



Municipality of Carlisle, Ohio  
760 Central Avenue  
Carlisle, Ohio 45005  
(937) 746-0555 | Fax (937) 743-8178  
www.carlisleoh.org

## Job Announcement and Description SERVICE WORKER I

The Municipality of Carlisle, Ohio (est. pop. 5,300), situated southwest of Dayton in both Montgomery County and Warren County, Ohio, is seeking applications for a fulltime Service Worker I. This is a semi-skilled position in the Municipality of Carlisle's Service Department. An employee in this class is responsible for the performance of various physical and mental tasks. Duties are performed under the direction of the Service Director.

### ESSENTIAL EQUIPMENT AND JOB LOCATION

This position requires general knowledge of the operation of various vehicles and use of a variety of tools and equipment including: dump trucks, snowplows, backhoes, loaders, mowers, tractors, weed eaters, sewer jetter, chain saws, small hand tools, etc. The primary work site is within the Municipality of Carlisle.

### ESSENTIAL FUNCTIONS AND EXAMPLES OF JOB DUTIES:

*(Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class).*

- Performs routine street maintenance and repairs including storm sewers, ditches, street signs, streetlights, etc.
- Maintains parks, including playground equipment and shelters, removes trash and cleans restrooms.
- Performs daily water testing, snow removal, mowing, grass trimming, and tree trimming.
- Must have ability to work up to 16 hours continuously, with 8 hours off, and be subject to call back to work for an additional 16 hours.
- Inspects and repairs water and sewer lines, installs and repairs water meters.
- Responds to request and complaints from the general public.
- Performs maintenance and service on vehicles and equipment.
- Operates all heavy and light equipment appropriate to the job.
- Removes dead animals from roadway.
- Performs carpentry work, and paint as needed.
- May be required to work in confined spaces and high places.
- Performs all duties requiring ladders, man lifts, etc.
- All other duties as assigned by the Service Director and/or designee.

### DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and municipal employees.

- Knowledge of, or the ability to learn, the safe and correct operating standards of the essential equipment.
- Ability to establish and maintain effective working relationships with municipal officials, fellow employees, and the general public.
- Ability to operate the essential equipment in order to perform daily job duties of position.
- Ability to understand and execute oral and written directions.
- Ability to handle confidential information.
- Ability to maintain records, prepare reports, as well as perform manual labor for long periods of time.
- Ability to work under the Service Director and peers.

### **DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE**

- High school diploma, or the equivalent, supplemented by some responsible experience in routine maintenance; or a combination of training and experience which provides the desired knowledge, skills, and abilities.

### **NECESSARY SPECIAL REQUIREMENTS**

- Possession of, or ability to obtain promptly, a valid Ohio Class A or Class B Commercial Driver's License.
- Must have the ability to lift, push, or pull items up to 75 pounds on routine basis.
- Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing ability to work other than normal business hours, such as evenings and weekends and various shifts.

### **CONSIDERATION**

- This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

### **COMPENSATION, BENEFITS, AND CLASSIFICATION**

- Anticipated hiring rate: \$17.00/hour
- Position is non-exempt and hourly wage.
- Classification: A – Classified
- Participation in the Ohio Public Employee Retirement System.
- Full medical benefits (health, dental, vision, and life insurance) available.
- Paid leave, including vacation, personal, sick, and holidays.

***Continue to next page for application and timeline details.***

**Disclaimer:** The Municipality of Carlisle is an equal opportunity employer and considers all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age disability, veteran status, or any other legally protected states. Per Ohio law, applications are subject to public disclosure.

## **HOW TO APPLY**

Submit resume, Employment Application (may be found at: [carlisleoh.org/jobs](http://carlisleoh.org/jobs)), and any other supporting materials (references, letters of recommendation, education transcripts, etc), to:

Village of Carlisle  
Attn: Finance Director  
760 Central Ave.,  
Carlisle, OH 45005

OR

email to [rrushing@carlisleoh.org](mailto:rrushing@carlisleoh.org)

Position is open until filled. The Municipality requires post offer, pre-employment physical and drug test.

## **Interviews**

Applicants who meet the qualifications, knowledges, skills, and abilities outlined in the Job Description may be invited for an interview scheduled by and between the employer and applicant.

***Disclaimer:*** All positions within the Municipality of Carlisle are subject to and post-offer, which includes pre-employment screening, background check, physical, and reference check. Positions may be subject to a competency test to ensure ability to meet the qualifications, knowledges, skills and abilities outlined in the Job Description.