

PLEASE POST

Debris Removal Monitor

Hourly Rate: \$15.00/hour with no benefits
Hours or Work: 8-10 hrs/day
Availability: Beginning the week of November 28, 2011 subject to funding approval for curbside collection of debris
Duration: 2-3 weeks

GENERAL DESCRIPTION

This is a temporary employment opportunity with Town of Glastonbury. Hours of work will generally be from sunrise to dusk, and is anticipated that the work will most likely include weekends.

SUPERVISION RECEIVED

All Monitors will receive direct supervision from designated Town staff.

SUPERVISION EXERCISED

None

ESSENTIAL JOB DUTIES

While operating their personal vehicles on residential streets throughout Glastonbury the monitor will be; in direct contact with debris removal crews; verify that the debris being removed is collected from authorized locations and document activity on Town provided forms; may be required to take photographs of certain types of debris using Town provided camera.

MINIMUM QUALIFICATIONS REQUIRED

Valid Driver's License; proof of insurance in accordance with CT Law; ability to read, write and fill our simple forms; basic understanding of GPS and digital camera operation; ability to use a cell phone

KNOWLEDGE, SKILLS, AND ABILITIES

Preference will be given to applicants that are available to work a full day on a regular basis. Also preference will be given to applicants that can work multiple days per week.

PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS

This is outdoor work. Individuals selected must be able to work in inclement weather conditions. Individuals must be able to adjust to exposure in high and low fluctuating temperatures; humidity and wetness and seasonal outdoor weather. Individuals must be able to work in a professional manner with co-workers, customers and public at large.

LICENSE OR CERTIFICATION

Valid Driver's License

The above tasks and responsibilities are illustrative only. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Note: Please return the attached Application to the Human Resources Department. Application maybe faxed @ 860-652-7505, scanned or email to www.rajwant.saeed@glastonbury-ct.gov.

Posted: 11-21-2011

Recruitment will remain open until all available positions have been filled.

APPLICATION
TOWN OF GLASTONBURY
for
DEBRIS REMOVAL MONITOR

INSTRUCTIONS: PRINT CLEARLY or TYPE

Application for the position: _____

NAME: _____

ADDRESS: _____

TELEPHONE _____ E-MAIL ADDRESS _____

Have you ever been convicted for violation of any law other than minor traffic regulations? Yes No

If YES, explain: _____

Do you have a valid driver's license? Yes No What Class? _____

Highest level of education completed: _____

Name of School: _____ Location: _____

HOURS AVAILABLE FOR WORK DURING THE DEBRIS REMOVAL PROCESS: (check all applicable boxes)

I am available for: Full-time Employment Part-time Employment Week-end

REMARKS: Use this space for any additional information which would be of value for the job for which you are applying. _____

EMPLOYMENT RECORD: (List your most recent first)

1. Employer: _____ Position: _____

Address: _____ Salary: _____

Dates of Employment: From _____ To _____ Full-Time Part-Time

Brief Description of Duties: _____

Reason for Leaving: _____

2. Employer: _____ Position: _____

Address: _____ Salary: _____

Dates of Employment: From _____ To _____ Full-Time Part-Time

Brief Description of Duties: _____

Reason for Leaving: _____

CERTIFICATION:

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the entries above made by me are true, complete and correct to the best of my knowledge and belief. Any misrepresentation, omission or falsification may be grounds for dismissal.

In the event that I am employed by this town, I agree to comply with all of its orders, rules, and regulations. The Town of Glastonbury makes no guarantee of continued employment. Only the Town Council and Town Manager may enter into an employment contract and then, only in a written agreement signed by all parties.

Failure to follow directions and complete all sections of this application is grounds for immediate dismissal from the recruitment process.

Signature of Applicant

Date