

CUMBERLAND TOWNSHIP AUTHORITY
FULL-TIME LABORER
CUMBERLAND TOWNSHIP, ADAMS COUNTY, PA

The Cumberland Township Authority is accepting applications for a full-time wastewater treatment plant laborer. Applicant must have a High School Diploma or GED and possess a Class C Driver's License & a Class B Commercial Driver's License or the ability to obtain a Class B Commercial Driver's License. Must be able to pass a background investigation including criminal, employment, driving and credit history, a medical examination, and a drug test.

Work involves, but is not limited to, the monitoring and maintenance of wastewater facilities and associated pumping stations. Work is performed under the direction of the Operations Manager and Plant Superintendent. 40-hour work week, Monday through Friday, with some after-hours callouts and rotating weekends.

Competitive wage, benefit, and retirement package. Starting wage range is \$20-\$23/hour commensurate with experience.

Job Description and Application can be picked up between 9am and 4pm M-TH at 1270 Fairfield Road Ste. 9 (west entrance), Gettysburg PA, 17325. Applications accepted until position is filled. Applications may be dropped off during the same hours or emailed to mvooss@ctapa.org.

Cumberland Township Authority is an equal opportunity employer.



1270 Fairfield Road, Suite 9
Gettysburg, PA 17325
Phone: (717) 334-1526 ext 200
tbarrick@ctapa.org

Job Description for
LABORER

General Definition:

This is an hourly, full-time position in which the employee serves as a Laborer for the daily sewer operations. Work involves assisting the Plant Superintendent and Operations Manager in the daily operations of the Wastewater Treatment Plants and pump stations.

Work is performed under the supervision of the Plant Superintendent.

The completed work is reviewed by the Operations Manager, for effectiveness in carrying out the Authority requirements.

Examples of Duties:

- General plant cleanup includes hosing basins, sweeping, mopping, cleaning facilities, and cutting grass.
- Assists in Pump and motor maintenance and other related maintenance projects.
- Learns lift station operation and assists in maintenance of same.
- Learns collection system layout and maintenance of same.
- Operates tanker truck when required after proper PA Commercial Driver's License is obtained.
- Learn basic lab tests and procedures.
- Assists in routine vehicle maintenance.
- Learns all related record-keeping procedures.
- Follows all safety procedures at all work locations.
- Available to report to work as needed after hours, on weekends, and holidays.
- Performs all other duties as assigned by the Plant Superintendent.

Required Knowledge and Skills:

- Knowledge of safe work precautions and procedures.
- Ability to maintain detailed records and prepare reports.
- Establish and maintain effective working relations with contractors, associates, staff, government officials, attorneys, and the general public.
- Experience as an operator of the type of equipment owned and used by the Authority, and a valid PA Driver's License with a minimum of CDL Class B certification, or ability to obtain.

- Experience and knowledge of manual and power tools.
- Ability to maintain confidentiality with respect to Authority business.
- Ability to satisfactorily complete and maintain thorough and necessary annual training updates and certifications.

Minimum Experience and Training:

- High School Diploma or G.E.D.
- Possess PA Class C Driver's License
- Have the ability to obtain, or currently possess, a PA Class B Commercial Driver's License.
- Mechanical aptitude with knowledge of hand tools, measuring instruments, blueprints, and parts schematics.
- Capable of medium to heavy to very heavy physical work including lifting at least 50lbs, climbing, balancing, stooping, kneeling, crouching, crawling, and reaching.
- Capable of working alone and without constant supervision around unsanitary conditions and making minor operational decisions on his/her own.
- Must be able to pass a physical exam and a background check.
- Subject to random drug and alcohol testing.

**This job description includes but is not limited to, the position's essential functions.
Management retains the discretion to modify or add other related duties to the position.**

CUMBERLAND TOWNSHIP AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE). QUALIFIED APPLICANTS ARE CONSIDERED FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, OR VETERAN STATUS. IF YOU NEED ASSISTANCE OR ACCOMMODATION DURING THE APPLICATION PROCESS BECAUSE OF A DISABILITY, IT IS AVAILABLE UPON REQUEST. THE AUTHORITY IS PLEASED TO PROVIDE SUCH ASSISTANCE, AND NO APPLICANT WILL BE PENALIZED AS A RESULT OF SUCH A REQUEST.



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____