



FULL-TIME OPERATOR-LABORER

The Borough of Sayre is accepting applications for the position of Full-Time Operator-Laborer with the Department of Public Works.

Applications, requirements for the position, and job description may be obtained at the Sayre Borough Administration office between the hours of 9:00 A.M. and 4:00 P.M, MONDAY THROUGH FRIDAY.

The deadline to submit a completed application is 4:00pm on Wednesday, January 6, 2021. No Phone Calls Please.

All qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex, and all Veterans should provide proof of their military service and request for Veterans preference.

The Borough of Sayre is an equal opportunity employer.

JOB DESCRIPTION FOR THE POSITION OF OPERATOR-LABORER

DEFINITION:

This general maintenance work on Borough streets, roads, parks, and properties that may require the use of a variety hand and power tools and the operation of special purpose trucks and mowers to pick up trash, plow snow, transport various maintenance materials, cut grass and brush and all other duties listed under Laborer position. Specific work assignments are given on a daily basis and the employee is expected to complete them with only limited assistance and guidance.

DUTIES:

- Patching road surfaces by cleaning potholes, applying patching materials, leveling, and packing. Clean and seal surface cracks.
- Clean dirt and refuse from streets and drainage structures.
- Operate maintenance vehicles to load, transport, and apply construction materials to road surfaces.
- Drive snowplow and applies ice/snow control materials. Clears snow by hand-shoveling where necessary.
- Cut grass, brush, bushes, trees, and branches using tractor mounted mowers, walk behind mowers and other hand and power equipment.
- Drive trash truck when assigned on designated pick up routes.
- Load trash from curb to truck including normal household trash, various sorted recyclables, and bulky items such as appliances.
- Perform various park maintenance duties such as painting, and repairing playground equipment, etc.
- Collect leaves and other yard waste with the use of backhoe, rake, shovel, and manually placing them into proper collection vehicle.
- Washes and performs routine maintenance on vehicles.
- Performs other work as required.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

- Knowledge of all state and federal laws pertaining to the operation of motor vehicles.
- Skill in the operation of motor vehicles.
- Ability to learn the operation of specialized pieces of maintenance equipment.
- Ability to learn and carry out routine mechanical operations.
- Ability to understand and follow oral and written instructions.
- Sufficient physical strength and freedom from disabilities to lift heavy objects repetitively weigh 50lbs and work under adverse conditions.

TRAINING & EXPERIENCE REQUIREMENTS:

- Minimum of High School Diploma or GED Equivalent
- Experience in construction trades
- Possession of a valid Pennsylvania motor vehicle operator's license and a valid CDL or CDL Permit for the class of vehicle to be operated.
- May be allowed 12 months from date of hire to acquire a Pennsylvania Commercial Drivers License at total cost to employee.

Valid CDL License is required to maintain employment. The time period listed to obtain CDL may be extended when scheduling conflicts arise.

- Experience with the operation of sanitary sewer collection systems is beneficial.



BOROUGH OF SAYRE
110 WEST PACKER AVENUE
SAYRE, PA 18840
(An Equal Opportunity Employer)

PUBLIC WORKS OPERATOR-LABORER APPLICATION

GENERAL INSTRUCTIONS: Each section must be completed in order for the Borough of Sayre to accept this application as complete. Print, DO NOT TYPE, answers to every question. If a particular question does not apply to you, please mark "N/A." If space available is insufficient, use the reverse side and precede with the number of the referenced block. Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment.

QUESTIONNAIRE

1. _____ 2. _____
Last Name First Name M.I. Social Security Number

3. _____
List any other names you may have used.

3(a). _____ _____
Home Phone Message Phone

4. _____
Present Address

5. _____
U.S. Citizen? (Yes/No)

6. List all residences for the past ten years, beginning with the most current.

Month & Year

From To Address

7. Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License License Number State Expiration

Have you had your license suspended or revoked? Yes No

8. Have you ever been convicted of a misdemeanor, felony, or greater criminal violation? If yes, state violation, court of jurisdiction, and date of conviction.

9. Education. List junior high, senior high, college, business or trade schools attended.

	City/State	Highest Grade Completed	Did you graduate? (Yes / No)	Degree
High School				
Technical, Business or Other Schools				
College, University, or Professional School				

10. Employment. Begin with your most recent job and list your work history for the past ten years including fulltime, part-time, temporary, or seasonal employment, and all periods of unemployment.

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		
Salary	Name of Supervisor	
\$		
Duties:		

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		
Salary	Name of Supervisor	
\$		
Duties:		

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		
Salary	Name of Supervisor	
\$		
Duties:		

From:	Name & Address	Job Title
Mo/Yr		
To:		
Mo/Yr		
Salary	Name of Supervisor	
\$		
Duties:		

If you need to supply additional employer information, please submit on separate sheet of paper.

Have you ever been: discharged, furloughed, asked to resign, put on inactive status for cause, subject to disciplinary action while in any position (except military)? If yes, state reason:

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain, giving name and address of employer, approximate date, and reasons in each case.

Military Status:

	Yes	No
Have you served in the U.S. Armed Forces? If yes, attach a copy of your discharge/separation.	_____	_____

Do you claim veteran's preference?	_____	_____
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While in military service, were you ever convicted for any crime graded as a misdemeanor, felony, or greater offense?
If yes, give date, place, law enforcing authority, or type of court or court martial, charge, and action taken for each incident using a separate sheet to record this information. _____

Are you presently a member of a U.S. Reserve or State Guard organization?	_____	_____
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If yes, complete the following:

Grade and Service No.: _____ Service and Component: _____

Status: _____

Organization and Station, or Unit and Address:

11. Professional References: List at least five professional references who have definite knowledge of your qualifications for the position of this application. Do not list relatives.

Name	Address	Contact Phone No.	Years Known

12. Are there any incidents not mentioned herein which may reflect upon your suitability to perform the duties that you may be called to take or that might require further explanation? If yes, explain.

13. Have you ever applied for a position with the Borough of Sayre in the last five years? If yes, explain.

14. Remarks:

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers and that the entries made by me above are true, complete, correct to the best of my knowledge and belief, and made in good faith.

Signature of Applicant

Date

NOTIFICATION PROCEDURE RELEASE

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of Public Works Laborer with the Borough.

If conventional methods fail in attempting to contact the applicant, a certified registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration for employment.

It is the applicant's responsibility to notify the Borough, in writing, of an address change. By affixing your signature to this form, the applicant acknowledges that you have read and understood the contents of this procedure.

Date

Signature of Applicant

WAIVER AND RELEASE FOR BACKGROUND INVESTIGATION

I, _____ (Applicant Name), hereby give the Borough of Sayre 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 Public Works Laborer. I release from all liability and claims, all persons, companies, and corporations (public and private) supplying any information whatsoever to representatives of the Borough of Sayre. This includes, and is not limited to, parties with whom I have entered into a written or oral agreement that contains a confidentiality clause. I release, indemnify, and hold harmless the Borough of Sayre, its officials, officers, and employees from and against all liability that might result from conducting such an investigation.

Date

Signature of Applicant

VERIFICATION

I understand that this application has been completed subject to the penalties of 18 PA C.S. 54904 relating to unsworn falsification to authorities.

Date

Signature of Applicant

PLEASE RETURN COMPLETED APPLICATION TO: ADMINISTRATION OFFICE
SAYRE BOROUGH HALL
110 WEST PACKER AVENUE
SAYRE, PA **18840**