

G-7 Examples of Job Notices

**Internal Job Posting**  
**Town of Acton**  
**Seasonal Groundskeeper**  
**April 07, 2014**

The Town of Acton is seeking applicants for the position of Seasonal Groundskeeper, reporting to the Cemetery Department Crew Chief.

**Duties:** Duties include: Assisting staff in day to day grounds maintenance tasks. Operating and maintaining various powered and manual landscaping equipment. Candidates must have valid driver's license and be able to stand, walk, bend, lift heavy objects & work in inclement weather for extended periods of time as necessary.

**Pay Rate:** Starting at \$11.00/hour

**Deadline:** Internal applications must be received not later than April 17, 2014

**To Apply:** Submit resume and cover letter to Human Resources Department, Town Hall, 472 Main Street, Acton MA 01720. Or e-mail to [hr@acton-ma.gov](mailto:hr@acton-ma.gov). Acton is an EOE.

**Town of Acton**  
**Highway Department**  
**Truck Driver/Laborer**

Seeking a Truck Driver/Laborer position with the Highway Department. Full-time benefited union position.

Duties: Operating vehicles and equipment and performing tasks associated with the construction and maintenance of town ways. Must be available for snow removal and other emergency work. A valid driver's license, CDL Class B endorsement or greater with an airbrake license is required at hire. Massachusetts Hoisting License, Class 2 B or greater within 12 months of hire or by next available testing period, whichever is sooner. NIMS within 1 year and State Ethics Certification within 30 days are required.

Salary: starting at \$19.82/hour.

Submit cover letter and resume to: Human Resources Department, Town Hall, 472 Main St. Acton, MA 01720. Or, e-mail [hr@acton-ma.gov](mailto:hr@acton-ma.gov).

Acton is an Equal Opportunity Employer.

**Deadline:** April 25, 2014

# Internal Job Posting Town of Acton

## Full-Time Dispatcher

January 24, 2014

The Town of Acton is seeking a full time benefitted Dispatcher reporting to the Police Chief and the Fire Chief.

**Duties:** Responsible for the dispatching and clerical work in monitoring the communications area in the Police and Fire Departments including: responding to emergency 911 and other telephone calls, handling radio communications and performing computer entry tasks.

**Minimum Entrance Requirements:** Position requires medical examination including a hearing test. Applicants must have high school degree or equivalency and two years of work experience. Training in Emergency Management Systems is required upon hire. Applicant must be available for night and weekend hours.

**Preferred Qualifications:** Excellent verbal communication skills. Good computer skills. The ability to multi-task and respond quickly to emergency situations.

**Pay Rate:** Step 1, \$18.8797/hour

**To Apply:** Submit resume and cover letter to Human Resources Department, Town Hall, 472

Main Street, Acton MA 01720. Or e-mail to [hr@acton-ma.gov](mailto:hr@acton-ma.gov). Acton is an EOE.

**Deadline:** Internal applications must be received no later than February 3, 2014