

Part-Time Seasonal Maintenance Laborer **Silver Spring Township Authority**

The Silver Spring Township Authority is accepting applications for a part-time seasonal maintenance person. The successful candidate will be responsible for assisting in all general maintenance activities related to the Silver Spring Wastewater Treatment Plant and twenty-five sewage pump station sites. The duties shall include but are not limited to mowing and trimming grass, pulling weeds, painting, cleaning of buildings and enclosures, and other duties as needed and assigned. This work will be done under the supervision of the Authority Manager or his designee.

General Definition:

The Part-Time Seasonal Maintenance Laborer is primarily responsible for the ongoing care and maintenance of the Authority's grounds, buildings, equipment and all associated appurtenances comprising the public sanitary sewer system and works under the supervision of the Superintendent.

Job Responsibilities:

1. Operate and maintain the Authority's equipment and assets in a safe and responsible manner.
2. Maintain a safe working environment to ensure that all work performed is undertaken in a safe manner and stop any unsafe or inappropriate behavior and report the same to Superintendent.
3. Responsible for communicating any problems or issues with equipment to Superintendent.
4. Assess work areas for unsafe conditions, obstacles, or any hazards that may be encountered.
5. Reporting to work at assigned times and days.
6. Maintain wastewater treatment plant grounds and buildings.
7. Maintain sewer pump station grounds and buildings.
8. Communicating effectively with co-workers and ask questions pertinent to task as needed.
9. Notify Superintendent of any supply needs.
10. Other duties as determined by the Superintendent, Authority Manager, or Board.

Essential Functions:

1. Perform outdoor work in all seasonal conditions.
2. Possess appropriate physical conditioning and possess the required strength and mobility to undertake lifting and moving heavy and bulky objects (up to 50 lbs.).
3. The ability to climb ladders/stairs on a frequent basis.
4. The ability to safely operate a motor vehicle.
5. The ability to communicate effectively with co-workers and the public by utilizing the English language.

Minimum Qualifications:

1. Possession of a high school diploma or GED, unless graduation is pending.
2. Shall possess a valid Pennsylvania Class C Driver's License or higher-class license.

Hours for this position will be 10 AM to 3 PM, Monday through Friday.

The wage for this position will range from \$18 to \$20 per hour, depending on relative experience.

Employment application is attached. Additional details about this position can be obtained at the Silver Spring Township Authority Office located at

5 Willow Mill Park Road, Suite 3

Mechanicsburg, PA 17050

717-591-1370

jstevens@sstasewer.org

APPLICATION FOR EMPLOYMENT

Silver Spring Township Authority

5 Willow Mill Park Road, Suite #3

Mechanicsburg, Pa 17050

Phone - 717-591-1370 Fax - 717-591-1373

Position Applied For: _____

Date of Application: _____

PERSONAL INFORMATION:

Name: _____

Address: _____

Phone #: _____

If you are under 18 years of age, can you furnish a work permit? _____

Have you previously been employed by Silver Spring Township Authority? _____

Special skills and qualifications:

Have you ever been convicted of a felony? _____

If yes, please explain (you will still be considered for employment if you have a convicted record)

Were you in the U.S. Armed Forces? _____

If yes, what branch? _____ Dates of service: _____

Licenses and/or Certifications: _____

Date available for work: _____

EDUCATIONAL BACKGROUND:

	Name & Address	Years Completed	Course of Study	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Other	_____	_____	_____	_____

EMPLOYMENT HISTORY (list most recent first)

Name and address of employer: _____

Position Title: _____ Salary: _____

Dates of Employment: _____ Phone #: _____

Supervisor's Name: _____

Described the work preformed: _____

Reason for leaving: _____

Name and address of employer: _____

Position Title: _____ Salary: _____

Dates of Employment: _____ Phone #: _____

Supervisor's Name: _____

Described the work preformed: _____

Reason for leaving: _____

Name and address of employer: _____

Position Title: _____ Salary: _____

Dates of Employment: _____ Phone #: _____

Supervisor's Name: _____

Described the work performed: _____

Reason for leaving: _____

May all the above listed employers be contacted?
If not, indicated which one's): _____

REFERENCES:

Name	Address	Phone #

The facts in my employment application are complete and true. I understand that if employed, untrue statements on this application shall be considered sufficient reason for dismissal. If give, the employer the right to invistigate all references and to secure additional job related information about me.

Signature of Applicant

Date

Silver Spring Township Authority is an Equal Opportunity Employer

OFFICE USE ONLY

Date Received: _____

Date of Interview: _____

Date of Employment: _____