

## BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

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*The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.*

Are you looking for a stable job that **doesn't require a college degree?**  
Do you want to learn specialized skills while serving your community?

We seek individuals who take pride in public service and seek long-term employment, work-life balance, and opportunities to grow and learn.

We welcome and encourage applications from Borough residents and historically underrepresented groups.

### **EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES**

Medical, dental, and vision insurance	Retirement plans
Life and disability insurance	Employee assistance program
Professional development and training	Paid leave and holidays

<b>POSITION</b>	Public Works Maintainer
<b>DEPARTMENT</b>	Public Works/Field Operations
<b>REPORTS TO</b>	Water Resources and Field Operations Manager
<b>FLSA STATUS</b>	Non-Exempt, Full-time
<b>SCHEDULE</b>	Monday through Friday, 7:00 am to 3:30 pm Plus on-call rotation (one week out of every four weeks) for emergencies. Snow removal is on-call as needed.
<b>PAY RATE</b>	\$18.25/hr - \$20.86/hr dependent on experience

## **BOROUGH OF CARLISLE JOB DESCRIPTION**

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**POSITION SUMMARY:** This is semiskilled work of moderate complexity covering the construction, maintenance, and rehabilitation of a wide variety of Public Works infrastructure including, but not limited to transportation, water, sanitary sewer, stormwater, and public building facilities. Work extends to responsibility for light maintenance and servicing of assigned equipment.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The essential functions may include the customary duties and responsibilities noted herein, however, the information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

1. Perform a variety of manual tasks including, but not limited to: shoveling asphalt, stone, dirt, and other materials at construction sites; cleaning up around construction sites, excavating around water, sewer, and storm sewer lines with hand tools; repair of water lines by bolting on leak clamps or replacing main; repair broken sewer lines by replacing pipe or patching with tin and cement; making water taps of various sizes, sets corporations, sets meters and connects to property owner's service line; making sewer taps using hammer and chisel to open hole in sewer pipe, sets new pipe into hole and re-cements hookup; installs and repairs manholes, unstops sewer lines; repairs leaks in fire hydrants, cleans out drain plugs of fire hydrants, extends or raises hydrants; repairs storm sewer pipes and inlets, etc.
2. Operate dump truck up through 40,000 GPW in a variety of public infrastructure maintenance and construction tasks, such as plowing snow, spreading sand and salt, hauling men and materials, etc.; may operate higher-level equipment under supervision for training purposes in accordance with departmental procedures, or may operate equipment after proper training at the discretion of a supervisor.
3. Perform light maintenance to assigned equipment; check equipment to ensure all safety mechanisms are in proper operating condition; report operating defects to Crew Leader.
4. Respond to emergency situations in all types of weather conditions as necessary; participate in the established field operations call-out rotation; assist with the operation of various equipment as part of 12-hour call-out shift during snow and ice events.
5. Perform occasional building maintenance and cleanup.
6. Perform related work, cross-train coworkers, assist other departments, and perform other duties as assigned.

**KNOWLEDGE/SKILLS/QUALITIES:** The ideal candidate should possess the following:

- Considerable knowledge of the construction, rehabilitation, and maintenance of public infrastructure facilities.
- Working knowledge of occupational hazards involved in street and utility construction and maintenance.
- Ability to operate assigned equipment safely and efficiently. Knowledge of the capability, limitation, and hazard of operation of any assigned equipment.
- Knowledge of the methods, materials, equipment, and techniques used in street construction and maintenance, water line and sewer extensions; various repair methods for water and sewer lines; storm sewer maintenance and inlet repair.
- Skill in the use of various types of tapping machines used in making taps in water lines under pressure; use of hand tools involved in water line and sewer maintenance and construction; use of sewer TV cameras and grouting equipment.
- Ability to follow oral and written instructions.
- Knowledge and ability to establish and set up work zone traffic signage.
- Ability to perform manual labor, sometimes under unfavorable weather conditions.
- Knowledge of snow and ice control operations.
- Ability to cross train coworkers in job requirements.
- Ability to provide written reports to supervisor on degree of work completed and facility inspection or observational findings.

**MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA:** An equivalent combination of credentials and experience to sufficiently perform the duties of the position may be considered:

- Must be at least 18 years of age.
- High school diploma or equivalent.
- Ability to obtain a valid Pennsylvania CDL Class A or B driver's license with tanker endorsement within 1 year of hire.
- Ability to obtain a Pennsylvania Class E Water Distribution System Operator Certification and a Pennsylvania Class E Wastewater Collection System Operators Certification within two years of hiring.
- One year of experience as a laborer, preferably (but not required) in street maintenance, water distribution, sewage collection or stormwater management.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** The physical demands described below are representative of those required for the position.

- Work is performed indoors and outdoors, in all types of weather conditions.
- Walking, standing; stooping, kneeling, crouching, bending, reaching, pushing, pulling, and lifting up to 75 pounds.
- See and communicate effectively and use body to work, move or carry objects or materials.

**Ready to apply?**

**Applications are on our website: [www.carlislepa.org](http://www.carlislepa.org)**

**For questions or to submit your application:**

**Contact: Mary Peacock, Human Resources Coordinator**

**Email: [mpeacock@carlislepa.org](mailto:mpeacock@carlislepa.org)**

**Call: 717-240-6920**

**Fax: 717-240-6615**

**Mail or In-Person:**

**Carlisle Borough Hall  
53 West South Street  
Carlisle, PA 17013**

**Or**

**Stuart Community Center  
415 Franklin St.  
Carlisle, PA 17013**