



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
Fax: (978) 448-1115

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Job Posting Senior Water Technician I

The Town of Groton Water Department is seeking qualified applicants for a full-time (40 hour) Senior Water Technician I. The hourly range is \$23.48 to \$30.95 based on experience.

The Senior Water Technician is responsible for the operation and maintenance of the water pumping stations, treatment and distribution systems, to ensure adequate and reliable water for domestic use and fire protection. Provides the general public with the best possible service for the least cost; oversees the completion of any assigned projects; monitors all maintenance of buildings and repair of water system(s), new construction, wells, pumping stations, water tanks, and customer relations; assists in coordinating the needs and operations of the Water Department with all interested and affected parties, such as town agencies and private property owners. Communicates with contractors and developers to ensure that end users' interests are protected. Coordinates the work of outside contractors and professional engineers. Investigates all reported sewer customer problems often during non-business hours. Provides emergency response to water and sewer service interruptions and ensures efficient and economical repairs; resolves customer complaints; intervenes with staff to resolve disputes over water quality and inadequate pressures. All other duties as assigned.

The position requires a High School Diploma or equivalent; three to five years related experience; advanced technical training or coursework in civil or sanitary mechanical engineering preferred; or an equivalent combination of education and experience. Possession of a Massachusetts Drinking Water Supply, Grade I-Treatment within 6 months. Must have a Massachusetts Drinking Water Supply License, Grade II- Distribution within 12 months, and valid Driver's License.

To apply, please send your cover letter and resume to Melisa Doig, Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450 or by email to humanresources@townofgroton.org. For questions please call 978.448.1145. Job description is available by request.

Deadline for applications: December 15, 2017

The Town of Groton is an Equal Opportunity Employer



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Relief Dispatcher for The Groton Police Department

The Groton Police Department is currently seeking applicants for a per diem Relief Dispatcher.

Duties include, but are not limited to: dispatching police, fire and EMS, taking general and emergency calls from the public, record keeping, warrant management and other administrative tasks. Experience and training in the field is a plus, but not necessary as we will train the right candidate. Relief Dispatchers are required to complete a one year probationary period.

Applicants must possess a high school diploma or equivalency, good typing and communication skills, a valid driver's license, and have no criminal convictions. Applicants must be willing to work any shift including holidays & weekends, have a good work history and references. Must be able to successfully complete required departmental training: First Responder/CPR training, 911 certification training and Emergency Medical Dispatch training as a condition of continued employment. Applicants must be able to multi-task in a fast paced environment.

To apply, please send a cover letter and resume to Human Resources Director, Town Hall, 173 Main Street, Groton, MA 01450. Inquiries: (978) 448-1145 or email to humanresources@townofgroton.org. A copy of the job description is available upon request.

Deadline for resumes: December 31, 2017

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Per Diem Minute Taker

The Town of Groton is currently seeking a detail-oriented individual (acting as an independent contractor) to support several of our boards and committees with important administrative and recording tasks. This person would be responsible for attending evening board meetings (approximately 6 hours per week), taking notes and producing official minutes of those meetings. The successful candidate will possess good writing skills, a strong attention span and a High School diploma. The position will pay between \$14.00 and \$16.00 per hour based on experience.

If you have an interest in learning more about local government and a desire to meaningfully participate in a crucial Town function we encourage you to apply immediately. Please submit your resume to Melisa Doig, HR Director, Town Hall, 173 Main St., Groton, MA 01450. Applications may also be submitted via email to humanresources@townofgroton.org. Please do not hesitate to call 978-448-1145 if you have additional questions regarding this unique opportunity.

Application deadline is December 31, 2017