

Town of Henrietta, Department of Public Works

The DPW is looking to fill several seasonal dispatching shifts from November to mid-April. Hours include days, nights and weekends, including holidays. Qualified applicants must be at least 18 years of age and have a valid Class D Driver's License.

Some of the job duties include:

- Answer emergency and non-emergency calls.
- Obtain information from callers to prioritize and notify correct personnel.
- Monitor weather for rapid changes.

Applicants should:

- Be able to communicate effectively orally and in writing for the purpose of public interaction and report writing.
- Have basic knowledge of Microsoft Excel and Word.
- Be familiar with the Town of Henrietta's main roads system.
- Be able to work with a friendly and professional demeanor.
- Be capable of multitasking in fast-paced situations.

Interested applicants can submit an application to jobs@henrietta.org.

Applications can be found on the Town of Henrietta website, www.henrietta.org under the Document Center/Miscellaneous .