

PURCHASE LINE SCHOOL DISTRICT
Office of the Superintendent

Advertisement – Job Vacancy
8-HOUR MAINTENANCE POSITION

Maintenance employees are responsible for the overall maintenance of the physical plant including buildings, equipment, and grounds. They shall regularly do preventative maintenance and routine and emergency repair work as needed. Maintenance employees should strive to be proactive in forecasting areas of concern that can be addressed in the safest, most cost efficient, and timely way possible. They are also responsible to assist in custodial duties when assigned by the maintenance and custodial supervisor. Wages and benefits as per the support staff contract.

Interviews will only be given to those applicants who score a minimum of 75% on a combined written and performance skills test. Please note that the highest test score does not guarantee an applicant the position.

Applicants will be notified of the date and time for administration of the skills test.

The following information is required in order to apply for the maintenance position:

- _____ Support Staff Application
- _____ Letter of Interest
- _____ Current Pennsylvania Criminal History Check
- _____ Current Pennsylvania Child Abuse History Certification
- _____ Current Federal Criminal History Record (Fingerprinting)
- _____ PDE-6004 Arrest/Conviction Report and Certification Form (Acts 24 and 82)
- _____ Act 168 Employment History Review – Summary Form and Sexual Misconduct/Abuse Disclosure Release Forms

The support staff application, clearance forms, and employment history review forms can be found on the Purchase Line School District website.

If you have applied for your Pennsylvania Criminal History Check or your Pennsylvania Child Abuse History Certification but have not yet received them from the respective agency, proof of application will be accepted by submitting a copy of the completed form with a copy of the money order or a copy of the online receipt. Proof of application for the Federal Criminal History Record will be the receipt which includes your Universal Enrollment ID.

Send complete application packets to Purchase Line School District, Office of the Superintendent, 16559 Route 286 Hwy E, Commodore, PA 15729. Deadline date is **DECEMBER 7, 2018**. Incomplete application packets will not be considered.

Questions concerning the application requirements can be directed to Marlene Lazor in the Superintendent's office at 724-254-4312, extension 4019.

Purchase Line School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. For information relative to special accommodation, grievance procedures, and compliance with Title VI, Title IX, and Section 504, contact the Superintendent of Schools, Shawn L. Ford, at 16559 Route 286 Hwy E, Commodore, PA 15729 or 724-254-4312.

November 21, 2018