

## **SEASONAL TRAIL WORK EMPLOYEE**

### **GENERAL DESCRIPTION:**

Regular hours will be 7:00 a.m. to 3:30 p.m. Monday through Friday.

### **Essential Duties:**

Operate department vehicles and small tractors in a safe and productive manner.

Maintenance and repair of parks and public grounds to include but not limited to:

- Constructing and maintaining wilderness trails.

- Trimming of grass, shrubbery, trees.

- Minor construction and renovations.

Maintenance of general township property to include but not limited to:

- Chain saws, weed eaters, and other hand tools.

**PHYSICAL DEMANDS:** - The employee must be able to see, hear, walk, stand, squat, shovel, rake, move 70 pounds from one location to another, climb stairs and ladders, climb in and out of ditches, manholes, inlets, etc. The employee works outside daily and is exposed to dirt, dust, noise, grease, oil, diesel fuel, gasoline, fumes, water, cold, heat, snow and rain.

In addition, the employee must be able to drive and operate the following equipment; Pickup truck, zero radius mowers, chain saws, weed eater and basic hand tools.

**REQUIRED EDUCATION AND EXPERIENCE:** - The employee shall have a high school diploma or equivalent.

### **REQUIRED SKILLS**

The employee must have knowledge and/or experience in using a variety of hand and power tools including, but not limited to zero turn mowers, trimmers, weed eaters, saws, etc.

- Ability to understand and follow oral and written instructions.

- Ability to work independently without constant supervision.

- Ability to walk, lift and bend while carrying heavy objects.

- Ability to perform manual labor for prolonged periods, often under adverse climatic conditions.

- Ability to learn and perform new tasks and show initiative to perform these tasks without direct supervision.

- Ability to understand and follow the Townships guidelines to accomplish safe working conditions for its employees.

- Ability to establish and maintain harmonious relations with public and all employees.

**REQUIRED LICENSES:** - Must hold a valid PA Driver's License.

Must pass Township physical, if required.

## Application for Employment

### PARADISE TOWNSHIP

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions, or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume"). Applications with missing information will not be considered for any position.

Today's Date	Name (Last, First, Middle):		Other names under which you have attended school or been employed:
Street Address:		City, State & Zip:	Telephone:
Email Address:			
Are you eligible to work in the United States?	___ Yes ___ No		
Are you 18 years of age or older?	___ Yes ___ No	If NO, what is your current age?	
Are you currently employed?	___ Yes ___ No	If YES, what is your current job title & department?	
Have you ever been employed by Paradise Township?	___ Yes ___ No	If YES, dates of employment & reason for leaving:	
Are you related to any current Paradise Township employee?	___ Yes ___ No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license/commercial driver's license?	___ Yes ___ No	If YES, State of issuance, license#, and expiration date:	

### **EDUCATION**

Name of School	City/State	Did you Graduate	If No, # of years left to graduate	Degree received/Major
High School:		___ Yes ___ No		
GED:		___ Yes ___ No		
Other School:		___ Yes ___ No		
College:		___ Yes ___ No		
College:		___ Yes ___ No		

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and not your level of proficiency (basic, intermediate, expert).


**WORK EXPERIENCE:** Please detail your work history. Begin with current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume".

<b>Dates Employed (most recent position)</b> From:            To:	___ Full time    ___ Part time If part time, # hrs./week___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
<b>Dates Employed:</b> From:            To:	___ Full time    ___ Part time If part time, # hrs./week___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

<b>Dates Employed</b> From:            To:	___ Full time ___ Part time If part time, # hrs./week___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

  

<b>Dates Employed</b> From:            To:	___ Full time ___ Part time If part time, # hrs./week___	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone#:	Contact my current references: ___ At any time ___ Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

**PLEASE READ CAREFULLY THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. If employed, I will be required to furnish proof of eligibility to work in the United States.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_