

Department of Public Works
10 Muzzey Road
Hollis, New Hampshire 03049
Tel (603)465-2246 Fax (603)465-3247

Joan Cudworth
Director

The Town of Hollis, NH is seeking to fill a full-time, permanent, union position with benefits. The applicant must be at least 18 years old and possess a valid driver's license and a clean record. The position will require a CDL B license. Obtaining additional certifications or licensing may be required.

Knowledge of construction practices and traffic control preferred. The position requires the person to be able to perform physical labor under demanding environmental conditions.

All employees are subject to background checks and drug and alcohol testing

This is a union position with a salary range of \$43,800 - \$53,500 depending upon qualifications and experience including benefits

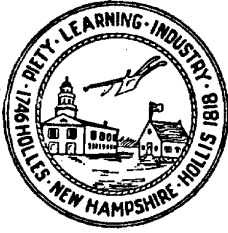
To Apply:

For a full job description and application please visit our website at:
www.hollisnh.org or at the Department of Public Works,
10 Muzzey Rd, Hollis, NH.

Completed applications can be emailed to: jcudworth@hollisnh.org

Position will remain opened until filled.

No Phone Calls please.



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Department of Public Works

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EQUIPMENT OPERATOR - The Town of Hollis, NH Public Works Department is seeking a skilled Equipment Operator devoted to public service to join our team in providing exceptional service to the residents of Hollis.

Job Summary:

Performs the skilled operation of heavy equipment used in highway maintenance and construction activities as well as performs various semi-skilled and labor-intensive tasks essential to public works operations.

Supervision Received:

Works under the supervision of a superior who assigns specific work to be performed. Work is carried out with relative independence and judgment to reach desired results. Work is reviewed for assurance that proper results are obtained and that appropriate care and safety is exercised at all times.

Supervision Exercised:

When assignment dictates, provides general supervision to other crew members. Must be a self-starter and able to work alone occasionally.

- **MUST BE AVAILABLE FOR 24 HOURS, 7 DAYS A WEEK FROM NOVEMBER 1 TO APRIL 15, FOR WINTER WORK.**
- **MUST BE AVAILABLE FOR THE REMAINDER OF THE YEAR DURING EXTREME WEATHER CONDITIONS, FOR BURIALS**
- **MUST RESIDE WITHIN A 15 MILE RADIUS OR WITHIN A 45 MINUTE RESPONSE TIME.**

Examples of Essential Duties:

Operates heavy equipment, including but not limited to: dump trucks with plow, wing and spreader body during storms. Operates loader, excavator, backhoe, wood chipper and grader. Operates small equipment including but not limited to chain saws, lawn mowers, trimmers, rollers, power screeds, water pumps, vacuum cleaners and pressure washers.

Services equipment including greasing, oil and filter changes, makes minor adjustments and repairs. Reports any need for major repairs to Public Works Director or Foremen. Maintains equipment repair and service log.

Cleaning of culverts and removal of beaver dams, possibly requiring working inside of structures or working chest deep in water. Rebuilding of culverts and catch basins.

When not engaged in heavy equipment operation, performs various tasks essential to public works operations such as mowing, operating chain saws, sweeping, raking, laying asphalt, hauling and spreading cold patch, oiling roads and painting buildings. At times will be required to lift and carry up to 80 pounds unassisted traversing rough terrain.

During Winter schedule, ability to endure long hours (2-3 days) away from home and very little sleep is expected. Will require overtime for seasonal burials and after hour call-in emergencies throughout the year.

Performs other varied duties within the Public Works department (filling in for personnel during allotted absences). This includes covering custodial and transfer station/stump dump attendant positions as needed (including dusting, mopping and waxing floors, handling of trash, oil, metal and paper waste).

Knowledge, skills, and abilities required:

Knowledge of the functions, operating methods and maintenance required of the heavy equipment used in public works and utilities projects. Knowledge of the work hazards, safety practices and traffic laws relating to heavy equipment operation. Skill in the operation and care of heavy maintenance and construction equipment. Ability to perform strenuous physical work under adverse weather conditions. Ability to detect needed repairs and make necessary adjustments to construction and related equipment. Ability to establish and maintain effective working relationships and department heads, town officials, employees and the general public.

Minimum Qualifications Required:

High school diploma or equivalent, with two years of responsible experience in the operation and care of heavy equipment and highway maintenance. Possession of a valid CDL-B, free of violations. Able to operate truck, snow plow, wing and spreader, front-end loader and one other piece of heavy equipment. Able to pass physical with drug and alcohol screening as well as a criminal background check.

Physical Exertion and Environmental Conditions:

Physical effort demanded in heavy lifting and carrying and in performing work in varying weather conditions with exposure to dirt, dust, grease, refuse and other disagreeable materials; exposure to injuries such as cuts and bruises.

Please send your application, along with a copy of your CDL-B License and a copy of your driver's record report to: jcudworth@hollisnh.org.

No phone calls please.

The Town of Hollis, NH is an Equal Opportunity Employer.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend
<input type="checkbox"/> Inquiry	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
City	State	Zip Code
Telephone Number(s)	Social Security Number (Voluntary)	

Best time to contact you at home is: _____:_____:____ AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?..... ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____ POSITION: _____ DATE: ____/____/____

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

___Terminal	___Spreadsheet	Production/Mobile Machinery (list)	Other (list)
___PC/MAC	___Word Processing	_____	_____
___Typewriter	___Shorthand	_____	_____
WPM ___	WPM ___	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? YES NO

REFERENCES

1. _____ (_____) _____

 _____ (Name) _____ Phone #

 _____ (Address) _____

2. _____ (_____) _____

 _____ (Name) _____ Phone #

 _____ (Address) _____

3. _____ (_____) _____

 _____ (Name) _____ Phone #

 _____ (Address) _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

INTERVIEWER

DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

