# Pacific Mountain Workforce Development Council

Employer Job Description

Thank you for your interest in partnering with us. Please complete the following information and we will work to find an appropriate volunteer to meet your needs. Please email or fax completed form to Jeannie House: Email: [jhouse@esd.wa.gov](mailto:jhouse@esd.wa.gov) FAX: 360-704-6440

**Organization name:**

**Organization site address:**

**Training position title:** **How many volunteer positions do you have?**

**What days/hours are available for interns to work?**

(The more flexibility you have will increase the possibility of finding an appropriate referral).

**Definitions for Reading, Writing, Math** **Computer Skills:**

Entry = Basic minimal skills up to 8th grade level Entry = Beginning level, type letter, open/save documents

Proficient = 9th – 12th grade level Proficient = Can format professional documents

Mastered = College level (Few meet this level) Mastered = Mail merge, create charts, create forms.

**Input Minimum Skill Requirements.**

**Reading:** Entry / Proficient / Mastered **Writing:** Entry / Proficient / Mastered

**Math:** None / Entry / Proficient / Mastered

**Computer:** None / Entry / Proficient / Mastered Typing Speed desired: wpm

**Other Requirements (Check, Yes or No):**

Driver’s License: Yes / No Do you run a Background Check: Yes / No

Are there any circumstances in which you would consider a volunteer who has been convicted of a crime in the past? Yes/No

Many of our employers will consider a worker with conviction, case-by-case after disclosure. Please note if you have restrictions that limit you from considering person’s with a certain crime.

**Notes / Comments:** State any restrictions or unusual qualifications/information:

In the following you can easily select what your volunteer will be learning / doing, by clicking or checking inside any of the boxes and in some cases there will be an option for “Other:”, where you’ll be able to inform us what the volunteer will be learning / doing for the position that needs to be filled. Just leave blank if it doesn’t apply.

Basic Standards of Communication: Speaking with ClarityOral Comprehension Writing Effectively and

Legibly Written Comprehension

Customer / Personal Service: Communicate with Customers Communicate with Employees Other Individuals to answer questions Disseminate or explain information Take Orders Address Complaints

Knowledge of Tools: Basic Hand Tools Electric Pneumatic Gas Page 1 of 2

Knowledge of Construction: Electrical Plumbing Carpentry Cement Masonry Welding

Lift with/without Assistance: 30lbs (With/Out) 40lbs (With/Out) 50lbs (With/Out) 60lbs (With/Out) 70lbs (With/Out) 80lbs (With/Out) 90lbs (With/Out) 100lbs (With/Out)

Maintenance: Corrective Recurring Preventive Emergency Facility Operational Custodial

Shipping and Receiving: Open Sort Inventory Unload Incoming Packages Load Outgoing Packages

Time Management: Complete Work Schedules Arrange Appointments

Type of Construction: New Construction Renovation Demo In Shop

Safety: PPE First Aid OSHA

Operate Other Equipment: **(Please List)**:

Confer with coworkers to coordinate work activities.

Critical Thinking.

Supervise.

Make travel accommodations.

Monitor inventories of products or materials.

Maintain clean and safe work environment.

Provide information to coworkers.

Train personnel.

Record information

Maintain equipment in proper operating condition.

Building and Construction: Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, other structures, or objects.

Mechanical: Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

**Other Job Duties:**

**Training to be provided:** Please write a detailed job description:

**Worksite Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Alternative Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #: ( ) Phone #: ( )

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

We look forward to partnering with you. If you are a new partner, we will meet with you to provide an orientation before your intern starts work.