

Notice date September 7, 2022. The Clinton County Housing Authority is seeking a qualified applicant for the position of Maintenance Laborer for their Lock Haven crew. Applicants must be of good moral character and possess a valid Pennsylvania driver's license. Applicants living within 15 miles Lock Haven are preferred. Job duties consist of lawn care, snow removal, apartment renovation, cleaning, and assisting with equipment repairs and maintenance. This is an entry-level, fulltime position with benefits following a 90-day probationary period. The starting wage is \$17.00 per hour. Overtime callouts can be expected. Criminal background checks and Childline clearances are required. Applications may be obtained online at [www.clintoncountyhousing.com](http://www.clintoncountyhousing.com) under the "Info and Forms" tab, or by calling 570-748-2954 during regular business hours. Deadline to apply is noon on September 23, 2022. The Clinton County Housing Authority is an equal opportunity employer. Our workplace is "Tobacco-Free".

Return completed applications to:

Clinton County Housing Authority  
369 Linden Circle  
Lock Haven, PA 17745

There is a mail slot at the front of the building for drop off. Electronic files can be emailed to [ccha@clintoncountyhousing.com](mailto:ccha@clintoncountyhousing.com).

CLINTON COUNTY HOUSING AUTHORITY  
POSITION DESCRIPTION

TITLE: **Laborer**  
REPORTS TO: Lead Mechanic  
SALARY RANGE: \$15.00 per hour starting

MAJOR FUNCTIONAL OBJECTIVE

Applies skills to provide assistance in the maintenance and modernization of housing units.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Learns maintenance procedures and routines through on-the-job training and exposure to manuals, checklists, plans and records.
- Performs grounds work including grass cutting, trimming, trash removal, snow and ice removal using appropriate power tools and equipment
- Performs drywall repair and interior painting, cleans surface areas and appliances, and prepares units for occupancy.
- Performs minor plumbing and electrical repairs; replaces defective washers, gaskets, switches and makes general service repairs.
- Provides 24-hour on call service on a rotating basis.
- Ensures that job safety procedures are followed, and acceptable maintenance standards are maintained.
- Ensures tools, equipment and vehicles are maintained properly.
- Assists mechanic and mechanic aide when required.
- Performs related work as required.

REQUIREMENTS

Ability to perform maintenance and grounds work; ability to operate necessary tools, ability to follow oral and written directions.

EXPERIENCE AND TRAINING

Experience in facilities maintenance is preferred. Proficiency in oral and written communications. Must possess the physical stamina and strength necessary to perform duties, and possess a valid PA driver's license. Must complete all CCHA required training and certifications.



# Clinton County Housing Authority Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a crime? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_