



41 South Columbus Avenue
Littlestown, Pennsylvania 17340

Phone: (717) 359-5101

Fax: (717) 359-8441

Official Web Site:

www.littlestownboro.orgE-mail

Address: sandy@littlestownboro.org

THE BOROUGH OF LITTLESTOWN

We're growing, one neighbor at a time.

Borough of Littlestown Seeking a Water/Sewer Maintenance Assistant

The Borough of Littlestown is seeking an individual to fill a skilled position in mechanical maintenance. The primary responsibility is to provide a high – level maintenance and repair program for wastewater treatment plant, pump station equipment, lift station equipment, wells, control systems and other related facilities. Performs mechanical maintenance in a wide variety of repair tasks on machinery, equipment, buildings, structures, and grounds.

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. Application deadline is Noon on Wednesday, November 17, 2021. 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: Water/Sewer Maintenance Assistant
DEPARTMENT: Water and Sewer
REPORTS TO: Water/Sewer 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 Non-exempt hourly

SUMMARY OF JOB DUTIES:

Skilled position in mechanical maintenance. The primary responsibility is to provide a high – level maintenance and repair program for wastewater treatment plant, pump station equipment, lift station equipment, wells, control systems and other related facilities. Performs mechanical maintenance in a wide variety of repair tasks on machinery, equipment, buildings, structures, and grounds.

SPECIFIC DUTIES:

Duties may include any combination of tasks such as the following:

1. Directs and participates in maintenance and repair tasks as required and as directed.
2. Determines the necessity for and establishes long-range maintenance programs. Establishes and operates preventive maintenance programs.
3. Inspects plant and mechanical equipment for malfunctions and needed repairs. Determines repair methods.
4. Replaces bearings in motors, pumps, and other equipment.
5. Performs other plumbing and pipefitting tasks as required.
6. Uses computers and computerized equipment as same is related to normal operating equipment.
7. Consults with supervisor or manufacturer's representative on difficult or complicated repairs.
8. Ability to work with contractors.
9. Keeps maintenance records.
10. Thorough knowledge of wastewater treatment machinery and equipment.
11. Ability to initiate and operate preventative maintenance programs.

12. Ability to handle a variety of duties without close supervision.
13. Ability to maintain satisfactory working relationship with other employees.
14. Must possess a valid Pennsylvania Vehicle Operators License.
15. Subject to emergency call out during off hours including weekends and holidays.

TEMPERMENT:

Worker must adjust to a variety of duties involving the direction, control, and planning of the activities of others and to the situations involving repetitive duties and the evaluation of information against measurable criteria.

PHYSICAL DEMANDS:

Light to heavy work. Involves walking, standing, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and feeling. May occasionally involve heavy lifting.

QUALIFICATIONS:

Requires a High School diploma. Graduation from a trade school or similar educational institution with strong emphasis on maintaining and preparing pumps and large and small motorized equipment is preferred.

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

Water/Sewer Maintenance Assistant
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: _____

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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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