



WASHINGTON TOWNSHIP

13013 Welty Road, Waynesboro, PA 17268
717-762-3128 | Fax: 717-762-1775

JOB DESCRIPTION

SUMMER MAINTENANCE Part-Time

Responsible to: Township Zoning /Code Enforcement Office (CEO) or Township Foreman

Definition of Job: To perform all reasonable maintenance and grounds work tasks as directed by the either Township Zoning/CEO or Township Foreman.

DUTIES & RESPONSIBILITIES:

1. Parks and Playgrounds – to maintain the grounds, building, and equipment at the Township parks and playgrounds including mowing, painting, weeding, making repairs to equipment, removing garbage, trimming, etc.
2. Roadside Ditches and Swales - to clean the grounds in and along all Township drainage swales including the use of hand mower, weed eater, riding mowers, and other hand or power tools as directed.
3. Roadwork - To assist where possible and as needed with any roadwork including the painting of lines on the roadway surface and flagging.
4. Building & Equipment - to clean and maintain, including painting, all Township buildings and equipment as directed including removing the garbage at the Township office building.
5. Transfer Station/Recycling Center - to assist where needed at the Transfer Station and the Recycling Center.
6. Perform all other reasonable tasks as directed.

BENEFITS:

The Township will provide the following benefits - Worker Compensation and Unemployment Compensation.

TERMINATION:

Your employment will terminate at the end of the summer season. Applicant shall not be eligible for unemployment compensation at the termination of employment.

ILLEGAL DRUG AND ALCOHOL USE:

The use of illegal drugs or alcoholic beverages during working hours, including lunch, will result in dismissal.

RATE OF PAY:

____/hr. with time and one half pay for all hours over forty (40) hours each week.

QUALIFICATIONS:

Applicant must have a valid driver's license. Preference will be given to Township residents.

ESSENTIAL DUTIES

1. Applicant must be able to lift a minimum of 100 pounds without injury.
2. Applicant must be able to work outside in all weather conditions, all day long.
4. Applicant must be able to mow grass/weeds and cut brush all day without problems.
5. Applicant must be able to operate mower, weed whackers and other hand tools for cutting weeds/grass/brush.
6. Applicant must be poison ivy and pollen resistant.

I have reviewed the above list of Essential Duties for this position and believe that (check one):

- I can fully perform all duties without accommodations.
- I can fully perform all duties but only with the following accommodations

- I cannot fully perform all duties even with accommodations.

I understand and agree to all of the above conditions and by my signature verify that my responses are accurate.

Date

Signature

“This job description is not intended to be a contract of employment with the employee. It is also not intended to create any property interest in the employee. The employee covered by this job description is an at-will employee of the Township.”

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APPLICATION FOR EMPLOYMENT Summer Maintenance

APPLICANT INFORMATION

Name: _____

Address: _____
Street City State Zip

Phone: _____ Email _____

Date Available: _____ Days/Hours Available: _____

Position Applied For: _____ Salary Desired: _____

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the United States? Yes No

Are you over the age of 18? Yes No **If under 18, verification of minimum legal age is required.*

Have you been convicted or pled no contest to a felony within the last five years? Yes No

If yes, please explain: _____

Have you ever been involuntarily terminated or asked to resign from a position? Yes No

If yes, please explain: _____

Have you worked for this Company before? Yes No

Do you have a driver's license? Yes No If yes, license #? _____

Do you have relatives and/or friends working for the Company? Yes No

If yes, please list: _____

How did you learn about this position? _____

EDUCATION

School Name	Address (City, State)	Degree Received	Major/Minor

EMPLOYMENT HISTORY (Last or Present Employer First)

Employer/Address	Position	Dates Worked	Reason for Leaving

Do we have permission to contact your present employer? Yes No

Signature _____

SKILLS/CERTIFICATIONS

Please list any technical skills, certifications or any other skills relevant to the position you are applying for:

PROFESSIONAL REFERENCES

Please list three professional references (do not include relatives or friends):

Name	Current Employer/Position	Phone/Email	Relationship

APPLICANT STATEMENT

I certify that the answers provided are true and complete to the best of my knowledge. With my signature below, I authorize investigation of all statements made as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of 90 days. Any applicant wishing to be considered for employment beyond this time period should resubmit an application.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Company is "at will", and the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application and/or interview may result in termination.

Signature

Date

Date Reviewed _____ Interviewed _____ Hired _____

Starting Date & Wage _____

PART B: Skill Level

Can you operate a gas-powered rotary lawn mower? _____

Can you operate a gas-powered lawn tractor? _____

Can you operate a gas or electric powered grass or brush trimmer? _____

Can you operate a gas or electric powered blower? _____

Can you operate a gas or electric powered chain saw? _____

Can you safely use hand tools such as rakes, shovels, hammer, etc.? _____

Can you operate any heavy equipment, such as backhoe, loader, dump truck, etc.? _____

If yes, indicate type of equipment you can operate: _____

List any other skills you have that you believe may be useful if you were to obtain this job: _____

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