

To apply, forward a cover letter, resume and completed application to: [admin@macungie.pa.us](mailto:admin@macungie.pa.us)  
or to the following address:

Borough Manager  
Borough of Macungie  
21 Locust Street  
Macungie, PA 18062

BOROUGH OF MACUNGIE  
DEPARTMENT PUBLIC WORKS WORKER

General Statement of Duties

Public Works Laborer employed by the Borough of Macungie are part of a department responsible for the general maintenance of the Borough's public water, sewer and road systems, public buildings and grounds and public improvements network. Generally, each worker performs any of the routine maintenance tasks and rotates responsibility for on-call duty, including maintenance of the public water system. Reports to and takes direction from the Maintenance Supervisor.

Essential Duties and Responsibilities

1. General maintenance of the Borough's public water, sewer and road systems, public buildings and grounds and public improvements network.
2. Road and Street Maintenance - Major and Minor Street Restorations and Repairs. Cleaning and repairing street surfaces, gutters, storm drains. Snow plowing, snow removal, clearing of sidewalks, parking lots, and apply anti icing and anti-skid.
3. Street Valve Boxes. Find and expose paved over and partially paved over valve lids. Clean out debris. Tri annual Valve exercise program. Repair lids and paving rings as needed.
4. Sewer System: Maintenance and repair of sanitary sewer lines, lift manhole covers, manhole entry and repair, install risers.
5. Water System: Maintenance and repair of water systems, opening of trenches, installing piping, opening and closing hydrants and valves, reading meters, quarterly meter reads, including meters in pits. Maintenance of chlorine hut, feeding equipment, pumps and valves. Quarterly and annual flushing.
6. Fire Hydrant System: Maintenance and repair of hydrant system including annual exercise, flush and maintenance of the fire hydrants. Grease, oil, and paint as needed. Start and maintain a Fire Hydrant Operation and Maintenance Program. Update the fire hydrant catalog through an on-line database along with a record keeping program
7. Curb-box Maintenance-, locate broken or missing curb-boxes repair or replace as necessary. Reset curb-boxes that become off center to the curb stop
8. Water Storage Facilities Maintenance: Grass and undergrowth cut back to ground level. Spring washdown of the exterior lower level of the Hillcrest Storage Tank, washing of generator housings. Painting and maintenance of the other water facilities.
9. Maintenance of public buildings and grounds, painting and cleaning.

10. Repair and replace street signs, markings.
11. Assist in record taking and documentation tasks regarding the maintenance of the public systems.
12. Routine Leak Detection and utility locating.
13. Pennsylvania One Call System: Respond to Locate Requests - locate and mark the Borough's underground utilities in the areas that another contractor, homeowner, or utility may be excavating. The Borough's Underground Utilities include Water Mains and Services, Sewer Collection System, Storm Sewer and some underground electrical services.

#### Qualifications:

1. Valid driver's license with ability to obtain a Commercial Driver's License with Air Brake Endorsement within three months of hire.
2. Ability to pass a physical examination.
3. Ability to use tools, hammers, shovels, trowels, paint brushes, air hammers and perform manual labor to include lifting, carrying, bending, etc. Ability to lift and move equipment and supplies.
4. Ability to drive pickup or dump truck with snow plows and cinder spreaders. Ability to learn the winter services routine.
5. Ability to operate lawn maintenance and snow removal equipment.
- 6.
7. Ability to learn the layout of the sanitary sewer system and the ability to lift manhole covers, climb into and repair manholes and install risers.
8. Ability to operate and maintain municipal vehicles, including minor repairs and cleaning.
9. Ability to record and document tasks and occurrences regarding the maintenance of public systems.
10. Ability to operate and use safety equipment for protection to prevent exposure to chlorine and sewer gases, etc.
11. Ability to learn the maintenance of the water system, including pumping, chemical feed, and the water system monitoring equipment. Ability to access meter pits and read meters. The individual hired will be expected to complete a correspondence course for Small Water Systems, Operations and Maintenance within one year of hire.
12. Preference will be given to applicants with the following experience:
  - a. Road and Street Maintenance operations
  - b. Public water system operations

- c. Public Sewer System operations
- d. Backhoe, commercial equipment operations
- e. Commercial driver's license with air brake endorsement

**BOROUGH OF MACUNGIE  
JOB ANNOUNCEMENT FORM**

**The Borough is currently accepting applications for the following position:**

**DEPARTMENT OF PUBLIC WORKS WORKER**

**If you are interested in applying for this position, please read the following information. If you need assistance with the application process, please notify the receptionist at the front desk of the administrative offices.**

1. In order to be considered for employment, you must complete the attached application form. Your application may be rejected if information is incomplete or inaccurate.
2. Before you complete the application form, please review the attached job description to ensure you possess the requisite knowledge, skills and ability, to perform the job for which you are applying. As an equal opportunity employer, the Borough will strive to provide reasonable accommodations for individuals with disabilities who would otherwise meet job requirements.
3. Please sign the application form and return it with a copy of your resume and cover letter to the front desk of the administrative office.or to email it to: admin@macungie.pa.us. You will be notified if an interview is requested by the Borough. Due to the many applications received by the Borough, it is not always possible to respond personally to every application received. However, you may call the administrative office of the Borough at any time to inquire about the status of your application.
4. It is the policy of the Borough to accept employment applications only when an opening exists. All applications will be kept on file for two years, or longer if the applicant is hired. Please feel free to contact the Borough at any time if you would like to inquire about other openings or complete another application.
5. Offers of employment are conditional on successful completion of a drug test and a background check to ensure the candidate possesses the knowledge, skills and abilities to successfully meet job requirements.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The Borough of Macungie provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, national origin, age, physical or mental disability, or status as a Vietnam-era or special disabled veteran, in accordance with state and federal laws.

**BOROUGH OF MACUNGIE  
APPLICATION FOR EMPLOYMENT  
An equal opportunity employer**

LAST NAME	FIRST	MIDDLE INITIAL
PRESENT ADDRESS (STREET, CITY, STATE, ZIP)		
TELEPHONE NUMBER (DAY) <span style="float:right">(EVENING)</span>		
POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING:		
PLEASE CHECK PREFERRED STATUS: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> No Preference <input type="checkbox"/> Other :		
DATE AVAILABLE TO START:		
Are you over the age of 18? <input type="checkbox"/> yes <input type="checkbox"/> no    If <u>no</u> , state your age:		
Are you willing to work overtime, if necessary? <input type="checkbox"/> yes <input type="checkbox"/> no		
Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> yes <input type="checkbox"/> no		
Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:		
<i>Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.</i>		
During the past ten years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? <input type="checkbox"/> yes <input type="checkbox"/> no		
Do you have the legal right to work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no		
<b>RECORD OF EDUCATION</b> (LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)		
High School	Location	
College	Course of Study	Degree Received
Date Received		
Other Education		

**RECORD OF PREVIOUS EMPLOYMENT (Use additional page if necessary)**  
**(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT. INCLUDE MILITARY SERVICE.)**

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE?  YES  NO

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

**APPLICATION FOR EMPLOYMENT**

Computer operation:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Word processing:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Spreadsheet:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Publisher	<input type="checkbox"/> yes	<input type="checkbox"/> no
Provide example of work projects performed on computer which demonstrates skills:		

If you are applying for a Public Works position, indicate:		
Do you possess a Commercial Driver's License (CDL)? <input type="checkbox"/> yes <input type="checkbox"/> no		
State:	Operator's number:	Expiration Date:
Has your Driver's License been suspended or revoked in the last 5 years? <input type="checkbox"/> yes <input type="checkbox"/> no		
If yes, please explain:		
Please indicate most recent moving violation:		
Date:		
Violation:		
State of incident:		

List specialized training courses or on-the-job training you have received :			
What type?	Who provided training?	Dates of training?	Location?

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Township to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information, and release them from any damage on account of furnishing such information. I agree that a photocopy of this signed application shall have the effect of an original.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)



**RECORD OF PREVIOUS EMPLOYMENT (Additional Page)**

**Name**

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		

PRESENT OR MOST RECENT EMPLOYER		EMPLOYER DATES	POSITION HELD AND DUTIES PERFORMED
Name		From	
Street Address		To	
City, State, Zip		Ending salary	Reason for leaving:
Supervisor	Telephone Number (       )		