

BOROUGH OF CARLISLE PUBLIC WORKS CREW LEADER

Definition & Distinguishing Characteristics

The Borough of Carlisle is searching for a full-time Crew Leader. 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.

Typical Examples of Work Performed

- Directs Public Works forces at the job site during emergency and non-emergency situations. This involves taking a lead role to complete the required work. Make decisions related to the work and direct fellow employees to perform tasks needed to complete the assignment.
- 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.
- Provides information to the supervisor about infrastructure condition and work scope required to maintain or repair the facilities, including material and equipment needs
- Shares in the established Public Works call-out rotation between other Public Works crew leaders and staff designated by the Public Works Director. When called, the Public Works crew leader must acknowledge the call within 15 minutes. 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.
- Enforces department rules, regulations and standard operating procedures with personnel assigned to the crew leaders' job site.
- Provides for the training of Equipment Operators and Maintainers to become proficient in their required duties.

- Assists during snow and ice events with the operation of various equipment as part of 12-hour call-out shift.
- Performs duties described in the job descriptions of a Public Works Maintainer and Equipment Operator.
- Performs related work as required.

Knowledge, Skills & Abilities

- Advanced knowledge of Public Works equipment use and utility and road construction, operation and maintenance procedures.
- Knowledge of supervisory principals 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 of Education and Experience

A successful candidate will meet one of the following minimum requirements:

- 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.

Necessary Special Qualifications

Possession of a valid Class B (minimum) motor vehicle driver's license issued by the Commonwealth of Pennsylvania.

Salary range is \$19.66/hour minimum. Maximum is \$27.52 DOE.

Interested applicants should forward a cover letter and resume to the Human Resource Manager, 53 W South St. Carlisle, Pa. 17013, or by email to thamilton@carlislepa.org. Applications will be accepted until the position is filled.