



Job Announcement and Description

PART-TIME SERVICE WORKER

City of Carlisle, Ohio (est. pop. 5,500), located southwest of Dayton in both Montgomery and Warren Counties, is accepting applications for the full-time position of Service Worker I.

This is a semi-skilled position within the Service Department, assisting in the maintenance and operation of City streets, parks, buildings, and water/sewer infrastructure under the direction of the Service Director.

Essential Functions

Performs a variety of tasks involving the maintenance, repair, and operation of City facilities, vehicles, and public infrastructure. Work involves the use of hand tools, power tools, and motorized equipment under general supervision.

Examples of Duties

(The following examples illustrate typical duties. Not all duties may be performed, and additional tasks may be assigned.)

- Assist in street maintenance and repair, including storm sewers, ditches, street signs, and streetlights.
- Maintain City parks and facilities, including mowing and trimming grass, maintaining playground equipment and shelters, removing trash, and cleaning restrooms.
- Assist with daily water testing, water/sewer system maintenance, and meter repair.
- Operate light and medium equipment such as mowers, tractors, weed eaters, dump trucks, and small power tools.
- Perform minor maintenance and cleaning on vehicles, tools, and equipment.
- Perform carpentry, painting, and general facility repair as needed.
- Assist with snow removal and seasonal cleanup activities.
- Work occasional nontraditional hours for snow removal or other urgent and emergency situations.
- Update the City's website or internal records with maintenance and service schedules as directed.



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Desirable Knowledge, Skills, and Abilities

- General knowledge of maintenance and repair practices for public infrastructure.
 - Ability to safely operate a variety of hand tools, small machinery, and vehicles.
 - Dependable, punctual, and able to work independently or as part of a team.
 - Ability to follow oral and written instructions.
 - Ability to perform physical labor in various weather conditions.
 - Skill in interacting courteously and effectively with coworkers and the public.
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Desirable Training and Experience

- Graduation from an accredited high school (or equivalent).
 - Experience in public works, maintenance, landscaping, or construction is preferred.
 - Any combination of education and experience that provides the required knowledge, skills, and abilities will be considered.
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Necessary Requirements

- Possession of a valid Ohio Driver's License.
 - Ability to obtain a Class B Commercial Driver's License (CDL) within six (6) months of hire is preferred but not required.
 - Must pass a pre-employment physical and drug screening.
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Compensation, Schedule, and Benefits

- Starting Pay: Competitive hourly rate based on qualifications and experience.
 - Schedule: Up to 20 hours per week, flexible scheduling may be available.
 - Benefits:
 - Participation in the Ohio Public Employees Retirement System (OPERS).
 - Paid personal leave after a probationary period.
 - Eligible for City-provided uniforms and safety equipment.
 - Opportunity for advancement or consideration for future full-time positions.
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How to Apply

Submit a completed application to:
City of Carlisle
Attn: Service Director
760 Central Avenue
Carlisle, OH 45005

Email submittals are preferred but not required.

All candidates are subject to a post-offer, pre-employment physical and drug test.

Equal Opportunity

The City of Carlisle is proud to be an Equal Opportunity Employer.