



# Town of Old Orchard Beach

**Human Resources**  
OOB Town Hall  
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## December 2019 Monthly Update from the Human Resource Office

### Human Resource Manager:

December brings the holiday spirit to everyone. We had our annual luncheon for employees. It was wonderful to see everyone mingling and chatting with each other. We recognized employees with five or more years of service during the luncheon and raffled off wonderful gifts. We had a fun contest in Town Hall to bring the winter wonderland into the building:







The time to work on year end reports and forms is here, prep is almost completed and printing will be done in January. It is also time to begin preparing the FY21 budgets and wage reports. I am working with Department Heads in preparation for the new Paid Earned Time Off law that will be effective on 1/1/21.

The Town will hold 2 Career Fairs to hire for our seasonal positions.



**The Town of Old Orchard Beach is hiring.**

Dates: February 17th @ 10 am-2 pm & March 4th @ 3 pm-7pm

Location: Council Chambers at 1 Portland Ave OOB (Town Hall)



**Seasonal Positions:**

- Police Reserve Officers
- Ballpark Event Staff
- Summer Camp Counselors
- Lifeguards
- Parking Enforcement
- Public Works Laborer
- Waste Water Laborer
- Parks Laborer

- Come dressed for an interview
- Bring your resume/certifications/ID/ etc
- Meet with Departments to learn about the positions
- Find the best fit for your Career
- Fill out our application
- Set up an appointment for an interview

**Year Round Positions:**

- Per Diem Firefighter
- Fire Call Force
- Fire/Police Call Force

**IT'S THAT EASY TO BEGIN A CAREER WITH OOB!!**



**FMI: Call Human Resources at (207) 937-5632 or  
email: [fbeaulieu@oobmaine.com](mailto:fbeaulieu@oobmaine.com)**

**Union Contracts:**

- We are in negotiations with the Police Union

**Hiring:**

We advertised for the following positions:

- Per Diem Firefighters
- Call Fire Officer
- Full time Patrol Officer
- Gull Care counselors
- (After School Care)
- Summer Camp Counselor
- Lifeguards
- Public Works Laborers
- Ballpark Event Helpers
- Reserve Officers
- Memorial Park Laborer
- Wastewater Laborer

**Wellness/Safety:**

Annual training in Town Hall is just about completed.

**Upcoming:**

- Updating Personnel Policy
- Updating employee evaluation form
- Career Fair 2/17/20 & 3/4/20
- 1095-C forms
- New Paid Time off law
- Negotiations begin for Fire, Public Works and Teamsters

Wishing you all a bountiful 2020!

Respectfully,



Fran Beaulieu, Human Resource Manager