

TELECOMMUNICATOR

CITY OF PORTLAND

This is a critical position in Portland's Emergency Communications Center. The Communications Center provides 24-hour emergency/non-emergency dispatch services for Police, Fire and Emergency Medical services. The normal duties of this position include but are not limited to: work 8 or 12 hour shifts, to cover 24-hours a day 7 days a week, including holidays and weekends; communicates with police and fire units by radio; answers both emergency (911) and non-emergency telephones; provide Emergency Medical instructions over the phone for emergency medical situations; input data into computer regarding stolen property, vehicles, and guns; enter missing and wanted persons in state, local and national computer systems; other related duties as required. This is a fast-paced team environment that requires the following qualifications: graduation from high school or any equivalent combination of experience and training; ability to work with advanced computer-aided dispatching technology; capacity to act quickly, calmly and correctly in emergency situations; must be able to use tact and diplomacy in stressful situations; availability to work all shifts, including nights, weekends and holidays; strong listening, memory and multi-tasking skills; accurate typing skills; solid customer service skills. Police background check and polygraph required. Must be able to obtain Maine Emergency Medical Dispatch Certification (EMD) and Maine Certified Terminal Operator Certification within 6 months of Employment. \$656/wk plus an educational stipend and / or a night shift differential when applicable. Apply at/send cover letter and resume to the Human Resources Office, Room 115, City Hall, 389 Congress St., Portland, ME 04101, fax (207) 874-8937 or apply online at www.portlandmaine.gov. **Accepting applications until all vacancies are filled. EOE.**

PLEASE POST FOR ALL TO SEE

TO: All Employees
FROM: Human Resources Department
DATE: October 1, 2010
SUBJECT: **JOB OPPORTUNITIES**

DEPARTMENT OF PUBLIC SERVICES

MAINTENANCE WORKER III - Portland Downtown District – Position will be first shift Monday thru Friday and then third shift during winter period. Performs a variety of semi-skilled maintenance work on City buildings and facilities. Operates a variety of equipment in the operation, repair and maintenance of City property; participates in snow removal operations as required; must possess valid Class B license and maintain good driving record (must provide license number); must demonstrate ability to properly and safely perform a thorough circle check and routine maintenance on a variety of equipment; must possess high school diploma or equivalent combination of experience or training; must possess good customer service skills and communication skills; must have ability to follow oral and written directions; must have knowledge of tools, equipment, methods materials and skills used in a variety of maintenance functions and minor repairs; must pass physical exam and fitness assessment and federally mandated drug test. Public Application Pesticide License with right-of-way endorsement desired or willing to obtain within six months. Labor and Trades – Grade 18 - \$670.00/wk. – 6 month step.

MAINTENANCE WORKER III – Districting - schedule Monday thru Friday – Successful applicant will then work winter shift assignments from December thru April according to seniority. **Requirements:** thorough knowledge of the functions and operating methods of a wide variety of heavy and complex construction equipment; ability to operate equipment efficiently and safely; ability to make minor repairs; good visual acuity for driving and physical strength, agility and stamina necessary to withstand exposure to adverse climatic conditions; ability to lead and train other employees as required; ability to establish and maintain effective working relationships with other employees, supervisors and members of the public; valid Maine Class B driver's license (must provide license number); must undergo a pre-employment medical exam and fitness assessment and pass federally mandated drug test; must have and maintain a good driving record. Public applicator license with right-of-way pest control endorsement desired or willing to obtain within six months. Applicants may be evaluated with a driving test. Labor & Trades – Grade 18 - \$670.00/wk. – 6 month step.

POLICE DEPARTMENT

TELECOMMUNICATOR - This is a critical position in Portland's Emergency Communications Center. The Communications Center provides 24-hour emergency/non-emergency dispatch services for Police, Fire and Emergency Medical services. The normal duties of this position include but are not limited to: work 8 or 12 hour shifts, to cover 24-hours a day 7 days a week, including holidays and weekends; communicates with police and fire units by radio; answers both emergency (911) and non-emergency telephones; provide Emergency Medical instructions over the phone for emergency medical situations; input data into computer regarding stolen property, vehicles, and guns; enter missing and wanted persons in state, local and national computer systems; other related duties as required. This is a fast-paced team environment that requires the following qualifications: graduation from high school or any equivalent combination of experience and training; ability to work with advanced computer-aided dispatching technology; capacity to act quickly, calmly and correctly in emergency situations; must be able to use tact and diplomacy in stressful situations; availability to work all shifts, including nights, weekends and holidays; strong listening, memory and multi-tasking skills; accurate typing skills; solid customer service skills. Police background check and polygraph required. Must be able to obtain Maine Emergency Medical Dispatch Certification (EMD) and Maine Certified Terminal Operator Certification within 6 months of Employment. Communications - \$640.40/wk plus night shift differential when applicable.

HEALTH AND HUMAN SERVICES DEPARTMENT

SUPPORT TEAM WORKER - Barron Center - Nutrition Services - **full-time** - schedule to include weekends and rotating holidays. Food set-up and preparation. Valid Maine Class C driver's license (must provide license number); must pass criminal conviction background check and pre-employment physical exam. CEBA – Grade 1M-S - \$10.55/hr. – 6 month step.

The above positions are open to both in-house and outside applicants.

****In-house applicants must complete the entire application****

The City of Portland is strongly committed to diversity in its work force.

Women and Minorities are encouraged to apply.

We are an Affirmative Action/Equal Employment Opportunity employer.

Apply at the Human Resources Office, Room 115, City Hall.

Deadline for applications: **4:30 p.m., Wednesday, October 13, 2010**

JOBS ANNOUNCEMENT

CITY OF PORTLAND, MAINE

MAINTENANCE WORKER III

Department of Public Services - Portland Downtown District – Position will be first shift Monday thru Friday and then third shift during winter period. Performs a variety of semi-skilled maintenance work on City buildings and facilities. Operates a variety of equipment in the operation, repair and maintenance of City property; participates in snow removal operations as required; must possess valid Class B license and maintain good driving record (must provide license number); must demonstrate ability to properly and safely perform a thorough circle check and routine maintenance on a variety of equipment; must possess high school diploma or equivalent combination of experience or training; must possess good customer service skills and communication skills; must have ability to follow oral and written directions; must have knowledge of tools, equipment, methods materials and skills used in a variety of maintenance functions and minor repairs; must pass physical exam and fitness assessment and federally mandated drug test. Public Application Pesticide License with right-of-way endorsement desired or willing to obtain within six months. \$644 - \$670/wk.

MAINTENANCE WORKER III

Department of Public Services – Districting - schedule Monday thru Friday – Successful applicant will then work winter shift assignments from December thru April according to seniority. **Requirements:** thorough knowledge of the functions and operating methods of a wide variety of heavy and complex construction equipment; ability to operate equipment efficiently and safely; ability to make minor repairs; good visual acuity for driving and physical strength, agility and stamina necessary to withstand exposure to adverse climatic conditions; ability to lead and train other employees as required; ability to establish and maintain effective working relationships with other employees, supervisors and members of the public; valid Maine Class B driver's license (must provide license number); must undergo a pre-employment medical exam and fitness assessment and pass federally mandated drug test; must have and maintain a good driving record. Public applicator license with right-of-way pest control endorsement desired or willing to obtain within six months. Applicants may be evaluated with a driving test. \$644 - \$670/wk.

TELECOMMUNICATOR

Police Department - This is a critical position in Portland's Emergency Communications Center. The Communications Center provides 24-hour emergency/non-emergency dispatch services for Police, Fire and Emergency Medical services. The normal duties of this position include but are not limited to: work 8 or 12 hour shifts, to cover 24-hours a day 7 days a week, including holidays and weekends; communicates with police and fire units by radio; answers both emergency (911) and non-emergency telephones; provide Emergency Medical instructions over the phone for emergency medical situations; input data into computer regarding stolen property, vehicles, and guns; enter missing and wanted persons in state, local and national computer systems; other related duties as required. This is a fast-paced team environment that requires the following qualifications: graduation from high school or any equivalent combination of experience and training; ability to work with advanced computer-aided dispatching technology; capacity to act quickly, calmly and correctly in emergency situations; must be able to use tact and diplomacy in stressful situations; availability to work all shifts, including nights, weekends and holidays; strong listening, memory and multi-tasking skills; accurate typing skills; solid customer service skills. Police background check and polygraph required. Must be able to obtain Maine Emergency Medical Dispatch Certification (EMD) and Maine Certified Terminal Operator Certification within 6 months of Employment. \$640.40/wk. plus night shift differential when applicable.

FOOD SERVICE WORKER

Health and Human Services Department - Barron Center - Nutrition Services - **full-time** - schedule to include weekends and rotating holidays. Food set-up and preparation. Valid Maine Class C driver's license (must provide license number); must pass criminal conviction background check and pre-employment physical exam. \$9.96 - \$10.55/hr.

Permanent, full-time employees receive a generous benefits package which includes 12 ½ paid holidays; paid employee health insurance; sick and vacation leave; optional life, dental and income protection insurances; and tuition reduction/scholarship programs with Kaplan University and the University of Southern Maine. Project employees receive all of the above benefits excluding life insurance. Part-time employees may be eligible for a pro-rated benefits package which may include some, but not all, of the benefits listed above.

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Send cover letter and resume to the Human Resources Office, City Hall, Room 115, 389 Congress St., Portland, ME 04101, tel. (207) 874-8624, fax (207) 874-8937, or apply online at www.portlandmaine.gov.

Accepting applications/resumes from:

Monday, October 4 through Wednesday, October 13, 2010