

Application Instructions

April 24, 2017

The Town is currently accepting applications for the following positions:

Part-time Utility Maintenance Technicians

Part-time Water and Sewer Plant Operators

This is to provide a summary on these positions and to issue a standard set of application instructions to all interested individuals.

Individuals desired for plant operator positions would be appropriately licensed utility plant operators who would be assigned to fill-in duty at either the water plant or the sewer plant as required. As such, odd, weekend and evening hours should be anticipated.

The utility maintenance technician would be assigned to the Town's public works crew which focuses on sustaining municipal water and sewer services and other areas depending on the changing needs of the Town. It is envisioned that the individual selected would be tasked with maintaining the Town's water and sewer rights of way using powered equipment such as a tractor with a bush hog and a chain saw.

Benefits for these positions include work clothing and personal protective gear. The Town does not provide health insurance, vacation/holiday leave time or retirement plan benefits to part-time positions. Part-time employees are limited to 28 hours of duty per week. Hiring rates depend upon the qualifications of the individual selected for an offer of employment.

The Town will give preference to applicants that have appropriate experience and good people skills.

Applicants are to fill out a Town of Amherst application form available on the Town's web site (<http://amherstva.gov/wp-content/uploads/employment-opportunities/Employment-Application-080422.doc>) and return it to the Town Hall at P.O. Box 280; Amherst, VA 24521. **A resume will not be considered an acceptable substitute for this application.**

Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. **General inquiries by the applicant via telephone or in person are discouraged.**

All applicants are expected to be high school graduates and possess a valid driver's license. All applicants must pass a drug screen and background investigation.

Applications will be considered until the position is filled. Screening interviews will be scheduled as applications are received.

**Water and Sewer Plant Operators
Utility Maintenance Technician**

The Town of Amherst is accepting applications for the part-time employee positions listed above. Individuals with experience in maintenance and/or water and sewer system operation are encouraged to apply before May 15, 2017. Information on the Town, these position and application procedures can be found at www.amherstva.gov. The rate of pay offered will depend upon qualifications. EOE