



Town of Old Orchard Beach

Human Resources
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June 2018 Monthly Update from the Human Resource Office

Human Resource Manager:

June was a month of interviewing and filling positions. We still have openings for the Ballpark and for lifeguards. June 16th, the Town held a Community Friendly event with all departments represented and available to meet with residents and visitors. Our new "Hall of Fame" video was played and our new flyers for open positions were available for anyone interested.

Union Contracts:

- The Wastewater contract expires on 6/30/18.

Hiring:

We advertised for the following positions:

- Per Diem Firefighters
- Lifeguards
- Call Fire
- Ballpark Event Staff
- Parking Enforcement
- Public Works Seasonal Laborer
- Waste Water Seasonal Laborer

We hired Rickey Haskell as the new Code Enforcement Officer. Rickey had previously held the Assistant Code Officer position we shared with Saco. We are happy to have Rickey on-board full time.

Wellness/Safety:

Gathering information and documents from the departments to prepare for our Safety visit from MMA in July.

At the Safety Committee meeting on June 21st, we created a list of goals for 2018. These goals were shared with all employees

2018 Safety Committee Goals:

1. Reach a score of 90% on the LEADER evaluation
2. Create an Accident Investigation Policy
3. Assess Job tasks for risk assessment
4. Reduce the # of preventable accidents
5. Create a library of safety training dvds

Our dvd library currently has 20 different safety training videos to help keep us current.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Looking into Supervisor training programs
- Setting up mandatory training for employees

Respectfully,

A handwritten signature in cursive script that reads "Fran Beaulieu".

Fran Beaulieu, Human Resource Manager