



Town of Old Orchard Beach

Human Resources
OOB Town Hall
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March 2018 Monthly Update from the Human Resource Office

Human Resource Manager:

March was spent meeting and interviewing candidates for our summer openings. Letters were sent out to employees who worked last summer to welcome those who would like to return for this summer season.

Flyers were in the works for the Reserve Officers and finalizing the video presentation for why people should work for us. We have begun posting the flyers for lifeguards, per diem fire, Summer Camp, Ballpark and Code Enforcement Officer.

Union Contracts:

We are in final stages of a 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
- Public Works Seasonal Laborer
- Waste Water Seasonal Laborer

Wellness/Safety:

We continue to work on annual trainings and to check departments for safety concerns. A form was sent out to employees who would like to bring a concern, question or hazard to the attention of the Safety Committee.

Upcoming:

- Updating Personnel Policy
- Updating employee evaluation form
- Looking into Supervisor training programs

Respectfully,

A handwritten signature in black ink, appearing to read "Fran Beaulieu". The signature is written in a cursive style with a large, stylized initial "F".

Fran Beaulieu, Human Resource Manager