



## Travel Information Council/Oregon Travel Experience **REST AREA TECHNICIAN** Pay Rate: \$16.51 per hour

### **About the Job:**

OTE Rest Area Technicians are temporary/on-call employees of the agency who are not scheduled to work regular hours, but are available to perform fill-in work as needed; rest areas are staffed every day of the year, and temporary employees are frequently scheduled to work weekends and holidays. While technicians are hired for a specific rest area location, OTE management may request that they work at other rest areas depending on business needs and the technician's availability.

### **HOW TO APPLY & ADDITIONAL INFORMATION:**

In an attachment by email to [hr@oregonte.com](mailto:hr@oregonte.com), submit the application form and at least one paragraph that describes how you best meet the skills and attributes needed for this job. You may also attach a resume, but it cannot substitute for a completed, signed application. *Only those applicants who best match the Requested Qualifications will be invited to interview.*

**Veterans' Preference:** Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, attach appropriate documentation as outlined by the Department of Administrative Services at: <http://www.oregon.gov/jobs/Pages/Vet-resources.aspx> or call the Oregon Department of Veterans Affairs at 1-800-692-9666.

**Criminal Records Check:** Employment is contingent on the outcome of a criminal records check which may require fingerprints (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

**Questions?** If you have questions about the recruitment and selection process, please email [hr@oregonte.com](mailto:hr@oregonte.com).

### **About the Job:**

Each rest area is unique, so technicians may be expected to perform some, all or additional duties from the list below according to the specific needs of the assigned rest area location:

#### **Rest Area Maintenance & Coordination:**

- Act on the direction given by the Rest Area Supervisor and perform work as assigned.
- Coordinate the maintenance activities of contractors working on facilities and grounds. Report on contractor's work to Rest Area Supervisor.
- Monitor building security and safety through tasks including inspecting doors, windows and locks to ensure they are properly and securely fastened. Check electrical use to ensure that hazards are not created.
- Monitor water, wastewater and other systems; test and maintain as directed.
- Perform minor maintenance and repairs to facilities, equipment, and fixtures as assigned.

- Observe appearances and conditions of premises and equipment; report needed repairs, safety hazards, or conditions requiring outside vendor services to the Rest Area Supervisor.
- Inspect property and facilities to identify potential hazards; take appropriate measures to eliminate or mitigate hazards and assure that OTE maintenance standards are met on all facilities and grounds.
- Respond to Rest Area emergencies and report those emergencies to the Rest Area Supervisor.
- Maintain daily logs and working files as directed.

### **Janitorial Duties:**

- Keep restrooms clean and stocked. Cleaning may include sweeping, washing, disinfecting and mopping floors, walls, ceilings and fixtures with approved products. Areas of cleaning include inside and outside walls, toilets, urinals, fixtures, ceilings, floors, mirrors, hand dryers, windowsills, partitions, garbage cans, sidewalks and parking areas.
- Collect and dispose of garbage, litter, tree limbs and other debris.
- Clean tables, benches, walkways, parking areas, signs, drinking fountains and other fixtures.
- Perform minor maintenance including unplugging toilets, replacing light bulbs, removing graffiti and painting.
- Remove snow from sidewalks, walkways and parking areas using snow blowers, snow shovels and applying snow-melting materials.

### **Other Responsibilities:**

- Contact with the traveling public that projects a positive image of OTE and the State of Oregon.
- Promote compliance with Rest Area rules and regulations. Discourage unapproved activities, and request law enforcement assistance as needed.
- Work with coffee program permit holders and other volunteers.
- Receive direct supervision and training from the Rest Area Supervisor who provides guidance.
- Report to the Rest Area Supervisor any incidents or changes in normal activities and operations.
- Perform additional duties as assigned.
- Comply with, and adhere to, applicable federal, state, local, and agency rules, laws, standards, and policies.

### **Working Conditions**

- Interacts frequently with the public. Often works alone.
- Works various shifts including weekends, holidays, evenings and occasional long hours on short notice.
- May be exposed to environmental and chemical hazards, allergens, and odors.
- Cleans up and disposes of human-generated and animal waste.
- May be exposed to hostile and offensive language and actions from the public.
- Works in, on and around buildings, facilities and grounds, inside and outside in all weather conditions; uses vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position, including emergency response situations; traverses up and down inclines

and stairs, over rough, uneven and slippery terrain or paved surfaces; maneuvers objects weighing up to 50 pounds; uses ladders, reaches above shoulder level, and works on hands and knees; bends, stoops, crouches, kneels, climbs, twists, pushes and pulls in regular performance of duties.

### **Minimum Required Qualifications:**

- At least six months' experience in facility maintenance, construction trades, landscaping, or similar work, AND six months' experience in customer service that included providing information and assistance to the public.
- Certification in First Aid/CPR from an agency-approved certification authority. If you do not currently have one, you must obtain certification within one month of hiring.
- A valid driver license in your state of residence with an acceptable driving record to drive for agency business purposes.
- You must maintain a personal cell phone on which you can be reached during working hours and a personal email address.

### **Requested Qualifications:**

**Preference may be given to those applicants who possess the following:**

- Skill in performing basic plumbing, carpentry, painting, janitorial and grounds keeping.
  - Working knowledge of carpentry, plumbing, electrical, masonry, asphaltting, painting and other construction knowledge or skills.
  - Skill in communicating effectively with the public, law enforcement and agency officials.
  - Skill in reading, understanding, and applying specifications found in manuals, guidelines, and plans.
  - Excellent time management skills including the ability to prioritize and meet deadlines.
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