



POINT TOWNSHIP

Northumberland County

759 Ridge Road, Northumberland, PA 17857-9623
pointtownship.org • (570) 473-3198 • (570) 473-7812 (Fax)

March 11, 2020

Dear Applicant,

We would like to thank you for your interest in becoming a part of our organization. Point Township municipal government strives to meet the needs of the residents, businesses and guests that flow through every day. Working in government can be a challenging career and you will be required to adapt to a variety of situations and deal with different personalities. In addition to these interpersonal skills, a host of technical skills are a must. You will be required to submit an application and resume, and if selected, undergo workplace testing to validate your skills. We understand that skills and experience vary greatly, and we recognize the importance of good character and personality. If you do not have some of the listed qualifications, but feel you have other important experience relevant to the position, we want to hear from you!

Point Township is growing, and the members of the road crew will be an integral part of this through the years ahead. The Road Crew position should be viewed as a long-term employment position to help build a thorough understanding of Township functions. This position requires successful completion of a background investigation for the safety of our residents that we serve.

Your complete application and resume must be submitted in person to the Point Township Municipal Building located at 759 Ridge Road Northumberland, PA by no later than Friday, March 27th, 2020 at 4:00pm. Your documents must be sealed in an envelope with your full legal name and "Road Crew" on the top left corner. Application packets submitted after the deadline will not be accepted.

Should you have any questions, please contact the Township at (570) 473-3198.

Sincerely,

Point Township Board of Supervisors



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Road Crew Functions and Qualifications

Description:

This position requires a wide variety of work involving, but not limited to, the maintenance of Point Township property and street infrastructure. The employee reports to the Roadmaster and in his absence, the Chairman of the Board of Supervisors. Generally, summer hours consist of 4/10 hour days, 6 a.m. to 4:30 p.m. and winter hours consist of 5/8 hour days, 7 a.m. to 3:30 p.m. 40 hours per week. These hours are subject to change as weather or other conditions dictate.

Key Functions:

- Equipment Operator
 - Operates trucks, heavy equipment, minor equipment
 - Maintains/repairs equipment
- Infrastructure Maintenance
 - Maintains/repairs storm water ditches, inlets, pipes and related facilities
 - Maintains/repairs road surfaces, berms/shoulders, guiderail, pavement markings and signage
 - Snow removal and salt/anti-skid application
 - Maintains right-of-ways by mowing/brush clearing, leaf and debris collection
 - Maintains/repairs recreational park and related facilities
- General Maintenance
 - General washing/cleaning and service of equipment
 - General cleaning and organization of garage and maintenance buildings
 - General carpentry, electrical, plumbing, manual labor, etc.
- Physical and Mental Requirements
 - Must be able to see, hear, walk, stand, squat, move 100 lbs. from one location to another, shovel, rake, climb stairs and ladders, climb in and out of ditches, manholes, inlets, etc.
 - Must be able to work outside daily and in atmospheres containing dirt, dust, noise, grease, oil, diesel fuel, gasoline, fumes, cold, heat, rain, snow, sleet, ice, wind, etc.
 - With training, must be able to operate township equipment efficiently and safely, including but not limited to wheel loader, backhoe, grader, flail mower, milling machine, zero-turn mower, commercial trucks with/without trailer or plow and auger/spreader, chainsaws, chop saws, pumps, power pruners and brush cutters,

pneumatic tools, oxy/acetylene torch, welder, lasers, measuring devices, basic hand tools, etc.

- Must be able to read and write at a high school level
 - Must be able to understand and follow oral and written instructions
 - Must be able to work independently without constant supervision
 - Must be able to learn and perform new tasks, and show initiative to perform these tasks without supervision
 - Must be able to reason and solve problems
 - Must be able to communicate and interact with residents, contractors and vendors
 - Must be able to respond to call outs any time of any day or night
- Required Education and Experience
 - Must have a high school diploma or equivalent.
 - Must have a basic knowledge of mechanics, construction practices, trench work and confined spaces.
 - Experience is preferred in a job entailing duties similar to those required for this position, (in construction or public works)
 - CDL -Class A with Air, (must have or be able to obtain within two years)

General Information

- Hiring process will consist of
 - Application submittal and review
 - Select applicants will be invited to an interview and skills evaluation process
 - A conditional offer of appointment will be made, (subject to satisfactory background investigation)
- Probationary period for 1 year – ongoing assessment of employee performance
- Job training will be provided. While this on-the-job-training is critical to the success of the position, many of the listed qualifications and experience should be in place upon hiring. Additionally, ongoing educational opportunities will be provided to fulfill the needs of Township.
- Competitive salary and paid benefit package

EDUCATION

School	Name and Address	Course	Year Completed or Graduated	Diploma / Degree
High School				
College / Other				

MILITARY

Branch of Service	Length of Service	Rank at Separation
Reserve Requirements	Specialized Training	Honorable Discharge*
		<input type="checkbox"/> Yes <input type="checkbox"/> No

*If honorably discharged, please attach a copy of your Form DD-214

EXPERIENCE

(List all positions you have held, beginning with most recent)

Name and Address of Company	From / To	Position	Salary	Reason for Leaving	Supervisor Name & Title
Phone: ()					
OK to Contact* <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name and Address of Company	From / To	Position	Salary	Reason for Leaving	Supervisor Name & Title
Phone: ()					
OK to Contact* <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name and Address of Company	From / To	Position	Salary	Reason for Leaving	Supervisor Name & Title
Phone: ()					
OK to Contact* <input type="checkbox"/> Yes <input type="checkbox"/> No					

Name and Address of Company	From / To	Position	Salary	Reason for Leaving	Supervisor Name & Title
Phone: ()					
OK to Contact* <input type="checkbox"/> Yes <input type="checkbox"/> No					

*Employers you checked "No" for contact will not be contacted unless job appointment is pending.

GENERAL QUALIFICATIONS / LIMITATIONS

Describe any specialized training, knowledge, or other skills or certifications that you feel are relevant to the position	
List any physical defects you have that may interfere with your ability to perform job duties.	
Summarize any other qualities that you feel would make you an asset to the Township	

REFERENCES

(known to you for 3+ years, exclude past employers and relatives)

Name and Occupation	Address	Phone
		()
		()
		()

BACKGROUND

1	Have you ever been convicted of or plead guilty to any crime involving violence to another person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Have you ever been convicted of or plead guilty to any crime involving dishonesty, theft, fraud or embezzlement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Have you ever been convicted of or plead guilty to any sexual crimes including rape, assault or similar sexual offense or a sexual crime involving a minor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Have you ever been convicted of or plead guilty to any crime involving distribution or intent to distribute controlled substances, (drugs), or similar drug offenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Have you ever been counseled or disciplined for cash handling violations or a similar problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No

VERIFICATION

The facts set forth on this Employment Application are true and complete. I understand that if employed, any false statement on this application shall be considered sufficient cause for dismissal. The Township is hereby authorized to conduct an investigation of my background and history, to include personal, professional, financial and criminal. I will provide necessary information, as required by the Township, to aid this investigative process.

I understand that information contained in this Employment Application may be evaluated in arriving at an employment decision. I hereby authorize all current and former employers, educational institutions, and references to release information relevant to my application for employment and I release and hold harmless Point Township, all current and former employers, educational institutions and references from any and all liability related to the release of such information.

_____ Date

_____ Applicant's Signature

ADDITIONAL INFORMATION

