



UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage, Commissioner
Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

1106 K Avenue

La Grande, OR 97850

PHONE (541)963-1001 FAX (541)963-1079

NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Airport Maintenance & Parks Maintenance Worker

DEPARTMENT: Union County Airport & County Parks

FTE: 40 Hours per week

OPENING DATE: June 15, 2022

CLOSING DATE: June 23, 2022
4:00 p.m.

SALARY: Range 12 – Public Works Schedule
\$3383 - \$4258/per month with benefits

DUTIES:

Responsible for general Maintenance of FBO, Fuel Farm, and Airport Landscape; Responsible for quality control of all aviation related products; Coordinates the fuel inventory to ensure adequate supply of fuel is available for sale, ensure proper fuel handling at fueling points of aircraft, at storage tanks, and at the USFS tanker base; Maintains accurate records; Provides excellent service to general aviation, USFS tanker base, USFS Rappel base and the general public. Fuels aircraft, greets customers, answers phones, responds to questions, and checks fuel inventory. Responsible for general maintenance of Union County Parks.

REQUIREMENTS:

Ability to greet the general public in a courteous and friendly manner; Be capable of establishing and maintaining effective working relationships with fellow employees and users of the airport and parks; Good understanding of how to plan and organize the work of others; Ability to fuel aircraft in a safe manner; Ability to keep and maintain accurate records; Flexibility to work long hours during fire season, including weekends; Computer skills using Microsoft Word, Excel and other related aviation programs; Ability to operate fuel trucks, lawn equipment, and small tractors; Possession of a valid Oregon Driver's License.

SEE JOB DESCRIPTION FOR ADDITIONAL RESPONSIBILITIES & REQUIREMENTS.

TO APPLY: Submit a Union County Employment Application to: Union County Public Works Department, 10513 McAlister Road, La Grande, OR 97850.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER