



41 South Columbus Avenue  
Littlestown, Pennsylvania 17340  
Phone: (717) 359-5101  
Fax: (717) 359-8441

## **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 Public Works Crew Member. Applicants should be an operator of trucks and light equipment and perform manual labor on Borough projects. Must possess a valid Class B CDL Driver's.

Applications can be obtained online at [www.littlestownborough.org](http://www.littlestownborough.org) or picked up at the Borough Office, 41 South Columbus Avenue, during regular business hours, Monday – Thursday from 7:00am to 4:15pm (closed from Noon to 12:45pm for lunch) and Friday from 7:00am to 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](mailto:secretary@littlestownboro.org). The initial application deadline is 12:00 PM (noon) on Friday, May 29, 2026. Applications will continue to be accepted until the position is filled.

Salary will be based on qualifications and experience. The Borough of Littlestown is an Equal Opportunity Employer.



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Official Web Site: [www.littlestownborough.org](http://www.littlestownborough.org)

E-mail Address: [secretary@littlestownboro.org](mailto:secretary@littlestownboro.org)

## THE BOROUGH OF LITTLESTOWN

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<b>POSITION TITLE:</b>	Public Works Crew Member
<b>DEPARTMENT:</b>	Public Works
<b>REPORTS TO:</b>	Public Works Supervisor
<b>RATE OF PAY:</b>	Pay Range:
<b>HOURS:</b>	40 Hours per week; Mon. – Fri. 7:00 am to 3:30 pm.; on-call; rotating weekends
<b>UNION:</b>	N/A
<b>STATUS:</b>	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.
- 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: \_\_\_\_\_

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: \_\_\_\_\_

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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: \_\_\_\_\_

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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:**

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

**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