



## Job Announcement and Description

### SERVICE WORKER I

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.

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#### Eligibility List and Intent to Hire

The City of Carlisle is establishing an eligibility list for the position of Service Worker I with the intent to hire for (3) immediate openings from this list.

Qualified candidates will be ranked based on application materials, experience, and interview performance. The eligibility list will remain active for up to 12 months and may be used to fill current and future vacancies in the Service Department during that time.

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#### 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.

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#### Examples of Duties

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

- Perform routine street maintenance and repair work, 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.
- Conduct daily water testing and assist with water distribution and sewer system maintenance.
- Inspect and repair water and sewer lines, and install or repair water meters.
- Operate various vehicles and equipment such as dump trucks, snowplows, backhoes, loaders, mowers, tractors, weed eaters, sewer jetters, chain saws, and small hand tools.
- Perform maintenance and service on vehicles and equipment.
- Conduct carpentry, painting, and general facility repair work as needed.
- Perform snow removal, mowing, and tree trimming duties.



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- Work overtime or nontraditional hours during snow events, water main breaks, or other 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 the operation and maintenance of motorized equipment and power tools.
  - Ability to perform manual labor safely and efficiently under varying weather conditions.
  - Skill in operating a variety of equipment used in street, park, and utility maintenance.
  - Ability to follow written and oral instructions and complete assigned tasks with limited supervision.
  - Dependability, good judgment, and willingness to respond to emergency calls after hours.
  - Ability to establish and maintain effective working relationships with coworkers, supervisors, and the public.
  - Commitment to safety and proper maintenance of tools, vehicles, and work areas.
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#### Desirable Training and Experience

- Graduation from an accredited high school (or equivalent).
  - One year of experience in construction, maintenance, or a related field is preferred.
  - Any combination of education and experience that provides the required knowledge, skills, and abilities will be considered.
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#### Necessary Special Requirements

- Possession of, or ability to obtain within six (6) months of hire, a valid Ohio Class B Commercial Driver's License (CDL).
  - Ability to operate vehicles and equipment used in daily operations.
  - Successful completion of a pre-employment physical and drug screening.
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#### Compensation, Benefits, and Classification



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- Pay: Competitive starting wage based on qualifications and experience.
  - Benefits: Includes paid vacation, personal, sick, and holiday leave; full medical coverage (health, dental, vision, and life insurance); and participation in the Ohio Public Employees Retirement System (OPERS).
    - The City pays the full required employee OPERS contribution, increasing take-home pay.
  - Classification: Full-time, non-exempt position.
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#### How to Apply

Submit a completed application to:

City of Carlisle  
Attn: Elayna Myers  
760 W Central Avenue  
Carlisle, OH 45005  
[HR@carlisleoh.gov](mailto:HR@carlisleoh.gov)

*Email submittals are preferred but not required.*

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#### Equal Opportunity

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