



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.

The Borough of Littlestown is seeking a Water/Wastewater Operator. Applicants should possess a Pennsylvania Class B and E wastewater operator license with subclasses 1 & 4 license and a Pennsylvania Class C and E water operator license with a subclass 11 license. Experience is preferred but not required. Individuals applying without current certifications are required to obtain them within a 24-month period. Must possess a valid Class B CDL Driver's License or be willing to obtain your Class B CDL within one year of hire.

If interested please fill out the application below. Please note: Resumes will not be accepted in lieu of applications. Applications must be submitted to the Borough Office, attention Charles Kellar, in a sealed envelope with your name on the front of the envelope, position opened until filled. Unsealed applications will not be accepted. For question please contact the Borough Manager at 717-359-5101 ext. 310. Salary will be based on qualifications and experience. The Borough Littlestown is an EOE.

BOROUGH OF LITTLESTOWN
APPLICATION FOR EMPLOYMENT

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

Water/Sewer Operator
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: _____

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

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

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: _____

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: _____

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: _____

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: _____

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:

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

**JOB DESCRIPTION - WATER/SEWER OPERATOR
LITTLESTOWN BOROUGH PUBLIC WORKS DEPARTMENT**

General Definition:

This is a full-time, hourly position assisting with the operation and maintenance of all municipal wells, water filtration facilities, sewer treatment facilities, storage tanks and pumping stations in accordance with local, state and federal regulations.

Work is performed independently within established policies and procedures. (*See also - Borough of Littlestown Non-Uniform Employees Handbook.*)

Completed work is reviewed by the Chief Water/Wastewater Operator and the Public Works Director, the immediate supervisor, for effectiveness in carrying out the Borough requirements.

Typical Examples of Duties (Illustrative Only):

- * Assists in the inspection of all municipal wells, water filtration facilities, sewer treatment facilities, storage tanks and pumping stations on a daily basis to ensure that they are operating properly.
- * Assists in the maintaining of all municipal wells, water filtration facilities, sewer treatment facilities, storage tanks and pumping stations in accordance with established operations and maintenance (O&M) policies.
- * Performs routine tests and analyses to determine the efficiency of plant processes and to insure that the plant meets local, state and federal requirements.
- * Evaluates and interprets test results and prepares data sheets.
- * Performs sampling.
- * Conducts weekend rounds to check that all municipal wells, water filtration facilities, sewer treatment facilities, storage tanks and pumping stations are operating properly.
- * Maintains records and prepares reports in accordance with local, state and federal regulations.
- * Maintains inventory and requests supplies.
- * Performs custodial duties.
- * Performs related work as required.
- * Apply principles of science and logic to solve problems, collect and analyze data, and draw conclusions related to wastewater and water treatment.
- * Experience and knowledge with municipal water/wastewater operations, equipment, and maintenance.

Required Knowledge Skills and Abilities:

- * Knowledge of basic principles of chemical, physical and bacteriological examination and treatment of wastewater, sludge, effluent and byproducts.
- * Knowledge of standard laboratory principles, technology and equipment.
- * Make arithmetical calculations involving fractions, decimals, and percentages.
- * Evaluate and interpret technical reports of a water/sewer nature.
- * Ability to maintain records and prepare reports.
- * Ability to express ideas both orally and in writing. Ability to understand and follow oral and written instructions.
- * The employee is also expected to establish and maintain effective working relationships with fellow employees.

**JOB DESCRIPTION - WATER/SEWER OPERATOR
LITTLESTOWN BOROUGH PUBLIC WORKS DEPARTMENT**

- * Excellent physical condition and freedom from disabilities to lift heavy objects and work under adverse weather and working conditions.
- * Ability to maintain confidentiality with respect to all Borough business.
- * Ability to satisfactorily complete, and maintain through annual training updates, Hazardous Material education, and apply in the work environment as needed.

Minimum Experience and Training:

- * High School diploma required.
- * Degree in Environmental Science preferred but not required.
- * Possess a valid Pennsylvania wastewater treatment plant operators license - Class B and E, Subclass 1 and 4
- * Possess a valid Pennsylvania water treatment plant operators license, Class C and E, Subclass 11
- * Must have a valid drivers license. Class B CDL driver's license is preferred but not required, however must be willing to obtain during the 1-year probation period.
- * Experience working with wastewater and/or water preferred but not required.

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.

**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