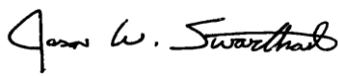


MEMORANDUM

TO: Members of Pennsylvania General Assembly

From: Jason W. Swarthout

Director, Talent Management Office

Date: January 6th, 2020

RE: PennDOT Summer Maintenance Program 2020

As in years past, PennDOT will sponsor an extensive Summer Maintenance Program (SMP) for college students. The program runs May through August 2020 to supplement the permanent workforce. I am writing to request recommendations for these positions.

These students assist in completing summer maintenance work and sign upgrade services, provide maintenance and custodial services at roadside rest facilities, and perform laboring and flagging duties in maintenance organizations and highway worksites. To be eligible for consideration, candidates must be eighteen years of age, enrolled full-time in college for the next semester, and have a valid Pennsylvania Driver's License. The hourly rate is \$13.97.

Please forward a list of recommended qualified candidates that is prioritized and ranked to the Office of Administration at penndotsummer@pa.gov. Within the email, please include the candidate's name and county of residence. **All recommendations must be received by Friday, February 14th.**

In addition to sending your list of candidates, please advise interested applicants to apply online to the [PennDOT Summer Maintenance Program 2020 posting](#) at www.employment.pa.gov under the Open Jobs section of the website. The technical support line is (717) 787-5703. All recommended candidates, including those previously employed by PennDOT, must complete the online application to be considered for employment.

These interns perform a very important public safety function. We want to ensure that PennDOT has sufficient time to process, evaluate and recruit candidates for this program. No positions will be left open for recommended candidates after February 14th. Due to the online application process, there is no need to submit additional paperwork.

Thank you for your cooperation and recommendations.

cc: Nick Soccio, Office of Governor
William Danowski, Secretary of Legislative Affairs