AA/EEO

## Sales Representatives

The Portland Observer seeks self-driven, professional individuals with strong communication skills to attract diverse advertisers. B.A. preferred. Sales reps will work on commission basis. Field reporting and photographic internships are also available. Send or fax resume to The Portland Observer, Attn: Human Resources, 4747 NE MLK Blvd., Portland, 97211. Fax (503) 288-0015. No phone calls, please.

**Postal Positions.** Permanent fulltime for clerk/sorters. Full Benefits. For exam, application and salary info call: (708) 906-2350 Ext. 3600 8am to 8pm.

## Washington County Occupancy Specialist

\$2205 - \$2670/mo

Apply by September 16, 1996  
Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required. Apply to:

Washington County Human Resources Division

155 N. First Avenue, Suite 210 Hillsboro, Oregon 97124

Women, minorities, and people with disabilities are encouraged to apply.

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

## Parts Runner

Salary Range: \$7.65 - \$9.00/hr.

Working Hours: Generally Monday-Friday, 7:30 a.m. - 4:30 p.m. with some overtime, on-call, evening and weekend work as necessary.

Benefits Include: Medical, dental, vision, prescriptions, life/AD&D, short term disability, long term disability, 401 (k), Employee Assistance Program.

### Essential Duties And Responsibilities:

- Order parts and equipment from a variety of vendors in a manner that gains the company the best price advantage.
- Pick up parts from vendors and deliver the parts, in a timely manner, to Service Technicians and Installers at job sites.
- Maintain a good working stock of supplies in the parts room without developing excess inventory.
- Assist Service Technicians and Installers as necessary at job sites and at the shop.
- Keep the Inventory Specialist informed of the need for special parts, equipment and supplies.
- Complete all required paper work on a daily basis.
- Input data into the computer system regarding inventory on the service vans and in the parts room.
- Serve as backup to Service Dispatch/Order Entry Clerks.
- Perform other miscellaneous tasks and assignments as necessary.

### Physical And Mental Demands

Include, but are not limited to:

- Lifting, pushing and pulling weight up to 35 pounds on a daily basis.
- Moving equipment weighing several hundred pounds, with mechanical and human assistance, on an occasional basis.
- Working with heating oil and other substances commonly found in the HVAC professions.
- Climbing stairs and ladders on a regular basis.
- Working both in- and outdoors, in temperature extremes, on a daily basis. Wide extremes may be experienced in a short time period.

### Qualifications Required

- Willingness to attend a minimum of 30 hours of trade-related continuing education per year, to be reimbursed according to grade.
- Geographic familiarity with the Portland/Vancouver-metro area.
- Basic computer and keyboarding skills.
- Good customer service skills and ability to work with people both inside and outside the company.
- Current, valid driver's license and acceptable driving record.
- Ability to work both independently and as part of a team.
- Ability to read and write English and perform basic mathematical calculations.

If interested and qualified:

Internal applicants: Please submit your name to Denise Wetherbee, Human Resources/Payroll Administrator.

External applicants: Application materials are available at McCall Heating & Cooling, 1650 NE Lombard, Portland, Oregon, Monday - Friday, 8 a.m. - 5 p.m. h)0\*0\*0\* position will remain open until filled.

**McCall Heating & Cooling Is An Equal Opportunity Employer**

## Associate Director Of Development

Must have previous fundraising skills, experience with all aspects of a development department including grant writing, planned giving programs, capital and endowment campaigns, membership development, annual giving, familiar with public and private funding sources both in Oregon and nationally. Must work well with trustees and volunteers, have excellent communication skills -- both written and verbal, have a high energy personality and good team player. Salary is commensurate with experience. Apply in person at the Portland Art Museum's North Wing, third floor, 1119 SW Park Avenue. Equal Opportunity Employer.

**Brand New Sofa/ Only  
Had For 5 Months Cream  
w/Pillows ONLY \$150.00  
Please Call 239-9680**

## Landscape Designer City of Eugene \$2,466-\$3,104/mo

Provides a variety of functions that relate to the planning, development, and management of parks, recreation facilities, and open space. Requires equivalent to three years' experience in the field of Landscape Architecture or Park Planning and two years of related college-level course work. **Closing Date:** Sept. 20, 1996. Obtain application packet from Human Resource and Risk Services, 777 Pearl Street, Room 101, Eugene OR 97401. (541) 687-5061. AA/EEO

## Cement Finishers Wanted, Union Shop

Apply now for Union Wages & Benefits, we will help you get signed up. Some travel required. EEO, Pre-Employment drug screen required. Reply to the Portland Observer P.O. Box 3137.

## Service Technicians

Salary Range: \$9.00/hr. to \$20.00/hr. based on skills, training and experience.

Working Hours: Vary.

Rotating on-call, evening, and weekend work as necessary.

Essential Duties And Responsibilities:

- Responsible for analyzing, diagnosing and taking prompt action to perform service requests, in the HVAC field, in a courteous and professional manner.
- Repair and trouble shoot heating and air conditioning equipment, both commercial and residential.
- Analyze, diagnose and quickly resolve problems in a courteous, professional manner the first time to avoid call-backs.
- Install all component parts.
- Drive company vehicle to and from job site (automatic shift).
- Complete all required paper work on a daily basis, such as service invoices, daily time sheets and equipment sales contracts.
- Spot potential problems and prevent breakdowns or call-backs later.

### Physical And Mental Demands

Include, but are not limited to:

- Lifting, pushing and pulling weight up to 35 pounds on a daily basis.
- Moving equipment weighing several hundred pounds, with mechanical and human assistance, on an occasional basis.
- Working with heating oil and other substances commonly encountered in the HVAC profession.
- Climbing stairs and ladders on a daily basis.
- Working both indoors and outdoors, in quickly changing temperature extremes, on a daily basis.

### Qualifications Preferred:

- Has attended a minimum of 80 hours of formal instruction in the HVAC field.
- Is willing to attend a minimum of 30 hours of trade-related continuing education per year, to be reimbursed according to grade.
- Ability to meet the public, and to work cooperatively with co-workers and managers at all levels throughout the organization.
- Licensed and able to drive with a good driving record.
- Skill in training others in personal areas of expertise.
- Ability to read, write, and perform basic mathematical calculations.
- Ability to distinguish between different colored wires in order to trace.

If interested and qualified, application materials are available at McCall Heating & Cooling, 1650 NE Lombard, Portland, Oregon, Monday through Friday from 8:15 a.m. to 4:45 p.m. this position will remain open indefinitely.

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