

Borough of Stone Harbor

Equal Opportunity Employer

Mail: Borough Hall: 9508 Second Avenue, Stone Harbor, NJ 08247
Department of Public Works: 8018 Third Avenue
Phone: (609) 368-7311, Fax: (609) 368-6920

Stone Harbor Public Works Seasonal . . .

Environmental Jobs . . .

. . . For reliable, strong, safety-conscious workers.

Early Hours, Training, Career Opportunities, Good Pay!

The municipal Public Works Department of Borough of Stone Harbor will hire at least 33 seasonal workers to help our year-around maintenance crews keep our resort community clean, safe, and beautiful. **Apply now for early job commitment** for summer employment at Public Works office, 8018 Third Avenue in Stone Harbor. **Call 368-7311** for job details, application, and interview appointment. Also, check the Borough web site at SHNJ.org or on Facebook.

Solid Waste & Recycling Collectors. Must have stamina to walk long distances every day and safely lift cans of up to 75 pounds into truck. Individual will collect residential and commercial solid waste and recyclables Monday through Saturday, from 7:00 a.m. until scheduled routes are completed.

Janitors. Clean and maintain Borough buildings, including comfort stations, Borough Hall, Lifeguard headquarters, Public Works and public areas including the commercial shopping district, and parking lots. Daytime or evening shifts, must be willing to work Saturday and/or Sunday. Driver's license required.

Grounds. Mow, edge, rake, plant, fertilize, weed, irrigate, and maintain Borough lawns, gardens and planted areas from 7:00 a.m. to 3:30 p.m. weekdays (40 hours a week). Requires driver's license with safe record and ability to operate truck, power mowers, edgers, weed whackers and other equipment.

Apply now for early job commitment for summer employment at Public Works office, 8018 Third Avenue in Stone Harbor. **Call 368-7311** for details, application, and interview.

New hires start at \$18.00 per hour. 'End of Season Bonus' of \$200.00 to seasonal employees that work all hours scheduled for July and August.

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DATE: _____

Checklist for 2023 Seasonal Job Applicants:

1. **Stone Harbor Public Works Needs Reliable Seasonal Employees.** We appreciate your interest in seasonal employment with Department of Public Works. We urge you apply early to earn our offer of a good job and a rewarding, enjoyable summer. **Here's what we expect of you:**
 - A. Fill-out the application form truthfully and completely. It takes only a few minutes.
 - B. Consider the job duties and be sure you are willing and able to do them this summer.
 - C. Be realistic about the weeks you can work during April through September.
 - D. Propose a start date when you can begin work, and also the last date you can work.
 - E. Accept our job offer ONLY if you fully expect to work the schedule we agree to.
 - F. Report for work on time every day according to the schedule we agree to.
 - G. Stay on the job until the last date agreed to at the time of hiring.
 - H. Work with courtesy, respect, and good behavior as part of a productive team.
 - I. Practice 'Safety First' in all you do, both on and off the job.

2. **Starting Hourly Wage will be \$18.00 Per Hour.** The actual amount will depend upon your employment longevity with Stone Harbor Public Works. This is an excellent pay rate and we expect to hire only excellent people. You will be paid every other Friday for the previous two weeks.

3. **\$200.00 'End of Season Bonus'.** Here's how it works: We rely on you to work your scheduled hours that have been agreed to at the time of your acceptance of employment with Public Works. So from July 1, 2023 through August 31, 2023, if you work all your scheduled hours you will receive a \$200.00 'End of Season Bonus.' You must not have any time off from July 1, 2023 to August 31, 2023, including Saturdays. If you quit early or are fired, no bonus will be paid to you. This bonus is not part of your hourly wage. It is a separate bonus that you can earn simply by keeping your work schedule commitment to us.

4. **You are entitled to work up to 40 hours a week.** Unless we agree on a separate work schedule at the time you are hired, you can work up to 40 hours each week at your regular hourly wage. You will be paid *only for the time you actually work*. If you are needed to remain on the job to perform other tasks, you may not be released to leave. **Solid Waste and Recycling Collectors** will be required to work more than 40 hours some weeks. Hours worked exceeding 40 will be paid at time and a half.

5. **Borough Uniforms** are provided for seasonal personnel and are important for safety, comfort, and public relation reasons. Public Works provides tee shirts and all safety gear including safety vests, gloves, and safety/sun glasses. Employees are required to provide their own **dark blue or black hemmed shorts or trousers**, shoes, socks and, optionally, any presentable hat. Borough employees are expected to maintain a neat, clean, and productive appearance at all times.

6. **Training Will Be Provided** on job duties, work rules, and on various employee health and safety issues. All employees receive basic orientation training plus specialized training concerning their specific duties. For instance, gardeners must be fully trained and checked-out on the operation of mowers, edgers, weed whackers, and other equipment in use by the Borough. Janitors must receive special awareness training on cleaning chemicals, blood borne pathogens, and emergency procedures. Solid Waste and Recycling Collectors will receive training on packer truck operations, keeping safe in traffic on public streets, respect for property and privacy rights of citizens, and staying healthy in hot weather.
7. **Application and Interview.** As soon as you complete your application form, submit it to us in person at 8018 Third Avenue in Stone Harbor, or by mail. We like to look over applications carefully before an interview, so it would be to your advantage to submit them to us as soon as possible. We will contact you to schedule an interview Monday through Friday between 7:30 a.m. and 3:00 p.m. We need to meet with you in person at your earliest convenience. We will explain anything you want to know about our seasonal jobs. Our interviewer will ask specific questions to make sure you understand the nature of the work and the time commitment you must be prepared to make to help us this summer. In turn, we will give you a specific promise of when you can expect to receive our job offer.
8. **Written Commitment for Seasonal Job.** Apply early for seasonal employment in Stone Harbor in order to be sure of getting the job you want for the summer. The sooner the better. The first step is for you to make a commitment with your application to come to work on a specific date and to continue on the job until a specific date. We will promptly consider your application and time commitment. We will issue a written commitment to those selected for seasonal employment with Stone Harbor Public Works. You can check the status of your application anytime by calling (609) 368-7311. We can send you the information you need by fax, by email, or by regular mail. The bottom line is that you will know that you have a job commitment at the earliest possible date.
9. **Future Job Recommendations** will be provided for all seasonal employees who keep their work schedule commitments and perform their duties in a satisfactory, better than satisfactory, or highly satisfactory manner, as determined by their supervisors.
10. **Year-Round Employment Opportunities.** Many of Stone Harbor's year-round full time Public Works employees started their careers as seasonal employees. By performing their duties well and showing their positive personal attributes during summer employment, they secured permanent employment with the Borough, complete with full benefits such as health insurance, pensions, and paid holidays, vacations and other leave from work.

This Cover Letter should be submitted to
Borough of Stone Harbor Department of Public Works With An
APPLICATION FOR 2023 SEASONAL EMPLOYMENT

My Work Schedule Commitment to Stone Harbor:

1. Attached is my completed *Application for Employment*. I have received, read, and understand the "Checklist for 2023 Seasonal Job Applicants".
2. I am applying for work as: (Enter your Priority in each box. 1= Preferred Duty; 2 or 3 = Willing to Do).

Solid Waste & Recycling

Janitorial

Grounds

Comments: _____

3. If hired, I can report for work on: _____ (Specify **start date** you are available).

4. I intend to and can work until: _____ (Specify **last date** you are available).

5. If required, I can work on Saturdays and/or Sundays: Yes No

List Any Work Schedule Limitations: _____

Date Submitted: _____ Applicant's Full Name: _____

Signature: _____

FOR OFFICE PERSONNEL:

Stone Harbor Public Works' Job Offer Commitment:

Borough of Stone Harbor

Borough Hall: 9508 Second Avenue, Stone Harbor, NJ 08247

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To: _____ Date Authorized: _____

Congratulations! Your application for seasonal employment has been approved. You are hereby hired according to the terms we have already provided to you.

1. We are counting on you to report for duty at _____ a.m. on _____.
2. We are relying on you to work for us until your last date on _____.
3. Your Regular hourly pay rate will be \$ _____ per hour. You will receive a biweekly paycheck. If you are eligible for a bonus, payment will be made to you the first pay day in November, 2023.

Notes & Instructions:

Manny Parada, Director of Public Works