

Borough of Bellefonte Employment Application

**236 W. Lamb Street
Bellefonte, PA 16823
(814) 355-1501
(814) 353-2315 FAX**

Please complete all parts of the application, attach a personal resume and return your information to the Borough of Bellefonte. If you have no information to enter in a section, please write N/A.

To cost effectively perform advanced wastewater treatment procedures in order to meet or exceed Department of Environmental Protection water quality standards.

Essential Functions of Job:

- Operate a wide range of wastewater treatment plant equipment, including but not limited to: raw sewage pumps, diaphragm pumps, screens, compressors, aeration tanks, and centrifugal blowers, hoists, steam cleaners, conveyors, dump trucks, skid steer, frontend loaders and power hand tools;
- Perform laboratory tests including but not limited to: pH, UV transmittance;
- Operate a variety of test equipment and analyzers such as bench and field meters and probes, visual inspection of samplers, weighing trucks, monitoring and sampling septage discharges, and keeping accurate records;
- Perform wastewater procedures, including skimming debris from wastewater tanks and visual inspection of the chemical precipitation processes, operating sludge dewatering equipment;
- Routinely monitor SCADA system and all tank levels, the dissolved oxygen levels and pressure readings from utility water tank;
- Clean and maintain all treatment plant equipment and the facility in a neat and orderly fashion, including plowing snow, blowing snow and minor snow shoveling and minor landscaping;

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability which does not prevent the applicant from being capable of performing the essential functions of a position, with or without reasonable accommodation. The Borough of Bellefonte is an Equal Opportunity Employer.

PERSONAL

Today's Date: _____

Name _____
Last First Middle

Present Address _____
Street Address Home Phone

City State Business Phone

Email Address Message or Cell Phone

Date Available to Start: _____

- Were you employed by the Borough of Bellefonte before? ☐ Yes ☐ No

If yes, give dates _____

and position held _____

- Do you possess a valid PA Drivers License? ☐ Yes ☐ No
- Will any outside activity interfere with your job performance? ☐ Yes ☐ No
- Will you provide the \$10.00 for a background record check(s) if required? ☐ Yes ☐ No

EDUCATION

School	Name and Address of School	Course of Study	Years Completed (circle)	Did You Graduate?	Degree or Diploma
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School / Community College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other College, University, Graduate School or Military			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT EXPERIENCE

List below all present and past employment. Begin with your present or most recent employer.

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties:	Salary or hourly rate
Reason for leaving:	Name of Supervisor

May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone
Address	Employed from _____ to _____
Job Title and Primary Job Duties	Salary or hourly rate
Reason for leaving:	Name of Supervisor
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

The required resume may include additional employers.

<p>Use this space to list or summarize any additional information necessary to describe your full qualifications for this position (For example: training, certifications, licenses and/or memberships).</p>
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PERSONAL REFERENCES

List three references who are not related to you.

	Name	Address	Position	Phone Number
1.				
2.				
3.				

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all Offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense: includes felonies, misdemeanors, summary offenses and convictions resulting from a Plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a Magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? ☐ Yes ☐ No

Are you currently under charges for a criminal offense? ☐ Yes ☐ No

Have you ever forfeited bond or collateral in connection with a criminal offense? ☐ Yes ☐ No

Within the last ten years, have you been fired from any job for any reason? ☐ Yes ☐ No

Within the last ten years, have you quit a job after being notified that you would be fired? ☐ Yes ☐ No

Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of Paper, including dates, and attach it to this application.

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of facts shall be sufficient cause for disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Borough of Bellefonte which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the Borough now in force and effect or as they may change during my employment, if I am employed by the Borough of Bellefonte.

Signature of Applicant

Date

I hereby authorize the Borough of Bellefonte to conduct work history, personal refereces, or police record inquiries to determine my acceptability for employment.

Signature of Applicant

Date

Please list any/all relatives that currently work for Bellefonte Borough and your relation

**Return the completed application to the
Borough of Bellefonte
236 West Lamb Street
Bellefonte, PA 16823**

Telephone: 355-1501

Deadline for Submittal: Open August 12, 2019

BOROUGH OF BELLEFONTE POSITION DESCRIPTION

POSITION TITLE: Wastewater Treatment Plant Operator—No Certificate Required
DEPARTMENT: Wastewater Treatment Plant
REPORTS TO: Wastewater Treatment Plant Superintendent
FLSA STATUS: Non-Exempt
CLASSIFICATION:3

Overall Objective of Job:

To cost effectively perform advanced wastewater treatment procedures in order to meet or exceed Department of Environmental Protection water quality standards.

Essential Functions of Job:

- Operate a wide range of wastewater treatment plant equipment, including but not limited to: raw sewage pumps, diaphragm pumps, screens, compressors, aeration tanks, and centrifugal blowers, hoists, steam cleaners, conveyors, dump trucks, skid steer, frontend loaders and power hand tools;
- Perform laboratory tests including but not limited to: pH and UV transmittance test;
- Operate a variety of test equipment and analyzers such as bench and field meters and probes, visual inspection of samplers, weighing trucks and monitoring and sampling septage discharges, and keeping accurate records;
- Perform wastewater procedures, including skimming debris from wastewater tanks and visual inspection of the chemical precipitation processes, operating sludge dewatering equipment;
- Routinely monitor SCADA system and all tank levels, the dissolved oxygen levels and pressure readings from utility water tank;
- Clean and maintain all treatment plant equipment and the facility in a neat and orderly fashion, including plowing snow, blowing snow and minor snow shoveling and minor landscaping;
- Conduct occasional plant tours for the general public when necessary;
- Evaluate all plant processes; in the event of any operational change you must seek prior approval from Asst. Plant Superintendent or Plant Superintendent.
- Record all operational changes in the operator log;
- Other duties as assigned.

Supervision Received:

Plant Superintendent, Assistant Plant Superintendent

Supervision Given:

None

Working Conditions:

- An indoor laboratory/factory environment with controlled temperature, and with occasional strong odors and exposure to chemicals;
- An outdoor environment with fluctuations between hot and cold, and exposure to the elements;
- Consistent loud noise;
- Shift work required and must work extended hours on occasion. Rotating shifts operators will work all three (3) shifts in a seven (7) day swing shift schedule which includes 7:00am to 3:00pm, 3:00pm to 11:00pm and 11:00pm to 7:00am shifts. Weekends and holidays are included in the work schedule.

Essential Physical Demands:

- Ability to stand or walk for long periods of time and climb several flights of stairs;
- Stretching, bending or reaching required;
- Lift a maximum of ninety (90) pounds.
- Frequent climbing of ladders may be required.

Qualifications:**A. Education/Training:**

- High school diploma or the equivalent required;
- A valid Pennsylvania driver's license is required.

B. Work Experience:

- Two years experience in wastewater treatment preferred, but not required.

Knowledge, Skills and Abilities Required:

- Basic knowledge of arithmetic;
- Basic knowledge of computers;
- Good verbal and written skills;
- Good interpersonal skills;
- Working knowledge of position-related maintenance equipment;
- Ability to understand and follow instructions;
- Ability to work independently with minimal supervision;
- Self-motivated.

BOROUGH OF BELLEFONTE POSITION DESCRIPTION

POSITION TITLE: Wastewater Treatment Plant Operator—Certificate Required
DEPARTMENT: Wastewater Treatment Plant
REPORTS TO: Wastewater Treatment Plant Superintendent
FLSA STATUS: Non-Exempt
CLASSIFICATION:5

Overall Objective of Job:

To cost effectively perform advanced wastewater treatment procedures in order to meet or exceed Department of Environmental Protection water quality standards.

Essential Functions of Job:

- Operate a wide range of wastewater treatment plant equipment, including but not limited to: raw sewage pumps, diaphragm pumps, screens, compressors, aeration tanks, and centrifugal blowers, hoists, steam cleaners, conveyors, dump trucks, skid steer, frontend loaders and power hand tools;
- Perform laboratory tests including but not limited to: pH, UV transmittance;
- Operate a variety of test equipment and analyzers such as bench and field meters and probes, visual inspection of samplers, weighing trucks, monitoring and sampling septage discharges, and keeping accurate records;
- Perform wastewater procedures, including skimming debris from wastewater tanks and visual inspection of the chemical precipitation processes, operating sludge dewatering equipment;
- Routinely monitor SCADA system and all tank levels, the dissolved oxygen levels and pressure readings from utility water tank;
- Clean and maintain all treatment plant equipment and the facility in a neat and orderly fashion, including plowing snow, blowing snow and minor snow shoveling and minor landscaping;
- Conduct occasional plant tours for the general public when necessary;
- Evaluate all plant processes and data; make operational changes as needed to stay in compliance with our NPDES Permit;
- Record all operational changes in the operator log;
- Other duties as assigned.

Supervision Received:

Plant Superintendent, Assistant Plant Superintendent

Supervision Given:

None

Working Conditions:

- An indoor laboratory/factory environment with controlled temperature, and with occasional strong odors and exposure to chemicals;
- An outdoor environment with fluctuations between hot and cold, and exposure to the elements;
- Shift work required and must work extended hours on occasion. Rotating shift operators will work all three (3) shifts in a seven (7) day swing shift schedule which includes 7:00 am – 3:00 pm; 3:00 pm – 11:00 pm; and 11:00 pm to 7:00 am shifts. Weekends and holidays are included in the work schedule.
- Consistent loud noise.

Essential Physical Demands:

- Ability to stand or walk for long periods of time and climb several flights of stairs;
- Stretching, bending or reaching required;
- Lift a maximum of ninety (90) pounds.
- Frequent climbing of ladders may be required.

Qualifications:**A. Education/Training:**

- High school diploma or the equivalent required;
- Class A or B Wastewater Treatment Plant Operators certificate, subclass 1 and 2.
- A valid Pennsylvania driver's license is required.

B. Work Experience:

- Two years experience in wastewater treatment preferred, but not required.

Knowledge, Skills and Abilities Required:

- Basic knowledge of arithmetic;
- Basic knowledge of computers;
- Good verbal and written skills;
- Good interpersonal skills;
- Working knowledge of position-related maintenance equipment;
- Ability to understand and follow instructions;
- Ability to work independently with minimal supervision;
- Self-motivated.