



CITY OF  
**PORTLAND, OREGON**

HUMAN RESOURCES BUREAU

Margaret D. Strachan, Commissioner  
Training and Employment Division  
522 S.W. Fifth Avenue, 8th Floor  
Portland, Oregon 97204  
(503) 248-4474

FIRST SOURCE AGREEMENT

This First Source Agreement for recruitment, referral and placement is between the CITY OF PORTLAND, hereinafter referred to as the "CITY", and PORTLAND MAILING SERVICE, 905 NW 12th, Portland, Oregon 97209, hereinafter referred to as "EMPLOYER". Under this First Source Agreement, EMPLOYER will use the CITY as its first source for recruitment, referral and placement of covered employees.

I. GENERAL TERMS

- A. The CITY wishes to assure continuing employment opportunities for economically disadvantaged CITY residents with employers located within the Portland Metropolitan area.
- B. The EMPLOYER wishes to use the CITY as a first source for recruitment, referral and placement of employees.
- C. The CITY, through the City Loan Corporation, has negotiated a low-interest loan of \$100,000 to EMPLOYER in consideration for the EMPLOYER's entry into this Agreement.
- D. The CITY will provide employment recruitment, referral and placement services to the EMPLOYER subject to the limitations set out in this Agreement.
- E. The CITY's participation in this Agreement will be carried out by the Training and Employment Division (TED) of the CITY's Human Resources Bureau, Yeon Building, 522 S.W. Fifth Avenue, 8th floor, Portland, Oregon 97204, or such other CITY bureau or division designated by the CITY.
- F. This Agreement shall take effect when signed by the parties below and shall be in full force and effect for the period of five (5) years.
- G. This Agreement shall not be construed as a loan agreement and shall not obligate the City Loan Corporation in any way. If, for any reason, the loan referred to in Section I.C. above should be withdrawn or cancelled by the CITY, this Agreement will be null and void.

II. RECRUITMENT

- A. The CITY and EMPLOYER agree that for purposes of this Agreement, "covered positions" include all EMPLOYER's job openings in the Portland metropolitan area created as a result of internal promotions, terminations and expansion of EMPLOYER's workforce, within the below-listed job classifications:

- Machine Operators
- Clerical
- Data Entry
- Table Workers
- Fulfillment Workers
- Truck Drivers

- B. At least eighteen (18) CITY working days prior to the anticipated hiring dates, the EMPLOYER will notify TED of its needs for new employees in covered positions.
- C. For covered positions, notification to TED shall include, but need not be limited to, the number of employees needed by job title, hiring dates, rates of pay, hours of work, anticipated duration of employment and work to be performed. In order for TED to determine whether persons meet the EMPLOYER's personnel needs, job descriptions, including minimum qualifications stated in quantifiable and objective terms, are made a part of this Agreement and are included as Attachment "A".
- D. Positions which are not managerial, highly technical, or professional created in the future by the EMPLOYER, shall also be regarded as positions covered by this Agreement. Positions of a supervisory nature or which require two or more years of formal training are not considered covered positions.
- E. The EMPLOYER will also notify TED of all position vacancies which are not "covered positions" as defined in Sections IIA, B, and C, above. Notification shall include qualifications, the rates of pay and the anticipated hiring dates. The EMPLOYER will also notify TED of the date by which TED must refer qualified applicants to the EMPLOYER for management, technical and professional vacancies; however, the EMPLOYER will not be bound to hire from these referrals.
- F. Job openings to be filled by internal promotion from the EMPLOYER's local work force need not be referred to TED for placement and referral.

### III. REFERRAL

- A. TED will refer CETA eligible job applicants to the EMPLOYER in response to the notification of need for new employees described in Section II, above.
- B. TED will screen applicants according to the qualifications agreed upon with the EMPLOYER.

### IV. PLACEMENT

- A. TED will notify the EMPLOYER no later than five (5) working days prior to the anticipated hiring date of the number of applicants TED will refer. TED will make every reasonable effort to refer at least one qualified person for each job opening.
- B. In the event TED cannot refer the total number of qualified personnel requested, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. In this event, the EMPLOYER will make a good faith effort to hire City of Portland residents.
- C. The EMPLOYER will make all decisions on hiring new employees but will select its employees for covered positions from among the qualified persons referred by TED.
- D. TED will track job retention of employees placed under this Agreement for 90 days following placement. EMPLOYER agrees to cooperate in TED's follow-up efforts.
- E. TED is required to monitor EMPLOYER's performance under this Agreement. EMPLOYER will cooperate in TED's monitoring efforts and will submit Quarterly Hiring Summaries in accordance with Attachment "B".
- F. After the EMPLOYER has selected its employees, TED will not be responsible for the employees' actions and the EMPLOYER hereby releases the CITY from any liability for their actions.

### V. TRAINING

- A. The EMPLOYER will not discontinue providing routine on-the-job training due to this Agreement.
- B. TED and the EMPLOYER may agree to develop additional on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and the CITY and covered in a separate Training Agreement.

VI. CONTROLLING REGULATIONS AND LAWS

- A. If this Agreement conflicts with any labor laws or other governmental regulations, the laws or regulations shall prevail.
- B. If this Agreement conflicts with a collective bargaining agreement to which the EMPLOYER is a party, the bargaining agreement shall prevail.
- C. The EMPLOYER will provide TED with written documentation that the EMPLOYER has provided the representative of any involved collective bargaining unit with a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will provide them to TED.
- D. The EMPLOYER will not discriminate against any applicant for employment because of race, religion, age, handicap, color, sex, national origin, citizenship, or political affiliation.

VII. ASSIGNMENT MODIFICATIONS, RENEWAL AND SANCTIONS

- A. If, during the term of this Agreement the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment or otherwise, the EMPLOYER as a condition of transfer shall require the party taking possession to agree, in writing, to the terms of this Agreement. A new First Source Agreement will be executed with the new party prior to the effective date of the transaction.
- B. The EMPLOYER and TED, or such other agent as the CITY may designate, may mutually agree to modify this Agreement in order to improve the working relationship described herein.
- C. The CITY may terminate this agreement at any time by written notification if its federal, state or local grants are suspended or terminated before or during the contract period.
- D. Either the EMPLOYER or the CITY may elect to employ binding arbitration to settle any material dispute under this Agreement which informal good faith negotiating efforts have failed to resolve. If either party elects to employ arbitration, the electing party shall deliver written notice to the other party appointing one arbitrator, specifying the issue(s) to be resolved and detailing the desired remedy. The responding party shall return a written response to the electing party within fifteen (15) days. The response shall appoint a second arbitrator and shall outline the responding party's position on the issue(s). If the responding party either fails to respond and/or appoint a second arbitrator

within the required timelines, the electing party shall be awarded a judgment by default. The two arbitrators so appointed shall select a third arbitrator within fifteen (15) days after the appointment of the second arbitrator. If the two arbitrators first appointed are unable to agree upon the third arbitrator within the time limit, then the third arbitrator shall be appointed by the presiding judge of the Multnomah County Circuit Court. After all arbitrators have been appointed, they shall make a written report within thirty (30) days to the parties on the issue(s). The determination of a majority of the arbitrators shall be final and binding upon the EMPLOYER and the CITY and may include:

1. Monetary damages directly related to any breach of this Agreement and to the issue(s) raised;
2. Specific performance of the Agreement provisions and steps reasonably necessary to implement and monitor specific performance, which might include retention of a professional job analyst designated by the arbitrators;
3. Declaration of default on and calling in of any CITY loan provided in consideration for EMPLOYER's entry into this Agreement;
4. Allocation of costs associated with the arbitration determination and steps necessary to implement and monitor that determination.

The arbitration determination shall be fully enforceable in a court of law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Approved:

*Ernie E. Hepburn*  
 Executive Director  
 Human Resources Bureau

PORTLAND MAILING SERVICE

By *David W. ...*  
 Title *President*

*Joseph P. ...*  
 Director  
 Training and Employment Division

CITY OF PORTLAND

Approved as to Form:

*Serge ...*  
 Commissioner of Public Utilities  
 City Auditor

\_\_\_\_\_  
City Attorney

Date rec'd TED 153012  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Portland Mailing Service 2. Date 10/23/81
3. Job Title Labeler/Sorter/Folder (Machine Operators) 4. Number of Openings \_\_\_\_\_
5. Job Location 905 NW 12th
6. Contact Person David Torres phone 221-0707
7. Supervisor \_\_\_\_\_ 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 Evaluation after 30 days
9. Starting salary \$ 3.35 per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: Subject to eligibility criteria stated in employee procedures manual, employees may be eligible for medical, dental & life ins., paid holidays & sick leave, profit sharing
11. Days to be worked Monday-Friday 12. Hours 8-5:30
13. Will union membership be required? Yes \_\_\_\_\_ No x  
 If yes, which union and local # \_\_\_\_\_
14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
15. Specific Duties label, sort, stuff, fold and collate pieces of mail by hand or machine. Prepare for delivery to Post Office.
16. NECESSARY QUALIFICATIONS:
 

<b>Skill</b>	<b>Level of experience or training required to enter program (include licenses and/or certificates necessary)</b>
<u>Manual/finger dexterity</u>	
<u>8th grade reading and math skills</u>	
<u>Number/Assembly association</u>	
<u>Mechanical aptitude</u>	
<u>Legible handwriting.</u>	
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No \_\_\_\_\_
18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No y  
 If yes, please attach an itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (ie, without city funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes X No \_\_\_\_\_  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions 23. Physical Demands

- a. Working Environment
- Inside \_\_\_\_\_ %  
Outside \_\_\_\_\_ %
- |   | YES   | NO    |
|---|-------|-------|
| b. Extreme Cold with or without temperature changes | _____ | _____ |
| c. Extreme heat with or without temperature changes | _____ | _____ |
| d. Wet and/or Humid                                 | _____ | _____ |
| e. Vibration  | _____ | _____ |
| f. Hazards  |       |       |
| Mechanical  | _____ | _____ |
| Electrical  | _____ | _____ |
| Burns   | _____ | _____ |
| Explosives  | _____ | _____ |
| Radioactivity                                       | _____ | _____ |
| Other   | _____ | _____ |
| g. Atmospheric Conditions                           |       |       |
| Fumes   | _____ | _____ |
| Dusts   | _____ | _____ |
| Mists   | _____ | _____ |
| Gases   | _____ | _____ |
| Poor Ventilation                                    | _____ | _____ |
| Other   | _____ | _____ |
| h. Noise  |       |       |
| Estimated maximum no. of Decibels                   | _____ | _____ |

- a. Strength - % time job will require
- |          |    |   |
|----------|----|---|
| Standing | 90 | % |
| Walking  | 10 | % |
| Sitting  | 0  | % |
- Weight (no. lbs)
- |          |    |  |
|----------|----|--|
| Lifting  | 70 |  |
| Carrying | 40 |  |
| Pushing  | 0  |  |
| Pulling  | 0  |  |
- |                       | YES      | NO       |
|-----------------------|----------|----------|
| b. Climbing           | _____    | <u>X</u> |
| Balancing             | _____    | <u>X</u> |
| Stooping              | _____    | <u>X</u> |
| Kneeling              | <u>X</u> | _____    |
| Crouching             | _____    | <u>X</u> |
| Crawling              | _____    | <u>X</u> |
| Reaching              | <u>X</u> | _____    |
| Handling              | <u>X</u> | _____    |
| Fingering             | <u>X</u> | _____    |
| Feeling               | <u>X</u> | _____    |
| Talking               | <u>X</u> | _____    |
| Hearing               |          |          |
| Ordinary Conversation | <u>X</u> | _____    |
| Other Sounds          | <u>X</u> | _____    |
| Seeing                |          |          |
| Acuity, Near          | <u>X</u> | _____    |
| Acuity, Far           | <u>X</u> | _____    |
| Depth Perception      | <u>X</u> | _____    |
| Color Vision          | _____    | <u>X</u> |
| Field of Vision       | _____    | <u>X</u> |

24. a. Could a person with limited English speaking skills perform this job?  
 Yes X No \_\_\_\_\_

b. Could a person with limited English reading/writing skills perform this job?  
 Yes X No \_\_\_\_\_

25. Is public transportation easily accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (if yes, please clarify) Occasional overtime. May work into swing shift.

Date rec'd TED \_\_\_\_\_  
CM contact \_\_\_\_\_  
OJT \_\_\_\_\_ customized training \_\_\_\_\_  
First Source (Unsubsidized) \_\_\_\_\_  
DOT Code: \_\_\_\_\_  
SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
City of Portland Training & Employment Division

- 1. Employer Portland Mailing Service
- 2. Date 10/23/81
- 3. Job Title Truck Driver
- 4. Number of Openings \_\_\_\_\_
- 5. Job Location 905 NW 12th
- 6. Contact Person David Torres phone 221-0707
- 7. Supervisor \_\_\_\_\_
- 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
Evaluation after 30 days.
- 9. Starting salary \$ 3.35 per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
Subject to eligibility criteria stated in employee procedures manual,
- 10. Benefits employees may be eligible for paid medical, dental & life insurance; paid holidays & sick leave; profit sharing.
- 11. Days to be worked Monday-Friday
- 12. Hours 8 - 5:30
- 13. Will union membership be required? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which union and local # \_\_\_\_\_
- 14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
- 15. Specific Duties Mail pick-up and delivery, Miscellaneous responsibilities in the mail room with large job orders.

16. NECESSARY QUALIFICATIONS:

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
Good Driving Record	Chauffeur's License required
Ability to drive 4 speed	(Dept. of Motor Vehicles will be contacted)
8th grade reading level	
Legible handwriting.	

- 17. Is a valid Oregon Drivers' License required? Yes X No \_\_\_\_\_
- 18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
If yes, please attach an itemized list (with prices) of tools required for each position.
- 19. Education level needed to perform this job (if any) N/A



20. Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes X No \_\_\_\_\_  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

a. Working Environment

Inside 60 %  
Outside 40 %

YES NO

b. Extreme Cold with or without temperature changes \_\_\_\_\_ X

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration X \_\_\_\_\_

f. Hazards  
Mechanical X \_\_\_\_\_  
Electrical \_\_\_\_\_ X  
Burns \_\_\_\_\_ X  
Explosives \_\_\_\_\_ X  
Radioactivity \_\_\_\_\_ X  
Other \_\_\_\_\_ X

g. Atmospheric Conditions  
Fumes \_\_\_\_\_ X  
Dusts X \_\_\_\_\_  
Mists \_\_\_\_\_ X  
Gases \_\_\_\_\_ X  
Poor Ventilation \_\_\_\_\_ X  
Other \_\_\_\_\_ X

h. Noise  
Estimated maximum no. of Decibels \_\_\_\_\_ \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require

Standing 20 %  
Walking 60 %  
Sitting 20 %

Weight (no. lbs)  
Lifting 70  
Carrying 70  
Pushing 70  
Pulling 0

YES NO

b. Climbing X \_\_\_\_\_  
Balancing \_\_\_\_\_ X

Stooping X \_\_\_\_\_  
Kneeling X \_\_\_\_\_  
Crouching X \_\_\_\_\_  
Crawling X \_\_\_\_\_

Reaching X \_\_\_\_\_  
Handling X \_\_\_\_\_  
Fingering X \_\_\_\_\_  
Feeling X \_\_\_\_\_

Talking X \_\_\_\_\_

Hearing  
Ordinary Conversation X \_\_\_\_\_  
Other Sounds X \_\_\_\_\_

Seeing  
Acuity, Near X \_\_\_\_\_  
Acuity, Far X \_\_\_\_\_  
Depth Perception X \_\_\_\_\_  
Color Vision \_\_\_\_\_ X  
Field of Vision X \_\_\_\_\_

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes \_\_\_\_\_ No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes X No \_\_\_\_\_  
(if yes, please clarify) Occasional overtime required

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Portland Mailing Service 2. Date 10/23/81
3. Job Title Data Entry Clerk 4. Number of Openings \_\_\_\_\_
5. Job Location 905 NW 12th, Portland
6. Contact Person David Torres phone 221-0707
7. Supervisor \_\_\_\_\_ 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 Evaluation after 30 days
9. Starting salary \$ 4.50 per hr DOE Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
 Subject to eligibility criteria stated in employee procedures manual,
10. Benefits employees may be eligible for paid medical, dental & life insurance;  
paid holidays & sick leave; profit sharing.
11. Days to be worked Monday-Friday 12. Hours 8 - 5:30
13. Will union membership be required? Yes \_\_\_\_\_ No X  
 If yes, which union and local # \_\_\_\_\_
14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
15. Specific Duties Data entry, organize mailing lists, assist in office and  
plant as needed. May include occasional table work.
16. NECESSARY QUALIFICATIONS:  

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
<u>Data entry skills (10,000 strokes per hour) - HP 3000 equipment</u>	
<u>Organizational skills</u>	
<u>8th grade reading level</u>	
<u>Legible handwriting</u>	
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
 If yes, please attach an itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (ie, without city funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

a. Working Environment

Inside 100 %  
 Outside \_\_\_\_\_ %

YES NO

b. Extreme Cold with or without temperature changes \_\_\_\_\_ X

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration X \_\_\_\_\_

f. Hazards  
 Mechanical \_\_\_\_\_ X  
 Electrical \_\_\_\_\_ X  
 Burns \_\_\_\_\_ X  
 Explosives \_\_\_\_\_ X  
 Radioactivity \_\_\_\_\_ X  
 Other \_\_\_\_\_ X

g. Atmospheric Conditions

Fumes \_\_\_\_\_ X  
 Dusts X \_\_\_\_\_  
 Mists \_\_\_\_\_ X  
 Gases \_\_\_\_\_ X  
 Poor Ventilation \_\_\_\_\_ X  
 Other \_\_\_\_\_ X

h. Noise  
 Estimated maximum no. of Decibels \_\_\_\_\_ \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require

Standing 10 %  
 Walking 10 %  
 Sitting 80 %

Weight (no. lbs)

Lifting 35  
 Carrying 35  
 Pushing 35  
 Pulling 35

YES NO

b. Climbing \_\_\_\_\_ X  
 Balancing \_\_\_\_\_ X

Stooping X \_\_\_\_\_  
 Kneeling X \_\_\_\_\_  
 Crouching \_\_\_\_\_ X  
 Crawling \_\_\_\_\_ X

Reaching X \_\_\_\_\_  
 Handling X \_\_\_\_\_  
 Fingering X \_\_\_\_\_  
 Feeling X \_\_\_\_\_

Talking X \_\_\_\_\_

Hearing  
 Ordinary Conversation X \_\_\_\_\_  
 Other Sounds X \_\_\_\_\_

Seeing  
 Acuity, Near X \_\_\_\_\_  
 Acuity, Far X \_\_\_\_\_  
 Depth Perception X \_\_\_\_\_  
 Color Vision \_\_\_\_\_ X  
 Field of Vision \_\_\_\_\_ X

24. a. Could a person with limited English speaking skills perform this job?  
 Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
 Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes X No \_\_\_\_\_  
 (if yes, please clarify) \_\_\_\_\_ may require occasional overtime

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training \_\_\_\_\_  
 First Source (Unsubsidized) \_\_\_\_\_  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Portland Mailing Service 2. Date 10/23/81
3. Job Title Fulfillment Worker 4. Number of Openings \_\_\_\_\_
5. Job Location 905 NW 12th, Portland
6. Contact Person David Torres phone 221-0707
7. Supervisor \_\_\_\_\_ 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 Evaluation after 30 days \_\_\_\_\_
9. Starting salary \$ 3.35 per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
 Subject to eligibility criteria stated in employee procedures manual;
10. Benefits: employees may be eligible for paid medical, dental & life insurance;  
paid holidays & sick leave; profit sharing.
11. Days to be worked Monday-Friday 12. Hours 8 - 5:30
13. Will union membership be required? Yes \_\_\_\_\_ No X  
 If yes, which union and local # \_\_\_\_\_
14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
15. Specific Duties Fill mail orders from clients using materials in warehouse.  
Also may do table work.
16. NECESSARY QUALIFICATIONS:  

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
<u>Manual dexterity</u>	
<u>8th grade reading ability</u>	
<u>Number association skills</u>	
<u>Legible handwriting</u>	
<u>Warehousing experience helpful</u>	
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
 If yes, please attach an itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) N/A

Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes X No \_\_\_\_\_  
If yes, to what position(s)? Machine Operator

22. Environmental Conditions

23. Physical Demands

a. Working Environment

Inside 100 %  
Outside 0 %

YES NO

b. Extreme Cold with or without temperature changes     X

c. Extreme heat with or without temperature changes     X

d. Wet and/or Humid     X

e. Vibration X    

f. Hazards  
Mechanical     X  
Electrical     X  
Burns     X  
Explosives     X  
Radioactivity     X  
Other     X

g. Atmospheric Conditions  
Fumes     X  
Dusts X      
Mists     X  
Gases     X  
Poor Ventilation     X  
Other     X

h. Noise  
Estimated maximum no. of Decibels        

a. Strength - % time job will require

Standing 40 %  
Walking 60 %  
Sitting 0 %

Weight (no. lbs)

Lifting 35  
Carrying 35  
Pushing 35  
Pulling 35

YES NO

b. Climbing X      
Balancing X    

Stooping X      
Kneeling X      
Crouching     X  
Crawling     X

Reaching X      
Handling X      
Fingering X      
Feeling X    

Talking X    

Hearing  
Ordinary Conversation X  
Other Sounds X    

Seeing  
Acuity, Near X      
Acuity, Far X      
Depth Perception X      
Color Vision X      
Field of Vision X    

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X  
b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes X No \_\_\_\_\_  
(if yes, please clarify) May require occasional overtime. May change to swing shift.

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Portland Mailing Service 2. Date 10/23/81  
 3. Job Title Table Worker-Custom Mail 4. Number of Openings \_\_\_\_\_  
 5. Job Location 905 NW 12th, Portland  
 6. Contact Person David Torres phone 221-0707  
 7. Supervisor \_\_\_\_\_ 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 Evaluation after 30 days  
 9. Starting salary \$ 3.35 per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
 10. Benefits: Subject to eligibility criteria stated in employee procedures manual, employees may be eligible for paid medical, dental and life insurance; paid holidays and sick leave; profit sharing.  
 11. Days to be worked Monday-Friday 12. Hours 8-5:30  
 13. Will union membership be required? Yes \_\_\_\_\_ No X  
 If yes, which union and local # \_\_\_\_\_  
 14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).  
 15. Specific Duties sort, stuff envelopes, collate, label by hand, fold, staple, etc.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 16. NECESSARY QUALIFICATIONS:  
 Skill Level of experience or training required to enter program  
(include licenses and/or certificates necessary)  
Manual dexterity, ability to follow instructions  
Number association skills  
Legible handwriting  
8th grade reading level  
 \_\_\_\_\_  
 17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X  
 18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
 If yes, please attach an itemized list (with prices) of tools required for each position.  
 19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (to, with, by, and for whom) (City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes X No \_\_\_\_\_  
If yes, to what position(s)? Machine Operator

22. Environmental Conditions

a. Working Environment  
Inside 100 %  
Outside - %

b. Extreme Cold with or without temperature changes YES NO  
\_\_\_\_\_ X

c. Extreme heat with or without temperature changes YES NO  
\_\_\_\_\_ X

d. Wet and/or Humid YES NO  
\_\_\_\_\_ X

e. Vibration YES NO  
X \_\_\_\_\_

f. Hazards  
Mechanical \_\_\_\_\_ X  
Electrical \_\_\_\_\_ X  
Burns \_\_\_\_\_ X  
Explosives \_\_\_\_\_ X  
Radioactivity \_\_\_\_\_ X  
Other \_\_\_\_\_ X

g. Atmospheric Conditions  
Fumes \_\_\_\_\_ X  
Dusts X \_\_\_\_\_  
Mists \_\_\_\_\_ X  
Gases \_\_\_\_\_ X  
Poor Ventilation \_\_\_\_\_ X  
Other \_\_\_\_\_ X

h. Noise  
Estimated maximum no. of Decibels \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require  
Standing 90 %  
Walking 10 %  
Sitting 0 %

Weight (no. lbs)  
Lifting 35  
Carrying 25  
Pushing 35  
Pulling 35

b. Climbing YES NO  
\_\_\_\_\_ X

Balancing \_\_\_\_\_ X  
Stooping X \_\_\_\_\_  
Kneeling X \_\_\_\_\_  
Crouching \_\_\_\_\_ X  
Crawling \_\_\_\_\_ X

Reaching X \_\_\_\_\_  
Handling X \_\_\_\_\_  
Fingering X \_\_\_\_\_  
Feeling X \_\_\_\_\_

Talking X \_\_\_\_\_

Hearing  
Ordinary Conversation \_\_\_\_\_ X  
Other Sounds \_\_\_\_\_ X

Seeing  
Acuity, Near X \_\_\_\_\_  
Acuity, Far X \_\_\_\_\_  
Depth Perception X \_\_\_\_\_  
Color Vision \_\_\_\_\_ X  
Field of Vision \_\_\_\_\_ X

24. a. Could a person with limited English speaking skills perform this job? Yes X No \_\_\_\_\_

b. Could a person with limited English reading/writing skills perform this job? Yes X No \_\_\_\_\_

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes X No \_\_\_\_\_  
(if yes, please clarify) occasional overtime required-may have swing shift

Date rec'd IED  
 CM contact \_\_\_\_\_  
 OJT customer # 153012  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Portland Mailing Service
2. Date October 23, 1991
3. Job Title General Clerical
4. Number of openings \_\_\_\_\_
5. Job Location 905 NW 12th
6. Contact David Torres phone 221-0707
7. Supervisor Nancy Torres
8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 Evaluation after 30 days
9. Starting salary \$ 3.35 per Hour Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits Subject to eligibility criteria stated in employee procedures manual, employees may be eligible for paid medical, dental & life insurance; paid holidays & sick leave; profit sharing.
11. Days to be worked Monday-Friday
12. Hours 8:00AM-5:30PM
13. Will union membership be required? Yes \_\_\_\_\_ No X  
 If yes, which union and local # \_\_\_\_\_
14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
15. Specific Duties General clerical duties including typing, filing, answering phones. Miscellaneous responsibilities in mail room with large job orders.

16. NECESSARY QUALIFICATIONS:

Skill	Level of experience or training required to enter program (include licences and/or certificates necessary)
Typing 50 wpm	Previous work experience typing, filing, answering
Good spelling	phones. Organized, thorough, friendly and outgoing.
8th grade reading level	
Legible handwriting	

17. Is a valid Oregon Drivers' License required? Yes X No \_\_\_\_\_
18. Are your employees in this position expected to provide any necessary tools involed in the job(s)? Yes \_\_\_\_\_ No X  
 If yes, please attach an itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) Assessments should be at the 8th grade level.



21. Is there a possibility for promotion from this job? Yes X No         
 If yes, to what position(s)? Phone and/or outside sales

22. Environmental Conditions

a. Working Environment		
Inside <u>100</u> %		
Outside <u>      </u> %		
	YES	NO
b. Extreme Cold with or without temperature changes	<u>      </u>	<u>X</u>
c. Extreme heat with or without temperature changes	<u>      </u>	<u>X</u>
d. Wet and/or Humid	<u>      </u>	<u>X</u>
e. Vibration	<u>X</u>	<u>      </u>
f. Hazards		
Mechanical	<u>X</u>	<u>      </u>
Electrical	<u>      </u>	<u>X</u>
Burns	<u>      </u>	<u>X</u>
Explosives	<u>      </u>	<u>X</u>
Radioactivity	<u>      </u>	<u>X</u>
Other	<u>      </u>	<u>X</u>
g. Atmospheric Conditions		
Fumes	<u>      </u>	<u>X</u>
Dusts	<u>X</u>	<u>      </u>
Mists	<u>      </u>	<u>X</u>
Gases	<u>      </u>	<u>X</u>
Poor Ventilation	<u>      </u>	<u>X</u>
Other	<u>      </u>	<u>X</u>
h. Noise		
Estimated maximum no. of Decibels	<u>      </u>	<u>      </u>

23. Physical Demands

a. Strength - % time job will require		
Standing <u>10</u> %		
Walking <u>      </u> %		
Sitting <u>90</u> %		
Weight (no. lbs)		
Lifting <u>70</u> occasional		
Carrying <u>0</u>		
Pushing <u>0</u>		
Pulling <u>0</u>		
	YES	NO
b. Climbing	<u>      </u>	<u>X</u>
Balancing	<u>      </u>	<u>X</u>
Stooping	<u>      </u>	<u>X</u>
Kneeling	<u>X</u>	<u>      </u>
Crouching	<u>      </u>	<u>X</u>
Crawling	<u>      </u>	<u>X</u>
Reaching	<u>X</u>	<u>      </u>
Handling	<u>X</u>	<u>      </u>
Fingering	<u>X</u>	<u>      </u>
Feeling	<u>X</u>	<u>      </u>
Talking	<u>X</u>	<u>      </u>
Hearing		
Ordinary Conversation	<u>X</u>	<u>      </u>
Other Sounds	<u>X</u>	<u>      </u>
Seeing		
Acuity, Near	<u>X</u>	<u>      </u>
Acuity, Far	<u>X</u>	<u>      </u>
Depth Perception	<u>X</u>	<u>      </u>
Color Vision	<u>      </u>	<u>X</u>
Field of Vision	<u>      </u>	<u>X</u>

24. a. Could a person with limited English speaking skills perform this job?  
 Yes        No X  
 b. Could a person with limited English reading/writing skills perform this job?  
 Yes        No X

OTHER COMMENTS, REQUIREMENTS OR NEEDS:  
  
 Occasional overtime required.

## ATTACHMENT B

## QUARTERLY HIRING SUMMARY

For Quarter ending: 3-31-82

## PORTLAND MAILING SERVICE

Listed below are the positions in your firm which are covered under the First Source Agreement with the City. Please list the total number of hires for this quarter and return this form to the Training and Employment Division within 30 days following the close of that quarter.

<u>Position Title</u>	<u>Total New Hires</u>	
	<u>Permanent</u>	<u>Temporary</u>
Machine Operators	<u>1</u>	<u>1</u>
Clerical Worker	<u><del>0</del></u>	<u>1</u>
Data Entry Clerk	<u><del>0</del></u>	<u><del>0</del></u>
Table Workers	<u>2</u>	<u>14</u>
Fulfillment Workers	<u><del>0</del></u>	<u><del>0</del></u>
Truck Drivers	<u>1</u>	<u><del>0</del></u>

I certify that the above information is true and accurate.

Marcy Tower  
Authorized Signature

Vice President  
Title

March 12, 1982  
Date

Please return this form to: Training and Employment Division  
522 S. W. Fifth Ave., 8th flr.  
Portland, OR 97204



CITY OF

**PORTLAND, OREGON**

HUMAN RESOURCES BUREAU

Margaret D. Strachan, Commissioner  
Training and Employment Division  
522 S.W. Fifth Avenue, 8th Floor  
Portland, Oregon 97204  
(503) 248-4474

## FIRST SOURCE AGREEMENT

This First Source Agreement for recruitment, referral and placement is between the CITY OF PORTLAND, hereinafter referred to as the "CITY", and MASONS SUPPLY COMPANY, INC., 2637 SE 12th Ave., Portland, Oregon, hereinafter referred to as "EMPLOYER". Under this First Source Agreement, EMPLOYER will use the CITY as its first source for recruitment, referral and placement of covered employees.

## I. GENERAL TERMS

- A. The CITY wishes to assure continuing employment opportunities for economically disadvantaged CITY residents with employers located within the Portland Metropolitan area.
- B. The EMPLOYER wishes to use the CITY as a first source for recruitment, referral and placement of employees.
- C. The CITY, through the City Loan Corporation, has negotiated a low-interest loan of \$150,000 to EMPLOYER in consideration for the EMPLOYER's entry into this Agreement.
- D. The CITY will provide employment recruitment, referral and placement services to the EMPLOYER subject to the limitations set out in this Agreement.
- E. The CITY's participation in this Agreement will be carried out by the Training and Employment Division (TED) of the CITY's Human Resources Bureau, Yeon Building, 522 S.W. Fifth Avenue, 8th floor, Portland, Oregon 97204, or such other CITY bureau or division designated by the CITY.
- F. This Agreement shall take effect when signed by the parties below and shall be in full force and effect for the period of five (5) years.
- G. This Agreement shall not be construed as a loan agreement and shall not obligate the City Loan Corporation in any way. If, for any reason, the loan referred to in Section I.C. above should be withdrawn or cancelled by the CITY, this Agreement will be null and void.

## II. RECRUITMENT

- A. The CITY and EMPLOYER agree that for purposes of this Agreement, "covered positions" include all EMPLOYER's job openings in the Portland metropolitan area created as a result of internal promotions, terminations and expansion of EMPLOYER's workforce, within the below-listed job classifications:

Warehouse Apprentice  
Retail-Floor Sales Clerk  
Receptionist  
Rental Operations  
Janitor/Maintenance Person  
Clerical, Asst. Bookkeeper

- B. At least eighteen (18) CITY working days prior to the anticipated hiring dates, the EMPLOYER will notify TED of its needs for new employees in covered positions.
- C. For covered positions, notification to TED shall include, but need not be limited to, the number of employees needed by job title, hiring dates, rates of pay, hours of work, anticipated duration of employment and work to be performed. In order for TED to determine whether persons meet the EMPLOYER's personnel needs, job descriptions, including minimum qualifications stated in quantifiable and objective terms, are made a part of this Agreement and are included as Attachment "A".
- D. Positions which are not managerial, highly technical, or professional created in the future by the EMPLOYER, shall also be regarded as positions covered by this Agreement. Positions of a supervisory nature or which require two or more years of formal training are not considered covered positions.
- E. The EMPLOYER will also notify TED of all position vacancies which are not "covered positions" as defined in Sections IIA, B, and C, above. Notification shall include qualifications, the rates of pay and the anticipated hiring dates. The EMPLOYER will also notify TED of the date by which TED must refer qualified applicants to the EMPLOYER for management, technical and professional vacancies; however, the EMPLOYER will not be bound to hire from these referrals.
- F. Job openings to be filled by internal promotion from the EMPLOYER's local work force need not be referred to TED for placement and referral.

### III. REFERRAL

- A. TED will refer CETA eligible job applicants to the EMPLOYER in response to the notification of need for new employees described in Section II, above.
- B. TED will screen applicants according to the qualifications agreed upon with the EMPLOYER.

### IV. PLACEMENT

- A. TED will notify the EMPLOYER no later than five (5) working days prior to the anticipated hiring date of the number of applicants TED will refer. TED will make every reasonable effort to refer at least one qualified person for each job opening.
- B. In the event TED cannot refer the total number of qualified personnel requested, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. In this event, the EMPLOYER will make a good faith effort to hire City of Portland residents.
- C. The EMPLOYER will make all decisions on hiring new employees but will select its employees for covered positions from among the qualified persons referred by TED.
- D. TED will track job retention of employees placed under this Agreement for 90 days following placement. EMPLOYER agrees to cooperate in TED's follow-up efforts.
- E. TED is required to monitor EMPLOYER's performance under this Agreement. EMPLOYER will cooperate in TED's monitoring efforts and will submit Quarterly Hiring Summaries in accordance with Attachment "B".
- F. After the EMPLOYER has selected its employees, TED will not be responsible for the employees' actions and the EMPLOYER hereby releases the CITY from any liability for their actions.

### V. TRAINING

- A. The EMPLOYER will not discontinue providing routine on-the-job training due to this Agreement.
- B. TED and the EMPLOYER may agree to develop additional on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and the CITY and covered in a separate Training Agreement.

#### VI. CONTROLLING REGULATIONS AND LAWS

- A. If this Agreement conflicts with any labor laws or other governmental regulations, the laws or regulations shall prevail.
- B. If this Agreement conflicts with a collective bargaining agreement to which the EMPLOYER is a party, the bargaining agreement shall prevail.
- C. The EMPLOYER will provide TED with written documentation that the EMPLOYER has provided the representative of any involved collective bargaining unit with a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will provide them to TED.
- D. The EMPLOYER will not discriminate against any applicant for employment because of race, religion, age, handicap, color, sex, national origin, citizenship, or political affiliation.

#### VII. ASSIGNMENT MODIFICATIONS, RENEWAL AND SANCTIONS

- A. If, during the term of this Agreement the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment or otherwise, the EMPLOYER as a condition of transfer shall require the party taking possession to agree, in writing, to the terms of this Agreement. A new First Source Agreement will be executed with the new party prior to the effective date of the transaction.
- B. The EMPLOYER and TED, or such other agent as the CITY may designate, may mutually agree to modify this Agreement in order to improve the working relationship described herein.
- C. The CITY may terminate this agreement at any time by written notification if its federal, state or local grants are suspended or terminated before or during the contract period.
- D. Either the EMPLOYER or the CITY may elect to employ binding arbitration to settle any material dispute under this Agreement which informal good faith negotiating efforts have failed to resolve. If either party elects to employ arbitration, the electing party shall deliver written notice to the other party appointing one arbitrator, specifying the issue(s) to be resolved and detailing the desired remedy. The responding party shall return a written response to the electing party within fifteen (15) days. The response shall appoint a second arbitrator and shall outline the responding party's position on the issue(s). If the responding party either fails to respond and/or appoint a second arbitrator

within the required timelines, the electing party shall be awarded a judgment by default. The two arbitrators so appointed shall select a third arbitrator within fifteen (15) days after the appointment of the second arbitrator. If the two arbitrators first appointed are unable to agree upon the third arbitrator within the time limit, then the third arbitrator shall be appointed by the presiding judge of the Multnomah County Circuit Court. After all arbitrators have been appointed, they shall make a written report within thirty (30) days to the parties on the issue(s). The determination of a majority of the arbitrators shall be final and binding upon the EMPLOYER and the CITY and may include:

1. Monetary damages directly related to any breach of this Agreement and to the issue(s) raised;
2. Specific performance of the Agreement provisions and steps reasonably necessary to implement and monitor specific performance, which might include retention of a professional job analyst designated by the arbitrators;
3. Declaration of default on and calling in of any CITY loan provided in consideration for EMPLOYER's entry into this Agreement;
4. Allocation of costs associated with the arbitration determination and steps necessary to implement and monitor that determination.

The arbitration determination shall be fully enforceable in a court of law.

Dated this \_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Approved:

Ernie E. Hedburn by PPH  
 Executive Director  
 Human Resources Bureau

MASON'S SUPPLY COMPANY, INC.  
 By Walter M. Edwards  
 Title Pres

Joseph P. [Signature]  
 Director  
 Training and Employment Division

CITY OF PORTLAND  
 Commissioner of Public Utilities

Approved as to Form:  
 \_\_\_\_\_  
 City Attorney

[Signature]  
 City Auditor

*General Teamsters*

AUTO TRUCK DRIVERS AND HELPERS

Affiliated with the  
I. B. OF T. C. W. AND F. OF A*Local No. 162*

TEAMSTER BLDG. 1050 N.E. 102ND AVE. PORTLAND, OREGON 97230-5691 PHONE 257-0162

March 18, 1982

Mr. Nick Merriman, Jr.  
Masons Supply Company  
P. O. Box 42367  
Portland, Oregon 97242

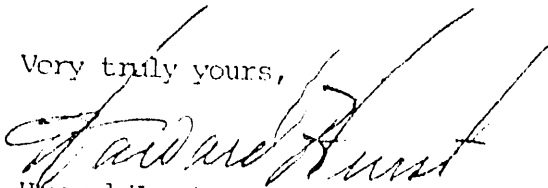
Dear Nick:

In reference to your letter of March 2, 1982, as in the past, Local 162 has never required an employer under the terms of your agreement to hire exclusively through our Local Union. This letter will confirm with you that your company is free to seek and hire employees from whatever source that you deem necessary to acquire employees to suit standards of Masons Supply Company. Furthermore, it is understood and agreed between the parties that neither party would discriminate in their hiring as per the terms set forth in the labor agreement.

Of course, any new employee must join the Union thirty days after his date of hire.

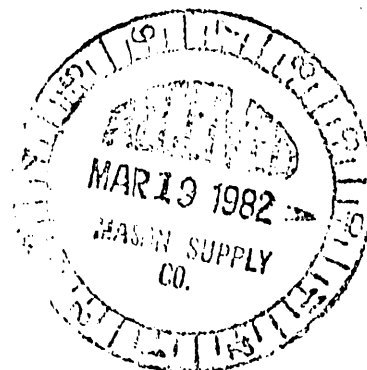
I hope this will answer all questions concerning your first source agreement with the City of Portland.

Very truly yours,



Howard Hurst  
Business Representative

HH:rw





153012

ATTACHMENT A

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Masons Supply Co. 2. Date 3/1/82  
 3. Job Title Warehouse Apprentice 4. Number of Openings \_\_\_\_\_  
 5. Job Location 2637 SE 12th  
 6. Contact Person Nick Merriman, Jr. phone 234-4321  
 7. Supervisor George Dukart 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_  
 9. Starting salary \$ 7.53 per hr 70% of journey wage (10.75/M)  
 Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_  
 10. Benefits: Medical, dental, life insurance, vacation, sick leave  
 11. Days to be worked M-F 12. Hours 8 hr scheduled between 7-5pm  
 13. Will union membership be required? Yes X No \_\_\_\_\_  
 If yes, which union and local # Teamsters, Local 162 (join after 30 days)  
 14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).  
 15. Specific Duties Fill orders for customers, load orders onto customer of company trucks, delivery of orders to customers, receiving of shipment from manufacturer maintain warehouse and inventory  
 16. NECESSARY QUALIFICATIONS:  
 Skill Level of experience or training required to enter program (include licenses and/or certificates necessary)  
Lift truck--ability to learn basic operating skills  
Able to operate basic flatbed truck  
Shipping & Receiving - basic understanding of warehousing operation  
Ability to communicate with customers  
18 years or older - good driving record - bondable  
 17. Is a valid Oregon Drivers' License required? Yes X No \_\_\_\_\_  
 18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
 If yes, please attach an itemized list (with prices) of tools required for each position.  
 19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

a. Working Environment

Inside 60 %  
Outside 40 %

YES NO

b. Extreme Cold with or without temperature changes \_\_\_\_\_ X

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration \_\_\_\_\_ X

f. Hazards  
Mechanical \_\_\_\_\_ X  
Electrical \_\_\_\_\_ X  
Burns \_\_\_\_\_ X  
Explosives \_\_\_\_\_ X  
Radioactivity \_\_\_\_\_ X  
Other \_\_\_\_\_ X

g. Atmospheric Conditions  
Fumes \_\_\_\_\_ X  
Dusts X \_\_\_\_\_  
Mists \_\_\_\_\_ X  
Gases \_\_\_\_\_ X  
Poor Ventilation \_\_\_\_\_ X  
Other \_\_\_\_\_ X

h. Noise  
Estimated maximum no. of Decibels \_\_\_\_\_ \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require

Standing 50 %  
Walking 50 %  
Sitting 0 %

Weight (no. lbs)

Lifting 100  
Carrying 100  
Pushing 100  
Pulling 100

YES NO

b. Climbing X \_\_\_\_\_  
Balancing X \_\_\_\_\_

Stooping X \_\_\_\_\_  
Kneeling X \_\_\_\_\_  
Crouching X \_\_\_\_\_  
Crawling X \_\_\_\_\_

Reaching X \_\_\_\_\_  
Handling X \_\_\_\_\_  
Fingering X \_\_\_\_\_  
Feeling X \_\_\_\_\_

Talking X \_\_\_\_\_

Hearing  
Ordinary Conversation X \_\_\_\_\_  
Other Sounds \_\_\_\_\_ \_\_\_\_\_

Seeing  
Acuity, Near X \_\_\_\_\_  
Acuity, Far X \_\_\_\_\_  
Depth Perception X \_\_\_\_\_  
Color Vision \_\_\_\_\_ X  
Field of Vision \_\_\_\_\_ \_\_\_\_\_

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
(if yes, please clarify) \_\_\_\_\_

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Masons Supply Co. 2. Date 3/1/82
3. Job Title Retail - Floor Sales Clerk 4. Number of Openings \_\_\_\_\_
5. Job Location 2637 SE 12th
6. Contact Person Nick Merriman, Jr. phone 234-4321
7. Supervisor Vic Lundeen 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 800 per mo Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: Medical, dental, life insurance, vacation, sick leave
11. Days to be worked M-F 12. Hours 8-5 (possible 7-4 in summer)
13. Will union membership be required? Yes \_\_\_\_\_ No X  
 If yes, which union and local # \_\_\_\_\_
14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
15. Specific Duties Handle walk in sales including selling, handling of money; complete necessary paperwork on transactions; provide customers with product information; solve customer problems with proper product. Inform customer of proper use of product. Maintain sales area.
16. NECESSARY QUALIFICATIONS:  

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
<u>Product Knowledge</u>	<u>able to learn and become familiar with product lines</u>
<u>Communication</u>	<u>must be able to sell</u>
<u>Math Skills</u>	<u>be able to make necessary computations required for placing proper orders - basic functions, measurements, volume, ratio &amp; fractions</u>
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
 If yes, please attach an itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

- a. Working Environment
- Inside 90 %  
Outside 10 %
- |   |     |          |
|---|-----|----------|
|   | YES | NO       |
| b. Extreme Cold with or without temperature changes | ___ | <u>X</u> |
| c. Extreme heat with or without temperature changes | ___ | <u>X</u> |
| d. Wet and/or Humid                                 | ___ | <u>X</u> |
| e. Vibration  | ___ | <u>X</u> |
| f. Hazards  |     |          |
| Mechanical  | ___ | <u>X</u> |
| Electrical  | ___ | <u>X</u> |
| Burns   | ___ | <u>X</u> |
| Explosives  | ___ | <u>X</u> |
| Radioactivity                                       | ___ | <u>X</u> |
| Other   | ___ | <u>X</u> |
| g. Atmospheric Conditions                           |     |          |
| Fumes   | ___ | <u>X</u> |
| Dusts   | ___ | <u>X</u> |
| Mists   | ___ | <u>X</u> |
| Gases   | ___ | <u>X</u> |
| Poor Ventilation                                    | ___ | <u>X</u> |
| Other   | ___ | <u>X</u> |
| h. Noise  |     |          |
| Estimated maximum no. of Decibels                   | ___ | <u>X</u> |

23. Physical Demands

- a. Strength - % time job will require
- |          |             |
|----------|-------------|
| Standing | <u>50</u> % |
| Walking  | <u>30</u> % |
| Sitting  | <u>10</u> % |
- Weight (no. lbs)
- |          |           |
|----------|-----------|
| Lifting  | <u>20</u> |
| Carrying | <u>20</u> |
| Pushing  | <u>20</u> |
| Pulling  | <u>20</u> |
- |                       |          |          |
|-----------------------|----------|----------|
|                       | YES      | NO       |
| b. Climbing           | ___      | <u>X</u> |
| Balancing             | ___      | <u>X</u> |
| Stooping              | <u>X</u> | ___      |
| Kneeling              | <u>X</u> | ___      |
| Crouching             | <u>X</u> | ___      |
| Crawling              | ___      | <u>X</u> |
| Reaching              | <u>X</u> | ___      |
| Handling              | <u>X</u> | ___      |
| Fingering             | <u>X</u> | ___      |
| Feeling               | <u>X</u> | ___      |
| Talking               | <u>X</u> | ___      |
| Hearing               |          |          |
| Ordinary Conversation | <u>X</u> | ___      |
| Other Sounds          | ___      | <u>X</u> |
| Seeing                |          |          |
| Acuity, Near          | <u>X</u> | ___      |
| Acuity, Far           | <u>X</u> | ___      |
| Depth Perception      | <u>X</u> | ___      |
| Color Vision          | ___      | <u>X</u> |
| Field of Vision       | <u>X</u> | ___      |

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
(if yes, please clarify) \_\_\_\_\_

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Masons Supply Co. 2. Date 3/1/82
3. Job Title Receptionist 4. Number of Openings \_\_\_\_\_
5. Job Location 2637 SE 12th
6. Contact Person Nick Merriman, Jr. phone 234-4321
7. Supervisor Vic Lundeen 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 800 per month Possible increase after evaluation within \_\_\_\_\_  
 \$ 4.62 per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_ 90 days
10. Benefits: Medical, dental, life insurance, vacation, sick leave
11. Days to be worked M-F 12. Hours 8-5
13. Will union membership be required? Yes \_\_\_\_\_ No x  
 If yes, which union and local # \_\_\_\_\_
14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
15. Specific Duties Answer telephone and route call to proper person and/or department  
Greet customers, salesmen and others visiting company. Must project a "professional" image when making contact with company's customers and other contacts
16. NECESSARY QUALIFICATIONS:  
 Level of experience or training required to enter program  
 Skill (include licenses and/or certificates necessary)  
Telephone - Experienced in prompt handling of large volume of calls (Masons' key link to its customers is by telephone; therefore, experience is of utmost importance)  
Ability to work under pressure - able to learn resources  
Typing (statistical, accurate skills) 35-40 wpm minimum  
10 key - by touch
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No x
18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No x  
 If yes, please attach an itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

a. Working Environment

Inside 100 %  
Outside \_\_\_\_\_ %  
YES NO

b. Extreme Cold with or without temperature changes \_\_\_\_\_ X

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration \_\_\_\_\_ X

f. Hazards  
Mechanical \_\_\_\_\_ X  
Electrical \_\_\_\_\_ X  
Burns \_\_\_\_\_ X  
Explosives \_\_\_\_\_ X  
Radioactivity \_\_\_\_\_ X  
Other \_\_\_\_\_ X

g. Atmospheric Conditions  
Fumes \_\_\_\_\_ X  
Dusts \_\_\_\_\_ X  
Mists \_\_\_\_\_ X  
Gases \_\_\_\_\_ X  
Poor Ventilation \_\_\_\_\_ X  
Other \_\_\_\_\_

h. Noise  
Estimated maximum no. of Decibels \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require

Standing 10 %  
Walking 20 %  
Sitting 70 %

Weight (no. lbs)  
Lifting \_\_\_\_\_  
Carrying \_\_\_\_\_ N/A  
Pushing \_\_\_\_\_  
Pulling \_\_\_\_\_  
YES NO

b. Climbing \_\_\_\_\_ X  
Balancing \_\_\_\_\_ X

Stooping \_\_\_\_\_ X  
Kneeling \_\_\_\_\_ X  
Crouching \_\_\_\_\_ X  
Crawling \_\_\_\_\_ X

Reaching \_\_\_\_\_ X  
Handling \_\_\_\_\_ X  
Fingering \_\_\_\_\_ X  
Feeling \_\_\_\_\_ X

Talking \_\_\_\_\_ X

Hearing  
Ordinary Conversation \_\_\_\_\_ X  
Other Sounds \_\_\_\_\_ X

Seeing  
Acuity, Near \_\_\_\_\_ X  
Acuity, Far \_\_\_\_\_ X  
Depth Perception \_\_\_\_\_ X  
Color Vision \_\_\_\_\_ X  
Field of Vision \_\_\_\_\_ X

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
(if yes, please clarify) \_\_\_\_\_

Date rec'd TED \_\_\_\_\_  
CM contact \_\_\_\_\_  
OJT customized training  
First Source (Unsubsidized)  
DOT Code: \_\_\_\_\_  
SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
City of Portland Training & Employment Division

- 1. Employer Masons Supply Co. 2. Date 3/1/82
- 3. Job Title Rental Operations 4. Number of Openings \_\_\_\_\_
- 5. Job Location 2637 SE 12th
- 6. Contact Person Nick Merriman, Jr. phone 234-4321
- 7. Supervisor Vic Lundeen, Sales Mgr. 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
- 9. Starting salary \$ 7.50 per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
- 10. Benefits: Medical, dental, life insurance, vacation, sick leave
- 11. Days to be worked M-F 12. Hours 8 hrs. (7-5pm)
- 13. Will union membership be required? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which union and local # \_\_\_\_\_
- 14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
- 15. Specific Duties Repair and maintain rental equipment. Deliver and pick up rental equipment from job sites. Maintain accurate accounting of status of equipment including location and condition.
- 16. NECESSARY QUALIFICATIONS:  
Skill \_\_\_\_\_ Level of experience or training required to enter program (include licenses and/or certificates necessary) \_\_\_\_\_  
Mechanical skills, engine repair knowledge  
Knowledge of city for delivery purposes  
Organizational skills  
Ability to meet and work with customers
- 17. Is a valid Oregon Drivers' License required? Yes X No \_\_\_\_\_
- 18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
If yes, please attach an itemized list (with prices) of tools required for each position.
- 19. Education level needed to perform this job (if any) N/A



20. Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

a. Working Environment  
Inside 90 %  
Outside 10 %

b. Extreme Cold with or without temperature changes YES NO  
X \_\_\_\_\_

c. Extreme heat with or without temperature changes X \_\_\_\_\_

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration \_\_\_\_\_ X

f. Hazards  
Mechanical X \_\_\_\_\_  
Electrical \_\_\_\_\_ X  
Burns \_\_\_\_\_ X  
Explosives \_\_\_\_\_ X  
Radioactivity \_\_\_\_\_ X  
Other \_\_\_\_\_ X

g. Atmospheric Conditions  
Fumes \_\_\_\_\_ X  
Dusts X \_\_\_\_\_  
Mists \_\_\_\_\_ X  
Gases \_\_\_\_\_ X  
Poor Ventilation \_\_\_\_\_ X  
Other \_\_\_\_\_ X

h. Noise  
Estimated maximum no. of Decibels \_\_\_\_\_ \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require  
Standing 80 %  
Walking 20 %  
Sitting \_\_\_\_\_ %

Weight (no. lbs)  
Lifting 100  
Carrying 100  
Pushing 100  
Pulling 100

b. Climbing YES NO  
X \_\_\_\_\_  
Balancing X \_\_\_\_\_

Stooping X \_\_\_\_\_  
Kneeling X \_\_\_\_\_  
Crouching X \_\_\_\_\_  
Crawling X \_\_\_\_\_

Reaching X \_\_\_\_\_  
Handling X \_\_\_\_\_  
Fingering X \_\_\_\_\_  
Feeling X \_\_\_\_\_

Talking X \_\_\_\_\_

Hearing  
Ordinary Conversation X \_\_\_\_\_  
Other Sounds X \_\_\_\_\_

Seeing  
Acuity, Near X \_\_\_\_\_  
Acuity, Far X \_\_\_\_\_  
Depth Perception \_\_\_\_\_ X  
Color Vision \_\_\_\_\_ X  
Field of Vision \_\_\_\_\_ X

24. a. Could a person with limited English speaking skills perform this job?  
Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
(if yes, please clarify) \_\_\_\_\_

Date rec'd TED \_\_\_\_\_  
 CM contact \_\_\_\_\_  
 OJT customized training  
 First Source (Unsubsidized)  
 DOT Code: \_\_\_\_\_  
 SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
 City of Portland Training & Employment Division

1. Employer Masons Supply Co. 2. Date 3/1/82
3. Job Title Janitor/Maintenance Person 4. Number of Openings \_\_\_\_\_
5. Job Location 2637 SE 12th
6. Contact Person Nick Merriman, Jr. phone 234-4321
7. Supervisor Vic Lundeen 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
9. Starting salary \$ 4+ per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
10. Benefits: N/A while part time
11. Days to be worked probably M-F 12. Hours Probably part time to be arranged
13. Will union membership be required? Yes \_\_\_\_\_ No X  
 If yes, which union and local # \_\_\_\_\_
14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
15. Specific Duties \_\_\_\_\_  
Keep up yard, warehouses  
Daily maintenance of building and warehouse  
General janitorial duties
16. NECESSARY QUALIFICATIONS:  

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
<u>General Janitorial Skills</u>	
<u>Bondable</u>	
17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
 If yes, please attach an itemized list (with prices) of tools required for each position.
19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

23. Physical Demands

- a. Working Environment
- Inside 90 %  
 Outside 10 %
- |   |          |          |
|---|----------|----------|
|   | YES      | NO       |
| b. Extreme Cold with or without temperature changes | ___      | <u>X</u> |
| c. Extreme heat with or without temperature changes | ___      | <u>X</u> |
| d. Wet and/or Humid                                 | ___      | <u>X</u> |
| e. Vibration  | ___      | <u>X</u> |
| f. Hazards  |          |          |
| Mechanical  | ___      | <u>X</u> |
| Electrical  | ___      | <u>X</u> |
| Burns   | ___      | <u>X</u> |
| Explosives  | ___      | <u>X</u> |
| Radioactivity                                       | ___      | <u>X</u> |
| Other   | ___      | <u>X</u> |
| g. Atmospheric Conditions                           |          |          |
| Fumes   | ___      | <u>X</u> |
| Dusts   | <u>X</u> | ___      |
| Mists   | ___      | <u>X</u> |
| Gases   | ___      | <u>X</u> |
| Poor Ventilation                                    | ___      | <u>X</u> |
| Other   | ___      | <u>X</u> |
| h. Noise  |          |          |
| Estimated maximum no. of Decibels                   | ___      | <u>X</u> |

- a. Strength - % time job will require
- Standing 50 %  
 Walking 50 %  
 Sitting 0 %
- Weight (no. lbs)
- Lifting 100  
 Carrying 100  
 Pushing 100  
 Pulling 100
- |                       |          |          |
|-----------------------|----------|----------|
|                       | YES      | NO       |
| b. Climbing           | <u>X</u> | ___      |
| Balancing             | <u>X</u> | ___      |
| Stooping              | <u>X</u> | ___      |
| Kneeling              | <u>X</u> | ___      |
| Crouching             | <u>X</u> | ___      |
| Crawling              | <u>X</u> | ___      |
| Reaching              | <u>X</u> | ___      |
| Handling              | <u>X</u> | ___      |
| Fingering             | <u>X</u> | ___      |
| Feeling               | <u>X</u> | ___      |
| Talking               | <u>X</u> | ___      |
| Hearing               |          |          |
| Ordinary Conversation | <u>X</u> | ___      |
| Other Sounds          | ___      | ___      |
| Seeing                |          |          |
| Acuity, Near          | <u>X</u> | ___      |
| Acuity, Far           | <u>X</u> | ___      |
| Depth Perception      | <u>X</u> | ___      |
| Color Vision          | ___      | <u>X</u> |
| Field of Vision       | ___      | ___      |

24. a. Could a person with limited English speaking skills perform this job?  
 Yes X No \_\_\_\_\_

b. Could a person with limited English reading/writing skills perform this job?  
 Yes X No \_\_\_\_\_ Able to understand written & verbal instructions

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
 (if yes, please clarify) \_\_\_\_\_

Date rec'd TED \_\_\_\_\_  
CM contact \_\_\_\_\_  
OJT customized training  
First Source (Unsubsidized)  
DOT Code: \_\_\_\_\_  
SVP Hrs: \_\_\_\_\_ Trng Time \_\_\_\_\_

JOB ORDER FORM  
City of Portland Training & Employment Division

- 1. Employer Masons Supply Co. 2. Date 3/1/82
- 3. Job Title Clerical (Asst. to Bookkeeper) 4. Number of Openings \_\_\_\_\_
- 5. Job Location 2637 SE 12th
- 6. Contact Person Nick Merriman, Jr. phone 234-4321
- 7. Supervisor Mariane Cox 8. Beginning date \_\_\_\_\_ Ending \_\_\_\_\_
- 9. Starting salary \$ 5.00 per hr Salary after training \$ \_\_\_\_\_ per \_\_\_\_\_
- 10. Benefits: Medical/Dental after 90 days, Life Insurance, 1 week paid vacation and sick leave after 1 year
- 11. Days to be worked M-F 12. Hours 8-5
- 13. Will union membership be required? Yes \_\_\_\_\_ No X  
If yes, which union and local # \_\_\_\_\_
- 14. If this job involved on-the-job training to be subsidized by the City, how long will that training period be? \_\_\_\_\_ (attach specific training plan).
- 15. Specific Duties Assistant Bookkeeper. Would become responsible for one area of company accounting system under direction of Office Manager.

16. NECESSARY QUALIFICATIONS:

Skill	Level of experience or training required to enter program (include licenses and/or certificates necessary)
<u>Computer</u>	<u>must be able to learn and adapt to company computer system</u>
<u>Bookkeeping</u>	<u>- basic understanding of double entry bookkeeping</u>
<u>10 key</u>	<u>- must be able to operate adding machine by touch</u>
<u>Typing</u>	<u>- basic skills - statistical - 35-40 wpm</u>

- 17. Is a valid Oregon Drivers' License required? Yes \_\_\_\_\_ No X
- 18. Are your employees in this position expected to provide any necessary tools involved in the job(s)? Yes \_\_\_\_\_ No X  
If yes, please attach an itemized list (with prices) of tools required for each position.
- 19. Education level needed to perform this job (if any) N/A

20. Describe any on-the-job training you normally provide for this position (ie, without City funding) \_\_\_\_\_

21. Is there a possibility for promotion from this job? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, to what position(s)? \_\_\_\_\_

22. Environmental Conditions

a. Working Environment

Inside 100%  
 Outside 0%

YES NO

b. Extreme Cold with or without temperature changes \_\_\_\_\_ X

c. Extreme heat with or without temperature changes \_\_\_\_\_ X

d. Wet and/or Humid \_\_\_\_\_ X

e. Vibration \_\_\_\_\_ X

f. Hazards  
 Mechanical \_\_\_\_\_ X  
 Electrical \_\_\_\_\_ X  
 Burns \_\_\_\_\_ X  
 Explosives \_\_\_\_\_ X  
 Radioactivity \_\_\_\_\_ X  
 Other \_\_\_\_\_ X

g. Atmospheric Conditions  
 Fumes \_\_\_\_\_ X  
 Dusts \_\_\_\_\_ X  
 Mists \_\_\_\_\_ X  
 Gases \_\_\_\_\_ X  
 Poor Ventilation \_\_\_\_\_ X  
 Other \_\_\_\_\_ X

h. Noise  
 Estimated maximum no. of Decibels \_\_\_\_\_

23. Physical Demands

a. Strength - % time job will require

Standing 10%  
 Walking 10%  
 Sitting 80%

Weight (no. lbs)  
 Lifting \_\_\_\_\_  
 Carrying \_\_\_\_\_ N/A  
 Pushing \_\_\_\_\_  
 Pulling \_\_\_\_\_

YES NO

b. Climbing \_\_\_\_\_ X  
 Balancing \_\_\_\_\_ X

Stooping \_\_\_\_\_ X  
 Kneeling \_\_\_\_\_ X  
 Crouching \_\_\_\_\_ X  
 Crawling \_\_\_\_\_ X

Reaching \_\_\_\_\_ X  
 Handling \_\_\_\_\_ X  
 Fingering \_\_\_\_\_ X  
 Feeling \_\_\_\_\_ X

Talking \_\_\_\_\_ X

Hearing  
 Ordinary Conversation \_\_\_\_\_ X  
 Other Sounds \_\_\_\_\_ X

Seeing  
 Acuity, Near \_\_\_\_\_ X  
 Acuity, Far \_\_\_\_\_ X  
 Depth Perception \_\_\_\_\_ X  
 Color Vision \_\_\_\_\_ X  
 Field of Vision \_\_\_\_\_ X

24. a. Could a person with limited English speaking skills perform this job?  
 Yes \_\_\_\_\_ No X

b. Could a person with limited English reading/writing skills perform this job?  
 Yes \_\_\_\_\_ No X

25. Is public transportation easily accessible? Yes X No \_\_\_\_\_

26. Does the job require shift work or other than traditional hours? Yes \_\_\_\_\_ No X  
 (if yes, please clarify) \_\_\_\_\_

## QUARTERLY HIRING SUMMARY

For Quarter Ending: \_\_\_\_\_

## MASONS SUPPLY COMPANY

Listed below are the positions in your firm which are covered under the First Source Agreement with the City. Please list the total number of hires for this quarter and return this form to the Training and Employment Division within 30 days following the close of that quarter.

<u>Position Title</u>	<u>Total New Hires</u>
Warehouse Apprentice	_____
Retail-Floor Sales Clerk	_____
Receptionist	_____
Rental Operations	_____
Janitor/Maintenance Person	_____
Clerical, Asst. Bookkeeper	_____

I certify that the above information is true and accurate.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Please return this form to: Training and Employment Division  
522 SW 5th Ave., 8th flr.  
Portland, OR 97204

ORDINANCE NO. 153012

An Ordinance authorizing two (2) First Source Agreements between the City of Portland and Portland Mailing Service and Masons Supply Co. for recruitment, screening, referral and placement of entry level employees under the Human Resources Bureau, AU 682, Training and Employment Division and declaring an emergency.

The City of Portland ordains:

Section 1. The Council finds:

- 1. The City of Portland has been designated by the U. S. Department of Labor as Prime Sponsor for administering funds under the Comprehensive Employment and Training Act (CETA) to provide employment and training to eligible City residents.
- 2. As a condition of low-interest loans from the City Loan Corporation's Revolving Loan Fund, Portland Mailing Service and Masons Supply Co. have agreed to enter into a First Source Agreement with the City.
- 3. Two First Source Agreements providing for the recruitment, screening, referral and placement of entry level employees have been agreed upon between the Training and Employment Division and Portland Mailing Service and Masons Supply Co.
- 4. These First Source Agreements do not result in obligation of CETA Funds or the expenditure of General Fund revenues.
- 5. It is therefore appropriate that the Commissioner of Public Utilities and the City Auditor execute, on behalf of the City, First Source Agreements with Portland Mailing Service and Masons Supply Co. for recruitment, screening, referral and placement of entry level employees under the Human Resources Bureau, AU 682, Training and Employment Division, for a period of five (5) years from the execution of the Agreement as set forth in Exhibits "A" and "B".

NOW, THEREFORE, the Council directs:

- a. The Commissioner of Public Utilities and the City Auditor are hereby authorized to execute, on behalf of the City, First Source Agreements with Portland Mailing Service and Masons Supply Co. for recruitment, screening, referral and placement of entry level employees under the Human Resources Bureau, AU 682, Training and Employment Division, for a period of five (5) years from the execution of the Agreement, as set forth in Exhibits "A" and "B".

ORDINANCE No.

Section 2. The Council declares that an emergency exists because delay in the enactment of this Ordinance will cause unnecessary administrative delay in the function of the CETA program and the closing arrangements between the City of Portland and Portland Mailing Service and Masons Supply Co.; therefore, this Ordinance shall be in force and effect from and after its passage by the Council.

Passed by the Council, MAR 31 1982

Commissioner Margaret Strachan  
JPG:LN:pj  
3/17/82

Attest:

*Serge Tchoumal*  
Auditor of the City of Portland