



Kingston Township ROAD WORKER

Kingston Township Public Works Department (PWD) is seeking applicants for an entry level Road Worker position with snow removal experience. The Township offers a competitive benefit package including: 401K with 6% contribution; Health Insurance, dental & vision; paid time off; paid holidays; Short term/Long term disability; life insurance; uniforms and annual boot allowance. **Starting base salary is currently \$57,473/yr.**

Applicants are required to have a working knowledge of infrastructure maintenance and snow removal, including but not limited to concrete and asphalt work, operation of light and heavy equipment; be able to perform significant manual labor with moderate to heavy physical effort; work individually and cooperatively with a crew and ability to interact with the public and preferably have a valid Pennsylvania Commercial Driver's License (CDL)

Class A with air brake certification. The position is primarily an outdoor position that requires working in all types of weather situations. The daily hours are typically M-F 7:00 am to 3:30 pm, however, it is required that PWD employees are "on-call" 24 hrs. per day in the winter months and during severe weather events.

Applicants must also demonstrate ability to comply with the essential job functions as listed in the position description. Successful applicants will be required to establish and maintain primary residence within 10 air miles of any Kingston Township Border within 36 months from the date of hire.

Applicants must submit to and pass a pre-employment drug and alcohol screening and background check.

Application forms and job descriptions are available at the
Township Administration Office

**180 East Center Street
Shavertown, PA 18708 during normal business hours
On website: www.kingstontownship.com under "Career Opportunities"
or by emailing info@kingstontownship.com.**

Completed application forms and a resume' must be returned to the attention of the Township Manager at above address no later than 3:00 p.m., Friday, February 28, 2025.
Kingston Township is an ADA/EEO employer.

Section 3.000

POSITION DESCRIPTION

ROAD WORKER

General Definition

The Road Worker is responsible for the direct maintenance, construction, and repair of streets, the maintenance of Municipal Buildings, grounds, or equipment, and the operation of any equipment as directed by the Township Manager, Road Superintendent, or Assistant Road Superintendent.

Essential Job Functions

Fundamental Requirements of all Road Workers

Maintain and repair all Township vehicles, including cars, trucks, and other automotive equipment.

Operating heavy equipment, including but not limited to front-end loader, backhoe, roller, paver, and all other department equipment to complete work.

Maintain Township roads, including but not limited to patching, repairing, plowing, salting, cindering, clearing catch basins, and paving.

Maintenance of all public facilities owned by the Township including but not limited to the Municipal Buildings, Maintenance Building, Park, open space areas, and all equipment located thereon or therein.

Physical ability to lift equipment and supplies.

Physically and mentally able to withstand various weather conditions for extended period of time.

Physical ability to operate a motor vehicle for transportation and snow plowing.

Physical ability to operate heavy equipment.

Physical ability to operate lawn mowers, trimmers, and other hand tools.

Physical ability to read and understand complex equipment manuals.

Section 3.000

Must be available for overtime work as necessary to complete snowplowing, road maintenance, or other work, as required.

Marginal Job Functions

Ancillary Requirements of a Road Worker

Ability to stand for long periods of time.

Maintains regular work hours of 7:00 a.m. to 3:30 p.m. whenever possible.

Maintains availability to respond in the event of an emergency during off duty hours, and “on call” 24 hours per day in winter months and during severe weather events.

Road Department employees will perform all other duties and work as assigned.

This job description includes, but is not limited to, the position’s essential functions. *Management retains the right to add or change the duties of this position at any time.*

Minimal Acceptable Training and Experience

Requires High School Diploma or Technical School Degree preferred. Previous maintenance experience, preferably in a particular phase of public works. Ability to carry out routine instructions and several years of complex automotive equipment operation. Valid Pennsylvania Commercial Drivers License (CDL) Class A with Air Brake Certification is preferred, U.S. Citizenship, and good to excellent medical condition is required.

Must establish principal residency within ten (10) air miles of the nearest Kingston Township border within 36 months of hire, and must maintain residency within the allotted distance while in the employ of the Township.



Employment Application

Applicant Information

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

Address: _____
Street Address Apartment/Unit #

City, State and Zip Code

Phone: _____ Email _____

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

Position Applied for: _____

Special skills you possess applicable to this position: _____

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

_____ 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: _____



BACKGROUND INVESTIGATION AUTHORIZATION FORM

I, hereby authorize Kingston Township's subsidiaries, affiliates, employees and agents, including the credit bureaus, to make inquiries of and request information from any individuals, present and former employers, schools and colleges, credit bureaus, criminal investigations bureaus and any other entities that may possess information concerning me or that may be custodians of records relating to me, including Worker's Compensation and Driving Records. I also authorize the above described sources to release all information requested, including salary data and subjective evaluations, and I hereby release those sources from any liability for doing so.

I give this authorization in connection with an application / resume relating to employment.

Applicants

Signature: _____

Name

(Please print): _____

Current

Address: _____

How long at current address _____

Previous

Address: _____

How long at previous address _____

Social Security #: _____

Birth date: _____

Drivers Lic. #: _____

State: _____