

TOWN OF BETHEL
PO BOX 1660 BETHEL, ME 04217
(207) 824-2669 * FAX (207) 824-3355

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR: _____

Instructions to Applicants: (1) Type or **print** in ink. (2) Answer each question clearly and completely. (3) ALL statements made are subject to investigation and verification. (4) If more space is required, use separate sheet(s) of paper.

NAME: _____

(Please print)

ADDRESS: _____

MAILING ADDRESS (*if different*): _____

TELEPHONE #: (home) () _____ (cell): () _____

E-MAIL: _____

How did you hear about this opening?

Advertisement Friend/Relative Walk-in Other

Have you ever been employed by the Town of Bethel? Yes No

If yes, give the Department and dates: _____ From _____ To _____

Give the name and relationship of any present Town Employee related to you: _____

On what date would you be available to work? _____

Are you employed now? Yes No

May we contact your present employer? Yes No

EDUCATION AND TRAINING

Highest grade completed: _____ Name of School: _____ Location: _____

School Address: _____ Phone #: _____

Colleges or Universities attended	No. years attended	Major Subjects	Degree/Certificate
-----------------------------------	--------------------	----------------	--------------------

Business, Trade or Correspondence Schools

Skills possessed: (i.e., computer, equipment operation, mechanical)

Special Licenses: (Check appropriate categories :)

ME Class #1 Driver's License #: _____ Class ___ License#: _____ Other: _____

List below, in order, the positions which you have held. Include any periods served in the Military. Show your present or most recent job first. Under "Description of Duties", list kind of work responsibilities, and the number of employees and kind of position supervised, if any. Use additional sheets if needed:

From: _____ To: _____ Title/Position: _____

Name and Address of Employer: _____ Phone#: _____

Description of Duties: _____

Name of Your Supervisor: _____ Number of Hours/Week: _____

Reason for leaving: _____

From: _____ To: _____ Title/Position: _____

Name and Address of Employer: _____ Phone#: _____

Description of Duties: _____

Name of Your Supervisor: _____ Number of Hours/Week: _____

Reason for leaving: _____

From: _____ To: _____ Title/Position: _____

Name and Address of Employer: _____ Phone#: _____

Description of Duties: _____

Name of Your Supervisor: _____ Number of Hours/Week: _____

Reason for leaving: _____

The Town of Bethel is an Equal Opportunity Employer. This statement of policy means the Town is committed to providing equal employment opportunity for the participation of all qualified persons in the job classifications without regard to race, color, sex, marital status, age, religion, national or ethnic origin, physical or mental disability, veteran status, sexual orientation, gender identification, or any other protected class under federal and/or state law.

Applicant's Certification and Agreement -PLEASE READ CAREFULLY.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature of Applicant: _____

Date signed: _____

**TOWN OF BETHEL
JOB DESCRIPTION
DRIVER/OPERATOR**

Job Title:	Driver/Operator	Classification: Non-Exempt
Department:	Public Works Department	Other:
Reports To:	Public Works Director	Supervisory: No
Position Type:	Full-time - 40 hours per week. This position frequently requires weekend and overtime work.	

GENERAL SUMMARY: The Driver/Operator performs a variety of maintenance and construction tasks; operates trucks and equipment customary to the operation of a Public Works Department, including, but not limited to road graders, excavators, backhoe loaders, front end loaders, sidewalk plows, multi-purpose equipment and attachments, rollers, compactors, roadside mowers, roadside shoulder and paving maintainers, wood chippers, snowplows and snow removal equipment, various types of light equipment and hand tools as required, trimmers, chainsaws and other tools related to the maintenance of the Town's right-of-ways and public facilities.

ESSENTIAL JOB FUNCTIONS:

- Operates all classes of trucks and equipment owned and/or rented by Public Works
- Installs pipes, manholes and other drainage related infrastructure
- Excavates ditches and trenches
- Installs signs
- Performs snowplowing and snow removal operations on roadways, sidewalks, and other areas
- Performs pre-inspection and general maintenance of trucks and equipment
- Reports repair and servicing needs to Public Works Director and Mechanic
- Performs manual work, such as shoveling, raking, loading and unloading trucks of various materials, such as cold patch, stone, gravel, timber, and leaves
- Performs general spring and fall cleanup duties around all town owned streets, buildings, cemeteries and parks
- Cleans and maintains cemeteries, parks, and fountain areas as needed
- Cleans and maintains walking path; pick up garbage, repair broken boards, trimming trees or brush as needed
- Preps roads for contracted street sweeper
- Performs street tree and/or brush trimming/clearing for visibility and safe vehicle passage
- Performs asphalt applications (patching), storm drainage repairs and replacements; ditching and shoulder repair
- Preps roads and/or sidewalks for contracted paving operations
- Notifies the Public Works Director of hazardous or potential hazards pertaining to traffic control or pass ability issues within the roadways of Bethel (Town and State owned)
- Required to be available and on-call for emergency operations during the winter schedule, and other times of the year as required
- Performs tasks at the transfer station when needed
- Fills in for the transfer station attendants as needed
- Performs work zone flagging when needed
- Maintains regular, predictable, and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Maintains cleanliness and safety in the shop and breakroom
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies and safety procedures

- Performs related work as required

KNOWLEDGE/SKILLS

- Thorough knowledge of the functions and operational methods of public works equipment and vehicles
- Knowledge of standard practices, procedures, and related safety regulations
- Knowledge of "Dig-Safe" laws and practices
- Knowledge of drainage and erosion control practices
- Knowledge of Manual or Uniform Traffic Control Devices (MUTCD) and related traffic control standards.
- Skill in the use and care of landscaping tools and equipment
- Working knowledge of the practical use of various carpentry and masonry tools
- Knowledge of field safety

ABILITY TO:

- Operate and use equipment independently with or without supervision
- Understand and follow oral and written instructions
- Read, understand, and follow plans
- Interpret and set grades, and perform and interpret basic construction layout
- Maintain records
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively
- Establish and maintain effective working relationships with co-workers and the public
- Attend any required or recommended training
- Train co-workers in construction and maintenance activities

MINIMUM REQUIREMENTS

Experience and Education/Training:

- High School diploma or equivalent
- Two (2) years' experience operating equipment and trucks in construction and maintenance work; or any equivalent combination of education and experience

Licenses/Certifications:

- At a minimum, a current valid State of Maine Class B driver's license with a clean driving record, with the ability to obtain a class A within a 12 month period.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Frequent exposure to extreme inclement weather conditions and temperatures. Must be physically able to operate a variety of vehicles and equipment, including, but not limited to rubber-tired loader, dump truck, sweeper, back hoe, small tractors, and many construction tools (compactor, pavement saw, chain saw, lawn mower, grass trimmer, etc.). Vision and hearing adequate to perform the essential function of the job are required. Moderate to heavy physical effort under adverse field conditions is required involving long periods of standing/moving, climbing, crawling, bending, pushing, pulling, occasional lifting of moderately heavy objects up to 80lbs. The employee must be capable of working a long duration of hours.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Employee Signature:

Date: