

NOTICE OF APPLICATION FOR EMPLOYMENT

The Township of Upper Burrell, Westmoreland County, is seeking applications for full time position within the Road Department as a General Laborer/Truck Driver/Machine Operator. Position entails work with the road department, plows township roads by vehicle and spread salt and antiskid, mount snow plows, and load material onto vehicles, cuts grass on all designated areas with mower, tractor and/or weed whacker. Maintain roads, patching holes, fixing signs, guiderails, etc. Fuel vehicles, keep vehicles maintained daily, weekly, monthly, etc. (washed, waxed, greased, and kept clean inside) Make repairs to vehicles and/or equipment and run for parts and/or deliver vehicles for repairs. Cut trees, remove branches, clean up storm debris, clean out ditches, open clogged culverts, and make necessary repairs. Maintain and keep clean garage area and Township Building and set up for monthly meetings. Heavy manual routine labor. Must be able to lift 75 lbs. Operating of all equipment. Withstand exposure to weather continuously, high noise levels, and vibration and wet conditions. Eligible candidates must be capable of operating a standard shift transmission and possess a valid Pennsylvania driver's license along with a Class B- CDL license. Some mechanical experience preferred. Employment contingent upon successful passage of a physical exam, a negative, substantive finding required pre-employment drug and alcohol test and a clean, with no adverse findings, criminal and driver's license background check. Pennsylvania Child Abuse History Clearance, Pennsylvania State Criminal History Clearance and Federal Bureau of Investigation Criminal History Clearance as related to Pennsylvania's Child Protective Services Law.

Applications should be submitted to Township Secretary, Melissa Cortileso, Upper Burrell Township, 3735 – 7th Street Road, New Kensington, PA 15068 by mail or hand delivery and must be received by Upper Burrell Township no later than May 22, 2026, at 3:00 p.m. Applications received after this date and time will not be considered. Wages and benefits are in accordance with the Collective Bargaining Agreement between the Union the Township. Upper Burrell Township is an equal opportunity employer.

Melissa Cortileso
Township Secretary