



Town of Old Orchard Beach

Human Resources
OOB Town Hall
1 Portland Avenue
OOB, ME 04064

Fran Beaulieu
Telephone: (207) 934-5714 Ext. 1532
Fax: (207) 934-0755
Email: fbeaulieu@oobmaine.com

March 5, 2018

February 2018 Monthly Update from the Human Resource Office

Human Resource Manager:

In February, we began testing new promotional material for job openings. A video is in the works showing why employees enjoy working for the Town and their departments. Departments have sent in pictures and a flyer was created for the Lifeguard, Summer Camp, Per Diem and Ballpark openings. Flyers will follow this report.

Budget discussions are in process and time is spent on wages and benefits for each department.

Union Contracts:

We are in final stages of creating a new contract with 1 of our Unions:

- Teamsters Local 340 (Town Hall Clerical & Maintenance)

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Gull Care Counselors
- Reserve Police Officers
- Lifeguards
- Call Fire
- Summer Camp Senior Counselors
- Summer Camp Junior Counselors
- Summer Camp Coordinators
- Ballpark Event Staff
- Parking Enforcement
- Code Enforcement Officer

Wellness/Safety:

We had our 1st quarterly Safety Committee meeting this month. Many departments are updating equipment to increase the safety of employees. The Fire Department has received grants to purchase ballistic vests; the Police Department has installed cruiser laptops that are more ergonomically fit for the Patrol Officers and Town Hall is working on procedures for active situations.

Employees are completing many of the mandatory annual training videos.

Wellness held a class called "In Case I die" this class covered many things our families need to know when we die. Some items that we discussed were passwords (banking, social media, etc), retirement accounts, funeral arrangements, medical requests, wills, deeds, vehicles and who gets what of your personal items. Those in attendance enjoyed the class and began the process to fill in the gaps for their families.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form

Respectfully,

Fran Beaulieu, Human Resource Manager

WHAT'S THAT JOB?

BALLPARK EVENT HELPER

Nature of Work: Ballpark Event helpers will work in a variety of positions based on the needs of the events, some days it might be concessions, fields, tickets and more. They are responsible to ensure a safe and fun event for all visitors.

Reports to: Operations Manager

Skills required: Many and varied; strong oral communication & people skills are highly desired.

Qualifications: Minimum of 15 years old (must have a work permit if required).

Physical demands: Ability to stand, walk, run and/or sit for extended hours, work outdoor in various weather and various stretches of time.

IF BALLPARK EVENT HELPER SOUNDS LIKE A CAREER FOR YOU,

CONTACT HUMAN RESOURCES AT 207-934-5714 X1532

OR BY EMAIL: FBEAULIEU@OOBMAINE.COM

FOR MORE INFORMATION


**HOMETOWN
CAREERS**

FIND YOUR FUTURE IN
MAINE'S TOWNS AND CITIES



WHAT'S THAT JOB?

CODE ENFORCEMENT OFFICER-CEO

Nature of Work: The CEO position plays a key role in planning and zoning, and making sure that building projects are done legally and meet certain safety standards.

Reports to: Typically reports to the Town Manager or Town Planner. Also has reporting responsibilities to the town Planning Board of Appeals.

Skills required: A strong interest in, or knowledge of, the construction field is vital. Oral and written communication skills are important too, as this person has extensive contact with the public. Ability to work well under pressure is also desirable.

Qualifications: Graduation from a 2-year vocational program in the building or construction field. A minimum of 5 years of experience in the construction or code enforcement field is desired. Maine State law requires that Code Enforcement Officers complete required training and certification standards within 12 months of starting the job.

Physical demands: Persons in this job are often in the field, on construction job sites or in completed buildings. The ability to operate a motor vehicle, equipment and certain tools is important.

IF CEO SOUNDS LIKE A CAREER FOR YOU,

CHECK OUT OUR JOB OPENINGS AT

WWW.OOBMAINE.COM

OR CALL HUMAN RESOURCES AT 207-934-5714 X1532


**HOMETOWN
CAREERS**

FIND YOUR FUTURE IN
MAINE'S TOWNS AND CITIES



WHAT'S THAT JOB?

OCEANFRONT LIFEGUARD

Nature of Work: Lifeguards are responsible for keeping the beach safe and clean for visitors. They are constantly watching and adapting to the changes on the beach, with visitors and/or weather.

Reports to: Through the chain of command to a Lifeguard Captain, Deputy Fire Chief or Fire Chief.

Skills required: Must be able to respond quickly to unanticipated events and perform well under pressure. Also important: strong ocean swimming skills, strong interpersonal and speaking skills, and working well with others.

Qualifications: Minimum age of 18, must be a Maine Certified Lifeguard, certified in CPR and First Aid, and must pass a swim and fitness test.

Physical demands: Depending on situations, may have to run various distances, swim various distances in changing tides, use rescue equipment such as, kayaks, boards, etc.

IF OCEANFRONT LIFEGUARD SOUNDS LIKE A CAREER FOR YOU,

CONTACT HUMAN RESOURCES AT 207-934-5714 X1532

OR EMAIL FBEAULIEU@OOBMAINE.COM

FOR MORE INFORMATION


**HOMETOWN
CAREERS**

**FIND YOUR FUTURE IN
MAINE'S TOWNS AND CITIES**



WHAT'S THAT JOB?

PER DIEM FIREFIGHTER/EMT-PARAMEDIC

Nature of Work: These first responders work in tandem with the full time firefighters to keep people safe and assist citizens during times of need, providing on-scene medical services and responding to accidents and natural disasters. There is a strong demand for candidates in this field.

Reports to: Through the fire-rescue chain of command to a fire lieutenant, captain, Deputy Fire Chief or Fire Chief.

Skills required: Must be able to respond quickly to unanticipated events and perform well under pressure. Also important: strong interpersonal and speaking skills, computer competency and working well with others.

Qualifications: High school diploma or equivalency, must be a Maine Certified Firefighter 1, EMT-Advanced or EMT-Paramedic certification preferred.

Physical demands: Depending on the exact job, can include operation of fire-suppression equipment, medical equipment and emergency response vehicles.

IF PER DIEM FIREFIGHTER/EMT-PARAMEDIC SOUNDS LIKE
A CAREER FOR YOU,

CHECK OUT OUR JOB OPENINGS AT

WWW.OOBMAINE.COM

OR CALL HUMAN RESOURCES AT 207-934-5714 X1532



HOMETOWN CAREERS

FIND YOUR FUTURE IN
MAINE'S TOWNS AND CITIES



WHAT'S THAT JOB?

FIREFIGHTER/EMT- PARAMEDIC

Nature of Work: These first responders keep people safe and assist citizens during times of need, providing on-scene medical services and responding to accidents and natural disasters. There is a strong demand for candidates in this field. Professional advancement is possible throughout the State.

Reports to: Through the fire-rescue chain of command to a fire lieutenant, captain, Deputy Fire Chief or Fire Chief.

Skills required: Must be able to respond quickly to unanticipated events and perform well under pressure. Also important: strong interpersonal and speaking skills, computer competency and working well with others.

Qualifications: High school diploma or equivalency, training in fire suppression, EMT-Advanced or EMT-Paramedic certification. Continuing education is expected.

Physical demands: Depending on the exact job, can include operation of fire-suppression equipment, medical equipment and emergency response vehicles.

**IF FIREFIGHTER/EMT-PARAMEDIC SOUNDS LIKE A CAREER
FOR YOU,**

CHECK OUT OUR JOB OPENINGS AT

WWW.OOBMAINE.COM

OR CALL HUMAN RESOURCES AT 207-934-5714 X1532


**HOMETOWN
CAREERS**

FIND YOUR FUTURE IN
MAINE'S TOWNS AND CITIES

