

**TOWN OF BARTLETT
OFFICE OF THE SELECTMEN
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950**

Email: selectmen@townofbartlettnh.org

**JOB OPENING
TOWN OF BARTLETT
HIGHWAY DEPARTMENT**

The Town of Bartlett Highway Department has an opening for a full time, year round Heavy Equipment Operator/Laborer or a part time winter only Heavy Equipment Operator/Truck Driver. Pay rate will be between \$21.50/hr and \$22.50/hr commensurate with experience. Must have a valid CDL-B drivers license. Must be able to pass a background check and physical.

Job Description:

FULL TIME: Employee works under the supervision of the Road Agent but able to perform tasks on their own. Job includes operating and maintaining heavy duty trucks with plows and wings and equipment, including but not limited to, backhoes, graders, and loaders; perform various skilled and semi-skilled work to accomplish the regular and recurring plowing, construction, repair and maintenance work on roads; operates light and medium weight departmental equipment to perform various tasks that pertain to the highway department; may be required to load and unload vehicles and lift a minimum of 50 lbs.; perform routine and repetitive manual unskilled tasks including but not limited to mowing, digging, cleaning, spreading of sand, gravel, and asphalt, etc.; assist in laboring work; and must be able to work with other highway department employees and be available in the winter for plowing as needed.

PART TIME: Employee will have two options: 1) On call for snow storms only for plowing (no benefits); OR 2) Work full time for the winter season only from approximately Nov. 1 to April 1 (includes benefits) and full time job description above applies.

Hours of Work: The full-time position calls for a 40 hour week and the hours of work include four 10 hour days (6am-4:30pm) approximately May - October and five 8 hour days (7am-3:30pm) approximately November - April plus possible overtime especially in the winter. The part-time position hours depends on which option outlined above.

Benefits:

- Holidays - New Years' Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and the Friday after, Christmas Day, and 1 floating holiday (representing Civil Rights/Fast Day)
- Vacation: 1st year - 40 hrs
2-10 years - 80 hrs
11+ years - 120 hrs
- Health/Dental Insurance: Currently, Town pays for 90% of premium for health insurance and 100% of premium for dental insurance. Employee is responsible for 10% of health insurance premium.
- Mutual Fund: Town pays 2.65% contribution to the employee's mutual fund. Employee may also contribute an additional amount.

Applications should be submitted to the Town of Bartlett, Selectmen's Office, 56 Town Hall Rd., Intervale, NH 03845, (603) 356-2950. Applications taken until the position is filled. The Town of Bartlett is an equal opportunity employer.

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SELECTMEN'S OFFICE**
56 TOWN HALL ROAD
INTERVALE, NH 03845
(603) 356-2950

APPLICATION FOR EMPLOYMENT

DEPARTMENT: HIGHWAY DEPARTMENT POSITION: PT HEAVY EQ OPER/TRUCK DRIVER

NAME: _____

MAILING ADDRESS: _____ TOWN _____ STATE _____ ZIP _____

RESIDENCE ADDRESS: _____ TOWN _____ STATE _____

TELEPHONE NO. _____ DRIVER'S LICENSE NO. _____

EMAIL ADDRESS: _____

CURRENT EMPLOYER: _____ POSITION: _____

PREVIOUS JOB HISTORY (LAST 5 YEARS):

DATES OF EMPLOYMENT	EMPLOYER	POSITION	REASON FOR LEAVING

(continue on to the back of this page)

PLEASE LIST ANY EXPERIENCE OR TRAINING THAT YOU FEEL WE SHOULD KNOW ABOUT THAT MAY BE USEFUL IN THIS POSITION:

PLEASE LIST THREE REFERENCES:

<u>NAME</u>	<u>MAILING ADDRESS</u>	<u>PHONE NO.</u>

I hereby certify that to the best of my knowledge, all of my statements are true, correct, complete, and made in good faith. I understand that I may have to pass a physical exam. I understand I may have to have a criminal background check performed. I understand that any information I give may be investigated as allowed by law.

Date: _____ Applicant: _____

******* PLEASE ATTACH RESUME TO THIS APPLICATION *******