Town of Pittsfield
Laborer/Equipment Operator/Truck Driver

The Town of Pittsfield Public Works Department is seeking an individual with proven experience to serve as a Laborer / Equipment Operator / Truck Driver. Job description available at 112 Somerset Avenue, Pittsfield, ME 04967- or www.pittsfield.org. Application, cover letter and resume, with 3 professional references, will be accepted until March 15, 2019. Class A or B license required. EOE

Submit information to the Town of Pittsfield, 112 Somerset Avenue, Pittsfield, Maine 04967 via mail or in person, or send via email as a .pdf attachment to admin2@pittsfield.org.

TOWN OF PITTSFIELD
JOB DESCRIPTION

Title:	**Laborer/Maintenance/Custodian**		
Budget Number:	**10-05**		
Department:	**Highway**	**Status:**	**Full-time**
Adopted:	**December 18, 2018**		
Revised:			

NATURE OF WORK

This is a semi-skilled position in the operation of hand tools and equipment for the maintenance of municipal buildings under the supervision of the Public Works Foreman. This position includes custodial work on a daily basis at the Town Offices/Police/Fire/Library and Theatre. Any spare time will be spent as a floater in the Highway Department assisting as needed.

This position is evaluated through means of observation, periodic written reports, and results achieved.

EXAMPLES OF DUTIES (Illustrative Only)

1. Performs janitorial work at the Town Offices, Police, Fire, Library and Theatre daily during the week.
2. Performs regular maintenance work at the Town Offices, Police, Fire, Library and Theatre in accordance with weekly/monthly/quarterly/semi-annual and annual requirements.
3. Performs inspections of the buildings on a weekly basis to determine issues to repair or fix, as needed.
4. Maintains inventory of cleaning supplies needed for Municipal Building, Library and Theatre.
5. Maintains tools in good working order and utilizes safely.
6. Purchases supplies as needed.
7. Maintains storage rooms or areas in a safe manner.
8. Picks up trash on the grounds of the facilities and/or cleans up leaves on the grounds in the walkways and on the sidewalks.
9. Washes building windows and doors on a regular basis.
10. Informs supervisor of issues that may exist at buildings.
11. Functions as a floater for the Highway Department when not actively working on building cleaning and maintenance.
12. Performs all other duties as assigned.

REQUIREMENTS OF WORK

1. Working knowledge of rules for safe operation of equipment and of precautions to be taken in order to avoid accidents. Working knowledge of occupational hazards and safety precautions of the work.
2. Knowledge of Departmental rules and regulations.
3. Ability to understand and carry out oral and written instructions.
4. Ability to establish/maintain effective working relationships with supervisors, officials, coworkers, and the public.
5. Able to function as part of a team.
6. Good customer-service skills.
7. Highly responsible. Able to work on his/her own.
8. Ability to keep accurate, complete and timely records as required.
9. Ability to conduct one's self in an orderly and courteous manner.
10. Ability to work with little or no direct supervision.

TRAINING AND EXPERIENCE

Proven work experience required in the area of building maintenance and the operations of tools and equipment. Must have graduated from high school or GED equivalence.

NECESSARY SPECIAL REQUIREMENTS

1. Must have an accident free driving record for the 18 months previous to applying for the position and no moving citations in the past 12 months.
2. Ability to lift, transfer, or move at least 75 pounds.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:

How Did You Learn About Us?

☐ Advertisement ☐ Friend ☐ Walk In
☐ Employment Agency ☐ Relative ☐ Other:

Last Name	First Name	Middle Name
Address *Number* *Street*	*City* *State*	*ZIP Code*
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide the required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No

If Yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ☐ Yes ☐ No

On what date would you be available for work? _____
Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years?
Conviction will not necessarily disqualify an applicant from employment. ☐ Yes ☐ No

If Yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
Elementary School				
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Indicate any foreign language(s) you can speak, read and/or write.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training, received in the United States Military.

Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

_____

_____

_____

_____

Additional Information

Other Qualifications
Summarize special job-related skills and qualifications acquired from employment or other experience.

_____

_____

_____

_____

Specialized Skills

Check Skills/Equipment Operated

		Production/Mobile Machinery (List):	Other (List)
____ CRT	____ FAX		
____ PC	____ Excel	_____	_____
____ Calculator	____ PBX System	_____	_____
____ Typewriter	____ Microsoft Word	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

_____

_____

_____

Note to Applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached. ____ Yes ____ No

References

1. _____ ( ) _____
(Name) (Phone Number)
_____
(Address)

2. _____ ( ) _____
(Name) (Phone Number)
_____
(Address)

3. _____ ( ) _____
(Name) (Phone Number)
_____
(Address)

4. _____ ( ) _____
(Name) (Phone Number)
_____
(Address)

Applicant's Statement

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

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to aide by all rules and regulations of the employer.

_____ _____
Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____ _____
Interviewer Date

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____ _____
NAME AND TITLE DATE

NOTES _____

_____

_____

_____

_____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ☐ Yes ☐ No

Position Applied For: _____

_____

_____
DATE

NOTES: