



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 performs manual labor on Borough projects. Must possess a valid Class B CDL Driver's.

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 from 7:00am to 4:15pm and Friday from 7am 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. Application deadline is Noon on Friday May 31, 2024.

Salary will be based on qualifications and experience. The Borough of 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 Crewmen. 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 MEMBER LITTLESTOWN BOROUGH PUBLIC WORKS DEPARTMENT

- Individual crew member 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: littlestownborough.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 accomodations? 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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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: Present _____

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:

- 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: _____