

Town of Alberton Temporary Employment

This is a temporary position, will only work 90 working days maximum.

This is short term employment to help assist permanent part time employees.

The individual hired under temporary employment is not entitled to sick leave, vacation leave, holiday pay, health insurance etc.

Will assist the Water/Wastewater Operator as needed.

Will assist in any maintenance projects needing done.

Position starts at \$20/hr.

Minimum Qualifications:

- High school Diploma or GED equivalent.
- Must have experience in Maintenance/Handyman skills.
- Experience in Operating basic equipment a plus.
- Must have valid driver's license.
- Clean driving record.
- Ability to perform heavy manual tasks for extended periods of time, work safely, communicate effectively, and to establish and maintain effective professional relationships with fellow employees and the public.
-

Water/Wastewater Assistant Duties:

- Ability to troubleshoot and make repairs as needed to the water and sewer departments.
- Able to use and operate all types of hand and power tools.
- Must be prepared to work in all types of weather and dress accordingly.
- Must be available to work 24/7 in emergency situations.
- Assist the operator in all day-to-day water and wastewater testing.
- Light electrical knowledge is essential.
- Knowledge in all types of plumbing scenarios.
- Assists the water operator in servicing water supply, sewer lift and other pumps.
- Assists the water/sewer operator in cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains..

Maintenance Assistance Duties:

- Must be able to assist in any major maintenance projects that requires 2 or more people to complete.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be **met** by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

*NOTE: DROP OFF APPLICATION TO THE TOWN OFFICE. Open Mondays through Thursdays 9 am to 3 pm.
Job Description and Application can be found on our website at www.albertonmontana.com*

TOWN OF ALBERTON

Employment Application

APPLICANT INFORMATION			
Last Name		First	M.I. Date
Street Address			Apartment/Unit #
City		State	ZIP
Phone		E-mail Address	
Date Available	Social Security No.		Desired Salary
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			

From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date