

**Bessemer Borough Council**  
**Borough Maintenance Employee Job Description**

The Bessemer Borough Maintenance Employee shall be required to work directly under the supervision of the Public Works Manager (or in their absence, the president of council or the council chair of Human Resources) to carry out all responsibilities and activities falling under the purview of the Public Works Manager.

In addition to the Rules and Regulations applicable to employment within the Borough of Bessemer, the Borough Maintenance Employee shall have the following responsibilities:

1. The Borough Maintenance Employee is employed on an hourly basis, with daily working hours from 7:00 a.m. to 12:00 p.m. and 12:30 p.m. to 3:30 p.m. Maintenance employees are permitted to take a one-half (1/2) hour lunch break from noon to 12:30 p.m. Additional breaks shall be provided, as needed, at the discretion of the Public Works Manager.
2. All maintenance employees are required to maintain a valid driver's license and must be able to drive a standard transmission.
3. Maintenance employees shall have basic vehicle maintenance capabilities (including checking fluids, greasing points, checking tire pressure, etc.).
4. Maintenance employees shall be responsible for cutting grass and trimming weeds.
5. Maintenance employees shall be responsible for cleaning and maintaining all borough property, including the municipal offices, public works garage, and fire department.
6. Maintenance employees shall be responsible for snow removal and borough-owned sidewalks and parking lots, and salting the same as needed. Plowing experience preferable but not required.
7. Maintenance employees shall be responsible for handing out shut-off notices from the Bessemer Municipal Authority (BMA) at the direction of the public works manager according to the directives of municipal ordinances.
8. Maintenance employees shall be responsible for any and all jobs assigned by the Public Works Manager.

The starting salary of the Borough Maintenance Employee is \$15.00/hour. There will be a 90-day probationary period following hiring, at the end of which there will be an employee review.

Further, the Maintenance Employees' job performance shall be evaluated on a weekly basis by the Public Works Manager, with such evaluations being provided to the Human Resources Department for review and filing. Any issues resulting from the employee's weekly review shall be discussed by the Human Resources Committee and submitted to Borough Council for further action if the same is deemed appropriate by the Human Resources Committee.



# Borough of Bessemer, PA

## Application for Employment

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*First M.I. Last*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available to begin: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

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 Bessemer Boro? YES  NO  If yes, when? \_\_\_\_\_

### 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. These should be persons not related to you and who have known you for at least one year.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Previous Employment

*Please list your last three places of employment, starting with the most recent.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Are you currently employed here? YES  NO

May we contact your (previous) supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

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Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?      YES      NO  
        

**Drivers License**

*Please attach a copy of a valid driver's license to this application.*

**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: \_\_\_\_\_