

**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.

Parks Maintainer (Full Time)

**Join a team that keeps our parks beautiful, safe, and welcoming.
If you enjoy hands-on work, take pride in your community, and
thrive outdoors, we'd love to hear from you!**

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 Parks Maintainer

Department Water Resources

Schedule Monday – Friday, 7:00 a.m.– 3:30 p.m.

Pay Rate \$18.14 - \$23.23/ hour, dependent on experience

Status Non-Exempt, Full-time

Full job description and application: www.carlislepa.org/employment

APPLY NOW

Submit a completed application to apply@carlislepa.org.

Mail or In-Person:

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

Or

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

Questions? Contact Kimberly Achey, HR Coordinator, at 717-258-0137.

**BOROUGH OF CARLISLE
EMPLOYMENT OPPORTUNITY**

Parks Maintainer (Full Time)

POSITION SUMMARY: This position performs semi-skilled maintenance work in support of Borough parks, pool, athletic fields, playgrounds, landscaped areas, public buildings, and related facilities. Work includes grounds maintenance, facility cleaning and repair, seasonal maintenance, equipment operation, light automotive equipment servicing, and support for parks and recreation programs and special events.

Work is performed in accordance with general instructions received from the Field Operations Foreman or their designee. The employee exercises no direct supervision and performs duties that are readily learned on the job. The employee may direct the work of temporary maintenance employees as assigned.

The Parks Maintainer 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 listed below are representative of the duties and responsibilities of the position and are not intended to be an exhaustive list. The employee may be assigned other related duties as needed.

1. Perform grounds and facility maintenance, including cleaning public restrooms, removing trash and litter, clearing brush and dead trees, maintaining flower beds and planted areas, trimming hedges, maintaining pools, collecting leaves, removing snow and ice, salting walkways and lots, painting, and completing light electrical, carpentry, and plumbing tasks.
2. Operate tractors, lawn mowers, power equipment, snow blowers, stump cutters, leaf vacuums, dump trucks, gang mowers, rollers, rakes, and related equipment for parks and recreation operations, athletic field preparation, cleaning, landscaping, hauling, towing, and snow removal.
3. Build, repair, install, and maintain parks and recreation equipment and amenities, including benches, picnic tables, playground features, signs, fencing, and similar items.
4. Perform routine building maintenance and repairs for parks, the pool, community center, and other assigned public facilities.
5. Assist with seasonal operations, special events, interdepartmental projects, and other related work as assigned.
6. Work assigned schedules that may include weekends, evenings, holidays, emergency response, snow events, and support for special events at parks, pavilions, and other Borough facilities.
7. Perform all work in accordance with safety procedures, use required personal protective equipment, identify and report hazards, maintain safe work areas, and provide courteous service to residents, visitors, coworkers, vendors, and other stakeholders.

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

- Ability to operate assigned equipment safely and efficiently. Knowledge of the capability, limitation, and hazard of operating any assigned equipment.
- Skilled in the use of hand tools and the ability to do minor plumbing, carpentry, and electrical maintenance work.
- Working knowledge of the methods and techniques involved in landscaping, athletic field maintenance, building and pool maintenance.
- Ability to operate light automotive equipment safely and efficiently.
- Ability to do hard manual work, sometimes under unfavorable weather conditions.
- Knowledge of snow and ice control operations.
- Ability to follow oral and written instructions accurately and carefully.
- Ability to present a positive image and attitude on a daily basis.
- Desire and ability to learn new skills.
- Ability to establish and maintain effective working relationships with users of parks and recreation facilities and with fellow employees.
- Ability to engage authentically with a wide range of stakeholders and various racial, ethnic and socioeconomic communities.

MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA: An equivalent combination of education, credentials, and experience that demonstrates the ability to perform the duties of the position may be considered.

- Must be at least 18 years of age.
- Valid Pennsylvania Class C driver's license.
- Must obtain a Pennsylvania Public Applicator Pesticide license with Category 23(Parks) and 24(Swimming Pools) within one year of hire.

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

- Work is performed indoors and outdoors in all types of weather conditions, including heat, cold, rain, snow, ice, and other adverse conditions.
- Position requires walking, standing, stooping, kneeling, crouching, bending, reaching, pushing, pulling, and lifting up to 75 pounds occasionally and up to 50 pounds frequently.
- Position requires the ability to use hands to handle, grasp, operate tools and equipment, move or carry objects and materials.
- Position requires the ability to write, see, hear, and communicate effectively.