



41 South Columbus Avenue Littlestown,

Pennsylvania 17340

Phone: (717) 359-5101

Fax: (717) 359-8441

Official Web Site: www.littlestownboro.org

E-mail Address: secretary@littlestownboro.org

THE BOROUGH OF LITTLESTOWN

We're growing, one neighbor at a time.

Borough of Littlestown Seeking a Public Works Crew Member

The Borough of Littlestown is seeking a semi-skilled nature Public Works Crew Member. Applicants should be an operator of trucks and light equipment and performs manual labor on Borough projects. Must possess a valid Class B CDL Driver's License or be willing to obtain your Class B CDL within one year of hire.

Applications can be obtained online at www.littlestownboro.org or picked up at the Borough Office, 41 South Columbus Avenue, during regular business hours, Monday - Thursday 7:00am to 4:15pm and Friday 7:00am to Noon. Resumes will not be accepted in lieu of applications. Applications must be submitted to the Borough Office, Attn: Charles Kellar, in a sealed envelope with your name and position you are applying for on the front of the envelope or applications can be emailed to secretary@littlestownboro.org. Position open until filled. For additional information please contact Charles Kellar at 717-359-5101, ext. 320. Salary will be based on qualifications and experience. The Borough Littlestown is an Equal Opportunity Employer.



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| | |
|------------------------|--|
| POSITION TITLE: | Public Works Crew Member |
| DEPARTMENT: | Public Works |
| REPORTS TO: | Public Works Supervisor |
| RATE OF PAY: | Pay Range: |
| HOURS: | 40 Hours per week; Mon. – Fri. 7:00 am to 3:30 pm. |
| UNION: | N/A |
| STATUS: | Full-Time/ Hourly |

General Definition:

This is a full-time, hourly crew member position of an occasionally skilled and semi-skilled nature in which the employee is both an operator of trucks and light equipment and performs manual labor on Borough construction and maintenance projects.

Most work is performed with the assistance of the Public Works Supervisor and/or additional Public Works Crew member. All work is performed within established policies and procedures. *(See also - Borough of Littlestown Non-Uniform Employee's Handbook.)*

Completed work is reviewed by the Public Works Supervisor, the immediate supervisor, for effectiveness in carrying out the Borough requirements.

Typical Examples of Duties (Illustrative Only):

- Operates trucks, front-end loaders, backhoes, and tractors.
- Operates a variety of power-driven light equipment such as power saws, lawn mowers, tampers, riding mowers, etc.; uses a variety of hand tools.
- Patches road surfaces by cleaning potholes, applying patching materials, leveling, and packing.
- Cleans and seals surface cracks.
- Cleans dirt and refuse from streets and drainage structures.
- Plows and shovels snow in winter, spreads anti-skid, and handles other snow and ice control work.
- Does carpentry, plumbing, and electrical work.
- Cleans, rebuilds and repairs drains and culverts; digs drainage ditches; lays storm sewer, water, and sewer pipes.
- Installs water meters and read-outs. Reads water meters on a quarterly basis and during property/tenant transfers.
- Builds forms, mixes concrete and does concrete work.
- Loads and unloads trucks.
- Installs and maintains street signs and markings.
- Maintains and repairs Borough buildings, recreational facilities and other public works, cuts lawns and weeds.
- Washes and performs routine maintenance on vehicles.

JOB DESCRIPTION - PUBLIC WORKS CREW PERSON LITTLESTOWN BOROUGH PUBLIC WORKS DEPARTMENT

- Individual crewmen may also be called upon by the Borough Manager to assume the Following responsibilities:
 - Serve as Pennsylvania One Call/Inspection back-up to the Code Enforcement
 - Serve as Supply Officer for the Maintenance Facility – keeping inventory of materials and ordering supplies/construction materials as needed and in accordance with the municipal budget.
 - Serve as Pool Operator of the Littlestown Community Pool and obtain the corresponding required state license(s).
 - Serve as Pesticide Operator for municipal streets, sidewalks and all municipal owned property and obtain the corresponding required state license(s).
- Hauls sludge from the Borough's Wastewater Treatment Facility to the nearest landfill.
- Related work as required.

Required Knowledge Skills and Abilities:

- Ability to work independently with a minimum of supervision, and to work effectively as a crew member with other employees under direct supervision of the maintenance supervisor.
- Knowledge of the principles of automotive equipment operation.
- Knowledge of principles and practices for water and sewer main installation and repair, street maintenance and installation, snow removal, construction, and management of personnel.
- Ability to understand and follow oral and written instructions.
- Experience as an operator of the type of equipment owned and used by the Borough, and a valid Pennsylvania Drivers License with CDL Class B certification (or be willing to obtain during the 90-day probationary period).
- Experience and knowledge with manual and power tools.
- Ability to maintain confidentiality with respect to all Borough business.
- Ability to satisfactorily complete, and maintain thorough annual training updates, Hazardous Material education, and apply in the work environment as needed.

Minimum Experience and Training:

Education equivalent to completion of the twelfth school grade **AND**
One year's experience in general laboring operations.

OR

Any additional experience or training which provides the required knowledge and abilities.

This job description includes, but is not limited to, the positions essential functions. Management retains the discretion to modify or add other related duties to the position.

BOROUGH OF LITTLESTOWN
APPLICATION FOR EMPLOYMENT

41 South Columbus Ave
Littlestown, PA 17340
Phone: (717) 359-5101
Website: littlestownboro.org

Public Works Crew Member
An Equal Opportunity Employer

(Please print or type)

Last Name: _____ First Name: _____ Middle Name: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Email Address: _____

Date Available to Start: _____ Are you over the age of 18? Yes No If No, state your age _____

Can you provide required proof of your eligibility to work? Yes No

Can you perform the essential duties of the job for which you are applying for with or without accommodations? Yes No

Have you ever been convicted of a crime other than a minor traffic offense? Yes No

If yes, state the nature of the offense, date, city and state below:

Nature of offense: _____ Date: _____ City: _____ State: _____

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Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.

During the past ten (10) years, have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? Yes No

Do you have the legal right to work in the United States? Yes No If No, enter reason below:

Record of Education

High School Attended: _____ Location: _____

Course of Study: _____ From Date: _____ To Date: _____

Degree/Certification Received: _____

Record of Education

College/Tech: _____ Address: _____

Course of Study: _____ From Date: _____ To Date: _____

Degree/Certification Received: _____

College/Tech: _____ Address: _____

Course of Study: _____ From Date: _____ To Date: _____

Degree/Certification Received: _____

Graduate School: _____

Other School/Training: _____

Record of Previous Employment

Start with your most recent job and list employment history for the past five(5) years.

Does your present employer know you are seeking employment elsewhere? Yes No

Employer Name: _____ Position Held: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____ From Date: _____ To Date: _____

Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Record of Previous Employment

Employer Name: _____ Position Held: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Supervisor: _____ Phone: _____ From Date: _____ To Date: _____

Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

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Street Address: _____ City: _____ State: _____ Zip Code: _____
Supervisor: _____ Phone: _____ From Date: _____ To Date: _____
Nature of Work: _____

Starting Salary: _____ Ending Salary: _____ Reason for Leaving: _____

Specialized Skills

Give information concerning any vehicle operator's license or any other license you now hold:

Type: _____ Number: _____ State: _____ Expiration Date: _____
Type: _____ Number: _____ State: _____ Expiration Date: _____
Type: _____ Number: _____ State: _____ Expiration Date: _____

Check the categories in which you have experience:

- | | |
|---|---|
| <input type="checkbox"/> Typing _____ wpm | <input type="checkbox"/> Sewer/Water Line Repair |
| <input type="checkbox"/> 10-Key Calculator | <input type="checkbox"/> Equipment/Vehicle Repair/Maintenance |
| <input type="checkbox"/> Multi-Line Telephone | <input type="checkbox"/> Operation of Dump Truck |
| <input type="checkbox"/> Book Keeping | <input type="checkbox"/> Water Meter Reading/Repair |
| <input type="checkbox"/> Backhoe | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Computer Spreadsheets/Programs | <input type="checkbox"/> Computer Operating Systems/Databases |
- Type: _____
- Type: _____
- Type: _____

List of specialized training courses or in the job training you have received

| Type of Training | Location of Training |
|------------------|----------------------|
| | |
| | |
| | |
| | |

Other Information

Are you willing to work overtime, if necessary? Yes No

Any additional information you feel may be helpful when considering your application:

List three (3) personal references:

Name: _____ Street Address: _____ Phone: _____

Name: _____ Street Address: _____ Phone: _____

Name: _____ Street Address: _____ Phone: _____

List three (3) business references:

Name: _____ Street Address: _____ Phone: _____

Name: _____ Street Address: _____ Phone: _____

Name: _____ Street Address: _____ Phone: _____

**APPLICANT'S STATEMENT
AND
WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION**

I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. I understand, also, that I am required to abide by all rules and regulations of the employer.

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment.

I hereby give the Borough of Littlestown the right to make a thorough investigation into my background, previous employment, education and references in order to ascertain my suitability for service as a Borough employee. I authorize the employer to verify and investigate, at its discretion, the information contained herein; and I authorize my employers to furnish such information, and release them from any damage due to the furnishing of such information. I release from all liability and claims any and all persons, companies, and corporations (public and private) supplying any information whatsoever to representatives of the Borough of Littlestown. This includes, and is not limited to, parties with whom I have entered into a written or oral agreement which contains a confidentiality clause. I release, indemnify and hold harmless the Borough of Littlestown, its officials, officers and employees from and against any and all liability which might result from conducting such an investigation.

I agree that a photocopy of this signed application shall have the effect of an original.

Signature of Applicant

Printed Name of the Applicant

Date

I certify that I have witnessed the signature of the Applicant

Witness Signature and Date