



**EMPLOYMENT PACKAGE**

Position: Maintenance II

**ATTACHMENTS**

Ad Display (1 page)

Application for Employment (6 pages)

Affirmative Action/Equal Employment Opportunity (1 page)

Verification of Former Employment (1 page)

Job Description (3 pages)

Job Description Acknowledgement (1 page)



PLEASE NOTE THAT PROCESSING YOUR APPLICATION WILL BE DELAYED IF YOU FAIL TO COMPLETE THE ATTACHMENTS IN THEIR **ENTIRETY**.

TOWN OF NORTH EAST, MD  
MAINTENANCE DEPARTMENT-MAINTENANCE II



The Town of North East is seeking applications for a Full Time Maintenance II position with the Maintenance Department. Responsibilities include maintenance of Town owned property & buildings; equipment maintenance; minor road & sidewalk repair; grass mowing; snow removal & other duties as assigned by the Supervisor. Applicant must possess a valid MD driver's license and a high school diploma or equivalent. The Town is an E.O.E. Salary will be based upon qualifications. Applications should be submitted to The Town of North East, P.O. Box 528, North East, MD 21901-0528; ATTN: Town Administrator. Applications can be obtained from the Town's website at [www.northeastmd.org](http://www.northeastmd.org) on the homepage click EMPLOYMENT. **Position will remain open until filled.**



Returned Date: \_\_\_\_\_  
Received By: \_\_\_\_\_

# TOWN OF NORTH EAST, MD

## NOTICE TO APPLICANTS

[Screening tests for illegal drug use may be required as a condition of employment]

### APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: \_\_\_\_\_

Regular Full-Time \_\_\_\_\_ Temporary \_\_\_\_\_ Emergency \_\_\_\_\_ Contractual \_\_\_\_\_

How did you learn of employment opportunities with the Town? \_\_\_\_\_

Town Policy prohibits employment of an immediate family member into a position supervised by a relative. Do any members of your family work for the Town of North East?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please indicate name and position: \_\_\_\_\_

### PERSONAL DATA

NAME \_\_\_\_\_  
(Last) (First) (Middle)

List any other name under which your educational or work records may appear: \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [ ] No [ ] If no, please explain: \_\_\_\_\_

When is the best time to reach you during the day? \_\_\_\_\_ Phone No. \_\_\_\_\_

Have you, since age 18, been convicted of a misdemeanor or felony other than minor traffic violations? (Each conviction will be judged in relation to time, seriousness and circumstances and will not necessarily bar you from employment.)

Yes [ ] No [ ] If yes, describe in full: \_\_\_\_\_

**As an Equal Opportunity Employer**, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

**Americans with Disabilities Act:** No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

## EDUCATIONAL DATA

Did you successfully complete?	Circle Highest-Grade Successfully COMPLETED	Name and Address of Last Elementary and High School Attended and Course of Study
Elementary    yes <input type="checkbox"/> no <input type="checkbox"/>	1      2      3      4	_____
Junior High    yes <input type="checkbox"/> no <input type="checkbox"/>		_____
Senior High    yes <input type="checkbox"/> no <input type="checkbox"/>	5      6      7      8	If you did not graduate from high school, have you received a GED? Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Graduated: _____	9      10      11      12	If yes, give # _____

## COLLEGE OR UNIVERSITY

Name and Address of College, University or Professional School and Course of Study	Degree Received and Major	Number Semester Hours	Years Completed	Completion Date

## OTHER TRAINING

Name and Address of School	Subjects Studied	Years Completed	Did you finish the course?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you currently serve in the Military or are you a Veteran?      Yes \_\_\_\_\_      No \_\_\_\_\_

Typing/Keyboarding: \_\_\_\_\_ w.p.m.    Shorthand: \_\_\_\_\_ w.p.m. (if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

\_\_\_\_\_

\_\_\_\_\_

**LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE** (if applicable to job for which you are applying)

\_\_\_\_\_

**ADDITIONAL INFORMATION** \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes [      ]    No [      ] If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions:

\_\_\_\_\_

\_\_\_\_\_

# EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.  
(Include Military Service) Attach additional sheets if necessary.

<b>1. Employer</b>		Address	
Type of Business	Reason for leaving/ (wanting to leave)	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

<b>2. Employer</b>		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

<b>3. Employer</b>		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

<b>4. Employer</b>		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone #
Duties: _____ _____			

**PERSONAL REFERENCES**

<u>Name</u>	<u>Address</u>	<u>Relation to Applicant</u>	<u>Occupation</u>	<u>Telephone Number</u>
1. _____				
2. _____				
3. _____				

Have you worked for the Town before?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Dates: \_\_\_\_\_ Department worked for: \_\_\_\_\_

How soon can you report to work? \_\_\_\_\_

If employed, are you willing to accept the approved salary for the job? \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_ This information must be provided if a driver's license is a minimum requirement. Please select the license class. Non-drivers should provide information from state-issued identification card, if available.

Class:    A \_\_\_\_\_    B \_\_\_\_\_    C \_\_\_\_\_    ID Card \_\_\_\_\_    Other \_\_\_\_\_

Out of State License Class: \_\_\_\_\_ Issuing State: \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

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

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

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

**MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT MAY RESULT IN THE REJECTION OF YOUR APPLICATION.**

**EMPLOYMENT APPLICATION POLICY**

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of four (4) years.

**RETURN TO:    Town Administrator  
                  106 South Main Street  
                  North East, Maryland 21901-0528**

Revised: 10/8/2023



## VERIFICATION OF EMPLOYMENT

The Town of North East  
 Attn: Town Administrator  
 106 South Main Street, North East, MD 21901  
 410-287-5801

**A – Employee** *(Complete Section A only, Print all information)*

Current/Former Employer Name \_\_\_\_\_  
 Current/Former Employer Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_

APPLICANT NAME	IF THIS NAME DIFFERS FROM NAME USED AT YOUR PREVIOUS EMPLOYMENT, PLEASE INDICATE NAME USED	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

**THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER**

DEPARTMENT	JOB TITLE	BASE SALARY AMOUNT	BONUS AMOUNT	OTHER COMPENSATION i.e. car allowance, etc.	EMPLOYMENT DATES FROM: TO:
Reason for Leaving					
Release of Information Authorization		Applicant Signature:			Date:
Town of North East		Personnel Representative:			Date:

**B – Former Employer** *(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope)*

COMMENTS	CIRCEL ONE
WAS THE JOB TITLE AS STATED?	YES NO
WAS THE BASE SALARY AS STATED?	YES NO
WAS THE BONUS AS STATED?	YES NO
IS THE PERIOD OF EMPLOYMENT AS STATED?	YES NO
IS THE REASON FOR LEAVING CORRECT?	YES NO
WOULD YOU REHIRE THIS INDIVIDUAL?	YES NO
OTHER COMMENTS:	
FORMER EMPLOYER SIGNATURE:	TITLE:
	DATE:
	TELEPHONE NUMBER:



## **MAYOR AND COMMISSIONERS OF THE TOWN OF NORTH EAST JOB DESCRIPTION**

### **JOB TITLE:**

Maintenance Department - Maintenance II

### **NATURE OF WORK/SUMMARY:**

Performs general labor under direct supervision. Position requires the physical strength to perform this manual labor and ability to understand and follow directions. Good verbal skills are necessary to providing instruction to others. Must have experience in carpentry, mechanical maintenance, concrete, blacktop repair, electrical and plumbing work. Must have experience in operation of lawn equipment, hand and power tools, and dump truck.

### **EXAMPLES OF WORK:**

The following examples of work are not inclusive of all duties and responsibilities the employee shall perform. In addition, the employee will be expected to perform all other related duties as required and or assigned.

- ◆ Assist in the maintenance and repair of road and sidewalk construction.
- ◆ Perform vehicle and equipment maintenance, repair, inspection and record keeping.
- ◆ Maintain Town owned buildings.
- ◆ Mowing and trimming lawn areas.
- ◆ Pruning trees and shrubs.
- ◆ Plow snow, remove snow and sand streets.
- ◆ Carpentry and plumbing repair.
- ◆ Install street signs.
- ◆ Able to lift a minimum of 75 pounds.



**KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge Of:

Proper safety practices and procedures concerning the operation of equipment and power tools.

Ability To:

Ability to work with Town staff, developers, community organizations and the general public in a courteous, tactful and professional manner. Ability to prepare clearly written reports and documents, and make effective oral reports.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Work is performed primarily out-of-doors regardless of the weather. Also, during occasional emergency situations, the employee may be exposed to extreme weather and working conditions. Walking, standing, bending, and a limited amount of crawling and climbing is required. Normal safety precautions are required. Work requires above average physical agility and dexterity.

**QUALIFICATIONS REQUIRED:**

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE:**

Education: High School graduation or G.E.D.

Experience: A minimum of three (3) years of applicable experience is required.

**LANGUAGE SKILLS:**

Ability to communicate, read, write and understand English at a level necessary for efficient job performance.

**MATHEMATICAL SKILLS:**

Ability to perform basic math calculations; add, subtract, multiply and divide.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

**OTHER SKILLS AND ABILITIES:**

Ability to use calculator, copy machine, fax machine and telephone.

**LICENSES AND OTHER REQUIREMENTS**

- ◆ Valid Maryland Driver's License and a driving record acceptable to the Town's Risk Manager.
- ◆ Must be able to obtain a Maryland Department of Agriculture Pesticide and Herbicide Certification for Industrial Weed Control within one year of hire date.
- ◆ Following an offer of employment, and prior to starting work, individual may be required to have a pre-employment physical examination by a physician designated by the Town. The Town will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

**EXEMPT:**

No

This position can be either part time or full time.

**REPORTS TO:**

Maintenance Supervisor (or Maintenance I in absence of Maintenance Supervisor)

**SALARY LEVEL:**

- ◆ L1 to L 15 (\$12.10 to \$18.29 per hour) (see Resolution No. 2021-01-01)

Adopted: Resolution No. 2003-12-01

Date: December 1, 2003

Revised: Personnel Officer

Date: December 5, 2012



## **JOB DESCRIPTION ACKNOWLEDGMENT**

I, \_\_\_\_\_ hereby acknowledge  
(PLEASE PRINT NAME)

and affirm that I have read and understand the attached job description adopted or revised by

Resolution 2003-12-01 dated December 5, 2012 for the position of Maintenance II.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date