

Knox Borough
Maintenance Employee
Job Description

New Full-time Employee Requirements

- All candidates for full-time employment must sign documentation authorizing permission for Knox Borough to conduct a background check
- All new full-time employees are subject to a review every three months for a period of two years
- Since Knox Borough owns and operates a sewer plant and a water plant, each new employee will be given a reasonable amount of time to become certified to operate both of these plants. By the end of year one of an employee's hiring, he/she should begin to work on obtaining certification to operate the water plant. Upon passing the required test(s) and becoming certified to operate the water plant, a \$1000.00 will be added to the employee's base salary. The same procedure is applied to obtaining certification to operate the sewer plant. After that certification is obtained, another \$1000.00 will be added to the employee's base salary.
- Although the Council desires that these certifications be obtained in a prompt manner, testing time can be extended on an individual basis.
- Failure to obtain the licenses or to discontinue working on obtaining these licenses could result termination of employment with the Borough.

All Full-time Employees

- Are required to maintain a valid PA Driver's License
- Will be issued an Employee Handbook which contains guidelines that must be followed
- Are required to be able to operate all machinery including, but not limited to, mowers, tractors, plow trucks, various hand tools, etc.
- Must follow the directions from the person who is in charge that day
- Must take their assigned turn making the daily evening checks on the water and sewer plants
- Must take their assigned turn making the weekend checks on the water and sewer plants
- In the event of an emergency situation or a weather-related event, the employee is considered to be on call 24hrs a day, 7 days a week. An example of this is as follows: A water break is discovered near quitting time. All employees are required to work until the leak is repaired. The same holds true for other weather-related emergencies such as snow fall, flooding, etc. An employee may be called to report to work at any time of the day or night if an emergency happens.
- During winter months employees may end up working evening hours or early morning hours. Those shifts will be assigned by the Maintenance Supervisor.
- Are required to sign a wage/benefit paper covering days off, vacation, holidays, insurances, and procedures for using time off

The Knox Borough Council has the final say on everything included in this Job Description.