



41 South Columbus Avenue Littlestown,

Pennsylvania 17340

Phone: (717) 359-5101

Fax: (717) 359-8441

Official Web Site: www.littlestownborough.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 Supervisor

The Borough of Littlestown is seeking an individual to fill the following position of Public Works Supervisor. This position is a full-time salaried position with benefits. Applicants must have experience in supervision, construction, ability to oversee projects and comprehend bid documents and blueprints.

Applications can be obtained online at www.littlestownborough.org or picked up at the Borough Office, 41 South Columbus Avenue, during regular business hours, Monday - Thursday 7:00am to 4:15pm (closed Noon to 12:45 for lunch), Friday 7am - Noon. Resumes will not be accepted in lieu of applications. Applications must be submitted to the Borough Office, Attn: Sandy Conrad, 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. Applications will continue to be accepted until the position is filled. Salary will be based on qualifications and experience. The Borough Littlestown is an Equal Opportunity Employer.

BOROUGH OF LITTLESTOWN
APPLICATION FOR EMPLOYMENT

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

Public Works Supervisor
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: _____
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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: _____

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: _____



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POSITION TITLE: *PUBLIC WORKS SUPERVISOR*

DEPARTMENT: *PUBLIC WORKS*

REPORTS TO: *BOROUGH MANAGER*

RATE OF PAY: *DEPENDS ON EXPERIENCE*

HOURS: *MONDAY - FRIDAY 7AM - 3:30PM WITH 1/2HR LUNCH*

STATUS: *FULL-TIME NON-EXEMPT SALARY*

General Definition:

This is a salaried, full-time supervisory position in which the employee also functions as a crewman/laborer. Work involves directing, supervising, and assisting a small group of laborers on a wide variety of borough projects including, but not limited to, streets, sewer, water, buildings, and grounds maintenance and construction.

Work is performed independently within established policies and procedures. (See also - Borough of Littlestown Non-Uniform Employee=s Handbook, and Resolution Series 1999, Number 5.)

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

Typical Examples of Duties (Illustrative Only):

1. Assigns duties and maintains work schedules for his/her employees. Responsible for having work assignments available for each day=s activities at the beginning of the workday.
2. Assigns the appropriate number of employees needed to complete each project while utilizing any additional personnel available on other projects.
3. Control expenditures for overtime, equipment, and supplies in order to maintain those expenditures within the limit of Borough budgets.
4. Participates in the preparation of the yearly budget for his department.
5. Maintain records of work performed, materials used, employees= time, inventory of material available, and other records and reports as necessary or requested.
6. Directs, supervises, and assists crews engaged in the following:
 - Street maintenance.
 - Snow plowing, anti-skid spreading, ice and snow removal.
 - Refuse collection and disposal.

- Storm sewer maintenance and construction.
 - Maintenance of parks, playgrounds, community pool and recreation areas.
7. Maintenance of Borough equipment.
 8. Sign installation.
 9. Water meter and read-out installation.
 10. Water meter reading.
 11. Water and sewer line maintenance and installation.
 12. Building maintenance.
 13. Equipment/vehicle repair.
 14. Investigates citizen complaints directed to his department; and makes recommendations to the Borough Manager regarding corrective measures when required.
 15. Operates construction and maintenance equipment.
 16. Sees to the collection and repair of Borough parking meters.
 17. Maintains records and prepares reports.
 18. Performs related work as required.
 19. Meets with the Borough Manager daily to review the work schedule, advance planning of projects, and any other matters.
 20. Attends and participates in monthly Department Head Meetings.

Required Knowledge Skills and Abilities:

1. Ability to oversee construction and road projects awarded to outside contractors.
2. Ability to comprehend bid documents and blue prints as it relates to Borough Projects both in house and independent construction projects.
3. Knowledge of principles and practices for water and sewer main installation and repair, street maintenance and installation, snow removal, construction, and management of personnel.
4. Ability to maintain records and prepare reports.
5. Ability to express ideas and schedule work effectively, both orally and in writing.
6. Ability to exercise independent judgment and makes decisions within the scope of specific assignments and Borough policies.
7. Ability to exercise good judgment, courtesy, and tact in answering questions for the public and in making proper disposition of their problems and/or complaints. Assumes responsibility for assuring that his crew acts likewise and conducts its work in such a manner as to bring credit to the Borough.
8. The employee is also expected to establish and maintain effective working relationships with

subordinates and fellow employees.

9. Experience as an operator of the type of equipment owned and used by the Borough, and Possess a current, valid Pennsylvania Driver's License with CDL Class B certification (or be willing to obtain during the 90-day probationary period.)
10. Experience and knowledge with manual and power tools.
11. Experience maintaining records and preparing reports.
12. Experience with interpreting drawings and plans.
13. Ability to maintain confidentiality with respect to all Borough business.
14. 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:

1. Education equivalent to completion of the twelfth school grade.
2. At least four (4) years of maintenance and construction experience.
3. Any additional experience, training, or education classes which provides the required knowledge and Abilities.

Tools and Equipment:

1. Backhoe and other major machinery
2. Lawn mowers
3. Street Sweeper
4. Welding Equipment
5. Locating devices
6. Basic office equipment (fax, copier, computer, telephone)
7. Handheld radio/ Wireless Communications
8. Measuring Devices
9. Photograph equipment (Digital Camera)
10. Motor vehicle
11. Inspection tools
12. Gauges
13. Meters
14. Calculators

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities associated with this position. The environmental demands described there are representative of those an employee encounters while performing the duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to crawl, balance, climb, bend, stretch, kneel, or walk for extended distances and use hands and fingers to handle equipment. The employee may be occasionally required to drive or sit for extended periods of time. The employee may be occasionally required to lift or move up to twenty-five pounds with or without assistance. The employee is required to work outdoors in a variety of weather conditions and is subject to occupational hazards associated with construction field. Specific visual demands required by this job include close, distance, peripheral, and color vision, depth perception, and the ability to focus.

Field work is performed in a moderately loud environment; some duties require office work in a moderately quiet environment.

Personal Skills Required:

Ability to effectively communicate verbally, in person and over the phone, and in writing. Ability to establish and maintain effective working relationships with other employees, supervisors, Borough officials, maintenance crew, contractors, engineers, property owners and the general public. Ability to enforce regulations firmly and tactfully. Detail oriented and self-motivated. Ability to work with other employees and individually.

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.