

BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

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.

We're looking for a positive, enthusiastic individual with excellent technical, customer service, and STEM-related skills to support the Borough Public Works Engineering department, staff, and residents.

EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES

Insurance Coverage Starts Day 1 of Employment

Public Service Loan Forgiveness Qualifying Employer

Medical, dental, and vision insurance

Life and disability insurance

Professional development and training

Tuition Reimbursement

Retirement plans

Employee assistance program

Paid leave and holidays

POSITION Engineering Technician
DEPARTMENT Public Works and Engineering
REPORTS TO Assistant Borough Engineer
FLSA STATUS Non-Exempt, Full-time

PAY RATE \$21.55 – \$28.72/hour, dependent on experience
SCHEDULE Monday through Friday, 7:30 am to 4:30 pm

POSITION SUMMARY: This is a professional position involving assistance with the planning, organizing, coordinating, and implementing Borough public works services including transportation, water distribution, sewage collection, storm water management, solid waste management, and fleet, buildings, and facilities maintenance. The employee will work closely with supervisor in developing and administering programs, projects, and services of the department, including land development, transportation planning, and capital improvement planning, management, and engineering.

The Engineering Technician provides exceptional customer service and is expected to uphold the public interest and advance the vision set forth by the Borough and community.

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. Support the Public Works Engineering staff in performing engineering and administrative duties, tasks, and responsibilities; assist in the development, implementation, and monitoring of long-term plans, goals and objectives focused on achieving the Borough's mission and Borough Council priorities.
2. Maintain effective working relations with staff, contractors, and outside agencies such as PennDOT, the Department of Environmental Protection, and the Environmental Protection Agency on a variety of projects such as new environmental regulations for water and wastewater treatment and road repairs; coordinate effectively and diplomatically with utility and contractor representatives for a variety of issues such as damaged PPL poles.
3. Assist in ensuring compliance with appropriate regulations and technical standards affecting engineering activities, which may include review and interpretation of new or existing federal or state regulations or Borough ordinances, and apply that understanding to a variety of projects such as writing bid specifications; may also recommend, establish, and implement revisions to departmental rules, regulations, policies, and procedures.
4. Review and respond to difficult and sensitive questions, comments, complaints, and requests for service from the general public related to a variety of topics such as traffic patterns, road paving and repairs, street lighting, and stormwater flow and pooling; investigate issues and explain processes and possible remedies.
5. Generate GIS mapping of Borough infrastructure; document standard operating procedures; enter and maintain data for a variety of projects and purposes, such as GIS asset tracking and traffic signal asset management using TSAMS system.
6. Prepare reports including written descriptions with appropriate tables, graphs, and figures that will be used to make presentations to the Borough Council, Borough Planning Commission, and other groups; prepare grant applications including written descriptions of engineering design concepts, engineering cost estimates, 2-D to scale drawings, and appropriate graphics.
7. Use a variety of PennDOT online systems and processes for municipalities, including DOTGrants and ECMS; prepare Highway Occupancy Permits and Traffic Signal Permits for submission to PennDOT; prepare technical specifications using PennDOT's Publication 408 for bid packages.
8. Conduct field measurements and surveys using instrumentation for a variety of projects such as roadway maintenance and improvement work,

- remediation of stormwater drainage problems, sanitary sewer and water infrastructure rehabilitation, and property boundary locations; prepare measured engineering drawings that reflect field survey.
9. Perform work on/adjacent to roadways and moving traffic, such as installing and using traffic counting equipment/software for traffic engineering analyses and measuring curb elevation to design ADA ramps.
 10. Attend and participate in professional development activities; maintain awareness of new trends and developments in the field of municipal engineering.
 11. Perform other duties and assist other departments as assigned.

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

- Presents a positive image and attitude on a daily basis.
- Desire and ability to learn new skills.
- Thorough knowledge of or demonstrated ability to learn civil engineering principals, practices, and methods involved in public works construction, operation, maintenance and applicable federal, state and local law, codes and regulations governing public works functions and activities.
- Ability to read and understand plans and technical specifications and to prepare material, equipment, and services bid documents; ability to perform and review structural, hydraulic, traffic and other engineering calculations; ability to respond to and solve problems in emergency situations.
- Knowledge of municipal administration, management principles and practices.
- Demonstrates skill in verbal and written communication, report preparation, and ability to justify equipment and material needs; ability to follow oral and written instructions accurately and carefully.
- Proficient knowledge in database management and use of GIS software.
- Excellent file maintenance and organizational skills.
- Demonstrates skill in dealing courteously and respectfully with citizens and ability to carry out the responsibilities of the job with tact and diplomacy.

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

- Bachelor's degree in STEM (Science, Technology, Engineering, Math) field AND 1 year of related experience;
- OR High school diploma or equivalent AND 5 years of Engineering Technician experience;

- OR High school diploma or equivalent AND 10 years of STEM-related experience.
- Valid Pennsylvania Class C motor vehicle driver's license.
- Proficiency in Microsoft Office Suite Software programs such as Word and Excel.
- Proficiency in geographic information science (GIS).
- Proficiency with field survey instrumentation equipment.

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, squatting, climbing, twisting, bending, reaching, pushing, pulling, and lifting up to 50 pounds.
- Working on irregular surfaces or heights above the ground.
- Use hands to handle, grasp, and write.
- See and communicate effectively.
- Must be able to use body to work, move or carry objects or materials.

Ready to apply?

Applications are on our website: www.carlislepa.org

For questions or to submit your resume and cover letter:

Contact: Human Resources

Email: apply@carlislepa.org or Call: 717-240-6923

Mail or Drop Off: Borough Hall, 53 West South Street, Carlisle, PA 17013

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