

Cambridge Seasonal Laborer Lottery Program 2016

- 9 week assignments at Public Works Department
- Assignments are outdoors, typically on rubbish trucks, in the cemetery or on public properties
- \$15.04 per hour, 40 hours per week, \$601.60 per week
- Open to current Cambridge residents willing/able to perform heavy labor duties with reasonable accommodation
- Must have proper clothing and footwear (i.e., work boots) at the time of appointment to perform work safely
- Applicants selected by Lottery from those who apply

To Be Eligible for 2016 Seasonal Lottery, Please Complete a New Seasonal Laborer Lottery Application Form & Fitness Statement

Only one Lottery Application per person will be eligible

Applications available at

Personnel Department
Cambridge City Hall, Room 309
795 Massachusetts Ave
Cambridge, MA 02139

Or on-line at www.cambridgema.gov under 'Jobs'

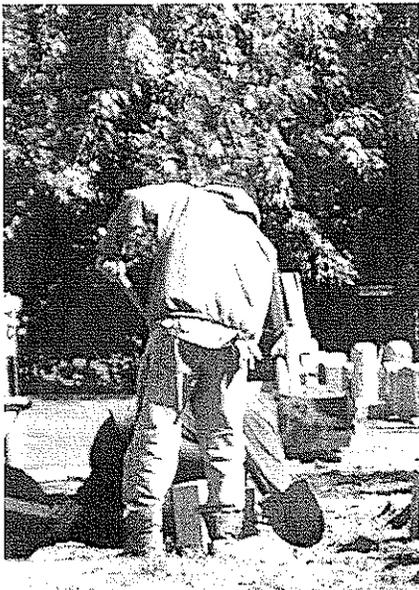
Contact Personnel at 617-349-4332 for additional information

Typical Duties of Seasonal Laborer

Picking up rubbish from sidewalks in front of houses and other establishments as required, loading refuse onto trucks, collecting garbage, yard waste and bulky items



Mowing grass using hand or powered equipment; Trimming shrubs and lower parts of trees along sidewalks and streets;



Sample Documents to Establish Cambridge Residency

If selected in the random lottery, applicants will need to provide proof of current Cambridge residency at time of seasonal appointment. Acceptable documents to establish residency include the following:

- Current Driver's License with Cambridge address
- Current Mass. ID with Cambridge address
- Recent (within the past 60 days) utility (water, electric, heating) or other bills mailed to applicant at a Cambridge address
- Copy of current Cambridge lease listing applicant's name
- Letter or other document from Cambridge shelter
- Copy of current automobile registration listing the applicant at a Cambridge address
- Copy of current real estate tax bill or excise tax bill showing the applicant at a Cambridge address
- Copy of current bank statement listing the applicant at a Cambridge address
- Copy of current paycheck listing the applicant at a Cambridge address
- Current Voter Registration Record or notarized statement by the Local Registrar of Voters listing applicant at a Cambridge address

Cambridge Employment Program

We strongly encourage all lottery applicants to go to the Office of Workforce Development for a special intake about the City's employment services, including the Cambridge Employment Program (CEP). If selected in the lottery, the Personnel Department will need to verify that the applicant has gone through this intake process before they begin a work assignment. We recommend that applicants visit the Office of Workforce Development while they are waiting to hear if they have been selected. CEP intake for lottery applicants will be done on a drop-in basis Monday - Friday, between 9:00 - 11:30 a.m., on the first floor of 51 Inman Street.

Post Lottery Screening

Those randomly selected in the quarterly lottery will be invited to participate in the post lottery screening. This includes bringing documents to verify **current** Cambridge residency (see above list) as well as completing a Criminal Offender Record Information (CORI) authorization form (for past convictions, and any pending criminal cases). Staff from the Personnel Dept. will review CORI, verify current residency, verify certification of CEP interview and check prior employment records. If appointed, you will need to provide proof of eligibility to work in the United States.



CITY OF CAMBRIDGE
 795 MASSACHUSETTS AVENUE
 CAMBRIDGE, MASSACHUSETTS 02139-3201
 TEL: 617-349-4332
 TDD: 617-349-4242
 FAX: 617-349-4312

PERSONNEL DEPARTMENT
 Sheila Keady Rawson
 Director

**City of Cambridge
 Seasonal Laborer Fitness Statement**

The primary responsibility of this position is basic laboring duties. Positions are outdoors, typically on rubbish trucks, in the cemetery or on public properties. Seasonal Laborers perform a combination of a variety of unskilled labor duties of which the following are typical examples:

- Picking up rubbish from sidewalks in front of houses and other establishments as required, loading refuse onto trucks, collecting garbage, yard waste and bulky items;
- Shoveling materials and leveling areas, removing snow and ice using manual or small powered equipment, spreading salt on icy areas, digging holes, trenches, and other excavations, cleaning out sewers and catch basins;
- Loading and unloading supplies, moving furniture, assisting in placing and holding heavy items in place;
- Cleaning litter and debris from sidewalks, streets, gutters, and parking lots;
- Mowing grass using hand or powered equipment;
- Trimming shrubs and lower parts of trees along sidewalks and streets;
- Using standard tools, i.e., shovels, picks, axes, saws, heavy wrenches and small powered equipment;
- Performing other routine duties as assigned such as cleaning, sweeping, waxing, buffing, polishing, washing floors, walls, sinks, toilets, and other fixtures; picking up, collecting, and disposing of trash; seeing to it that supplies such as soap, towels, and paper are available.

Duties range from light physical to heavy laborious tasks. Candidate will be exposed to all weather conditions and will work in a moderate to high noise level environment caused by sound of machinery or powered equipment being used. Must be a Cambridge resident at time of appointment.

All labor positions, skilled, semi-skilled, and unskilled in the Cambridge Department of Public Works require:

- A combination of repetitive lifting between 25-200 pounds
- Bending, squatting, stretching, pushing, dragging, reaching, climbing, and pulling
- Ability to work outside in all weather conditions
- **Must have proper clothing and footwear, including work boots, in order perform work safely.**

Employee is required to adhere to all safety and dress code policies. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I certify that I am capable of performing the duties and responsibilities of this position, as explained above, with or without reasonable accommodation.

Print Name: _____ Social Security #: _____

Signature: _____ Date: _____

CITY OF CAMBRIDGE

Voluntary Self-Identification Form

The City of Cambridge is an Affirmative Action/Equal Opportunity employer. Qualified applicants are considered without regard to race, color, sex, age, religion, ancestry, national origin, sexual orientation, disability, or status as a disabled or Vietnam era veteran.

As an equal opportunity employer, the City of Cambridge complies with all relevant governmental regulations and affirmative action responsibilities. To help us with record keeping, reporting, and other legal requirements, we request that you complete this self-identification form. Submission of this information is completely voluntary, and refusal to provide it will not subject an applicant to any adverse treatment.

Please be advised that this survey is not a part of your official application for employment. This form will be filed separately from your application. It is considered confidential information that will not be used to discriminate against you in any way.

Application for Position of : (use title from posting/ad)	Job Number:
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Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Cape Verdean <input type="checkbox"/> Not Cape Verdean	Race: <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other _____	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
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Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check: <input type="checkbox"/> Vietnam Era (Aug 5, 1964- May 7, 1975) <input type="checkbox"/> Other <input type="checkbox"/> Disabled

Disability: <input type="checkbox"/> Yes <input type="checkbox"/> No

Name (Optional) _____

Date: _____