

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.

Are you looking for a stable job that **doesn't require a college degree?**
Do you have experience leading a crew?

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

EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES

Insurance Coverage Starts Day 1 of Employment

Public Service Loan Forgiveness Qualifying Employer

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

POSITION	Public Works Crew Leader
DEPARTMENT	Public Works Field Operations Department
REPORTS TO	Water Resources and Field Operations Manager
FLSA STATUS	Non-Exempt, Full-time

PAY RATE	\$26.05 - \$32.40/hour, dependent on experience
SCHEDULE	Monday through Friday, 7:00 am to 3:30 pm

POSITION SUMMARY: This is a semiskilled position involved in the maintenance and construction of various Public Works facilities including, but not limited to water lines, sanitary sewers, storm sewers, streets and traffic control systems.

Work is performed in accordance with established routines with employees expected to make field-operating decisions based upon those routines. Employees are expected to make operational decisions in the field, with unusual occurrences being referred to a higher level supervisor for direction. A major responsibility of the work of this class is for the supervision and ongoing safety of the job site. Work involves directing and training Public Works Maintainers and Equipment Operators. The work originates from specific work assignments or from emergency or after hour call out and is reviewed by periodic observation by a supervisor. The on-call crew leader is

responsible for contacting and/or responding to the PA One Call system and locating underground utilities during emergency call in situations.

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. Directs Field Operations staff at the job site during emergency and non-emergency situations; performs a lead role to complete the required work; makes decisions related to the work and directs fellow employees to perform tasks needed to complete the assignment.
2. Assumes responsibility for job site safety, including preparation and set up of proper work zone traffic control signage and enforcement of other safety rules, such as the wearing of safety vests, hard hats, seat belts, manhole and trench entry, confined space, etc.
3. Provides information to the supervisor about infrastructure condition and work scope required to maintain or repair the facilities, including material and equipment needs
4. Shares in the established Field Operations call-out rotation between other crew leaders and staff; must acknowledge the call within 15 minutes and the employee must respond to the call within one hour to assess the problem and call other members of the work force who are required to correct the problem. The crew leader is responsible to call out a sufficient number of employees to correct the problem safely, efficiently and economically. The crew leader must advise the supervisor of unusual situations and in situations beyond the employee's expertise.
5. Enforces department rules, regulations and standard operating procedures with personnel assigned to the crew leaders' job site.
6. Provides for the training of Equipment Operators and Maintainers to become proficient in their required duties.
7. Assists during snow and ice events with the operation of various equipment as part of 12-hour call-out shift.
8. Performs duties described in the job descriptions of a Public Works Maintainer and Equipment Operator.
9. Performs related work, assists other departments and other duties as assigned.

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

- Advanced knowledge of Public Works equipment use and utility and road construction, operation and maintenance procedures.
- Knowledge of supervisory principles and practices.

- Knowledge of safety procedures and occupational hazards involved in public works construction and maintenance.
- Ability to keep records and do paper work such as reports, maintenance schedules, budgetary background, time sheets, overtime logs, etc.
- Ability to direct the work of subordinates, and to require compliance with performance expectations and standard operating and safety procedures.
- Ability to stand and walk most of the time with some bending, stooping, squatting, climbing, twisting, reaching, lifting of up to 50 pounds, and working on irregular surfaces or heights above the ground.
- Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, rain, snow, and other unfavorable weather conditions.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Knowledge of Borough Codes.
- Knowledge of the Borough's Public Works Standard Specifications.
- Other applicable skills and abilities outlined in Public Works Maintainer and Equipment Operator job descriptions.
- Ability to locate underground utilities using required equipment.
- Knowledge of PA One Call System and requirements.
- Ability to read plans and specifications and to interpret them in construction projects.
- Ability to obtain a Pennsylvania Class E Water Distribution System Operator Certification within two years of hiring and a Pennsylvania Class E Wastewater Collection System Operator Certification within 3 years of hiring.

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.
- Graduation from a two year Associate Degree program in building construction, engineering technology or related field with two years practical experience in public infrastructure construction, operations, or maintenance.
- Graduation from a standard senior high or vocational school and four years increasing responsible experience in general site construction or Public Works operations.
- Pennsylvania Class B CDL or ability to obtain one within 1 year of hire.

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 50 pounds.
- 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.
- The Borough requires that all new employees are vaccinated for COVID.

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: 717-240-6925

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

Or

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