



**Town of Hanover**  
**Department of Public Works**  
40 Pond Street  
Hanover, Massachusetts 02339-1693  
Telephone 781-826-3189 Fax 781-826-8915

*Victor J. Diniak*  
*Director of Public Works*

*Robert Murray, PE*  
*Facilities Engineering*  
*Manager*

September 26, 2013

To: Bulletin Boards at Town Hall, School Department, DPW, Fire Department, Police Station, Town Clerk, and Library

**Job Posting**  
**Intermittent Part-time Clerical Personnel**

The Town of Hanover, Department of Public Works has multiple positions available for intermittent, part-time clerical personnel in the administration division. The pay scale is \$15.75 to \$16.99 per hour.

The successful candidate(s) will be responsible for clerical and administrative support of public works operations, as assigned by senior public works managers. Computer and communication skills are required. Regular interaction with the general public will be a major component of job duties.

If selected for employment, the candidate shall undergo a pre-employment physical which shall include screening for drugs and alcohol and shall be subject to random drug and alcohol testing once hired.

This is a part-time, intermittent position working Monday thru Friday during normal business hours, as assigned. Hours will vary from week to week. The job application is available at the DPW office, 40 Pond Street, Hanover MA 02339. The posting will remain open until 4 pm on October 11, 2013, or until the positions are filled. The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.