

PUBLIC WORKS MAINTENANCE EMPLOYEE  
FULL TIME

Job Description:

This position is a full time and will include all duties as assigned by the Highway Department Superintendent or other Personnel designated by the Supervisor.

Duties will include plowing snow, carpentry, concrete, landscaping, painting, roadwork and other general maintenance responsibilities. Municipal pool experience helpful.

**QUALIFICATION REQUIREMENTS**

**Knowledge and Abilities**

1. Thorough knowledge of carpentry and/or construction
2. Ability to demonstrate professional decorum.
3. Ability to establish and maintain effective working relationships with property owners, elected officials, private agencies, contractors, the public and other borough office staff members.
4. Ability to make decisions and exercise independent judgment.

***Experience and Training***

High School diploma is required. CDL preferred by not required. .

*STARTING WAGE: \$15.00 per hour*

*All Benefits will mirror the Borough's Personnel Policy.*

***Applicants must provide along with a completed employment application.***

**Child Abuse Clearance:** (\$13.00)

<https://www.compass.state.pa.us/cwis>

**Criminal Background Check:** (\$22.00)

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VS6Z2PnF-Sq>

**Federal Background Check:** (\$22.65) <https://uenroll.identogo.com/>

Please use code: 1KG6XN. You will pre-register online and then pay once you get fingerprinted at the Identogo store, 6483 Carlisle Pike Suite 104 Mechanicsburg, PA 17050. Call to verify forms of payment, please.

Applications not including these items will be considered incomplete.

**Applications will be accepted at the Borough Office  
36 West Main Street  
Mechanicsburg, PA 17055**

**beginning September 8, 2020 and continuing until the position is filled.**