



PETERS TOWNSHIP

Part Time Public Works Laborer
August 3, 2022

The following procedure will be followed for the hiring of the Part Time Public Works Laborer position with Peters Township. The hiring process is as follows:

1. The position will be advertised by:
 - a. Observer Reporter
 - b. Western Association of Pennsylvania Municipal Managers
 - c. Indeed.com
2. The applicants will complete a Peters Township Employment Application which will contain the following supplemental information:
 - a. A copy of applicant's resume
3. The employment applications will be reviewed to determine eligibility. Applications will be eliminated if:
 - a. The application is received after the advertised deadline
 - b. The application is deemed to be materially incomplete
 - c. The application indicates that the applicant fails to possess required skill and abilities, required qualifications, or meet residency requirements.
4. The initial testing process for part time laborer candidates will include three elements:
 - a. A physical agility/skills test will be administered to all individuals who applications have been accepted. This will be graded on a pass/fail basis, though individuals who demonstrate proficiency in certain exercises will be given additional credit.
 - b. Those applicants who pass the physical agility/skills test shall take a written examination. A passing score for the written test shall be 75%. Applicants with passing scores will be ranked according to their score.
 - c. The applications of applicants who pass the written examination shall be graded to assign a score based on the elements required for the position.
5. The initial score will used to rank order applicants. This score will be weighted as follows:
 - a. Application and Resume: 70%
 - b. Written Exam: 30%

6. Based on the result of the testing process and the scores compiled, no more than the top seven (7) part-time candidates will continue in the process. Those candidates or any lesser number who are deemed to have successfully completed the previously administered elements of the process will be contacted to take part in an oral interview.
7. Oral interviews will be conducted and scored by a three-member panel comprised of the Public Works Director, the Township Manager, and the Assistant Township Manager. The interview shall be based upon a uniform set of questions.
8. The interview scores as well as the results from the other tests shall be evaluated together to determine the rank order of candidates and which applicants are qualified. The results shall be weighted:
 - a. Initial score: 35%
 - b. Oral interview: 65%
9. To be considered “qualified” for the position, applicants must be ranked as one of the top four (4) candidates and successfully complete a background investigation.
10. After the completion of the oral interviews, the qualified candidates will be subject to a background investigation for the purpose of verifying each applicant’s qualifications as stated in his application and to determine whether any independent reasons exist that would preclude the candidate from consideration for appointment. Disqualification of a candidate on the basis of the background investigation shall occur only where the Township Manager determines that such disqualification is consistent with the federal and state law.
11. After the completion of the oral interviews, the qualified candidates must submit a Pennsylvania Department of Motor Vehicle Request for Driver Information Form DL-503. More than two (2) moving violations or two (2) accidents in the past twelve (12) months can constitute sufficient reason not to hire.
12. If one or more of the pool of qualified candidates is disqualified on the basis of the background investigation, an equal number of the remaining three (3) candidates shall be subjected to a background investigation in an effort to ensure that the pool of qualified candidates shall be two more than the number of positions to be hired. In the event there are fewer than four (4) candidates who are eligible for further consideration, the process will continue with the number of candidates who remain.
13. At the completion of the oral interviews and background investigations, those candidates not selected for an interview will be notified that they are no longer under consideration.
14. Once the list of qualified candidates is established each will be asked to complete a form indicating their veteran preference status. Those qualified applicants asserting a veteran preference shall be asked to provide within 7 days Form DD-214, Certificate of Release or Discharge from Active Duty. Any qualified candidate who is eligible for veterans’ preference

pursuant to the Veterans' Preference Act, 51 Pa. C.S § 7101 et seq., and has submitted appropriate documentation shall be selected over a qualified nonveteran for positions which require the Township to give preference to veterans.

15. If none of the final four (4) candidates are veterans, the Township Manager shall consider the qualifications of the four (4) candidates who successfully completed the background investigation and review the written summary of the oral interview and select the best qualified candidate for employment.
16. The candidate who is selected will receive a conditional offer of employment contingent upon the candidate successfully completing the medical examination and physical capacity testing. The medical experts performing the examination will make their determination based upon a review of the written job description and essential functions of the job for which the applicant received the offer of employment.
17. Qualified candidates not hired may for up to one year from the date of being determined qualified to be hired without need for additional evaluation or testing. Candidates will however be subject to an updated background check including a check of motor vehicle violations.