

CHATHAM COUNTY PUBLIC WORKS AND PARK SERVICES

COMMUNITY SERVICE WORKER ORIENTATION

AGENDA

1. Orientation will be EVERY TUESDAY at 9:00 a.m. at Chatham County Public Works and Park Services located at 7226 Varnedoe Drive Savannah, GA 31406 (across from Walmart off of Montgomery Cross Roads).
2. Larry Merchinson, Field Superintendent is your contact with the Chatham County Public Works and Park Services. Mr. Merchinson can be contacted at (912) 652- 6852 or (912) 633-2396.
3. Community services workers are to read ALL guidelines and rules. Each worker must sign the rule and guideline form and return this form to Mr. Merchinson before leaving orientation.
4. Identify any workers with specific skills and licenses that may be useful to this department such as painter, electricians, plumbers, etc.
5. Hours: at the end of orientation, you will be given an opportunity to tell us your preferred working hours. Keep in mind that every shift must not be less than 4 consecutive hours. Your supervisor will make every effort to accommodate your requested hours, but keep in mind you may not receive the hours you requested.
6. To obtain your work schedule and work location, it is your responsibility to call your supervisor Mr. Merchinson between 02:00 p.m. and 03:00 p.m. on your orientation day.
7. You are expected to report to the location assigned to you at the hour and day given. If you are late or will be absent from work, your supervisor must be notified no later than 10 minutes after the schedule start time.
8. Parking is located on the other side of the FIRST ditch in front of the Public Works building. DO NOT PARK IN THE HANDICAPPED OR THE RESERVED FOR ADMINISTRATIVE PARKING AREAS.
9. Orientation is located on the first floor in the training room (Go through the MAIN door then through a second door and keep straight pass the elevator to the back. There is a sign on the outside of the door or if the side door is open with a community service orientation sign posted, you may go through this door).
10. Mr. Merchinson office is located on the first floor through the second door and the only office next to elevator.

PLEASE CALL (912) 652- 6852 IF YOU HAVE ANY QUESTIONS

Defendant's Name: _____ Defendant's Signature: _____

DOB: _____ Total Hours Due: _____

Agency: **Office of the District Attorney**

133 Montgomery Street, Suite 600

P.O. BOX 2309

Savannah, GA 31402

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(912) 652-7149