

Carnegie Borough – Department of Public Works

Job Summary

The Borough of Carnegie is seeking a staff member for the Department of Public Works (DPW) to perform a wide range of duties as directed by the DPW Foreman, Assistant Foreman, and Borough Manager. This staff member will be directed with tasks that assist in the day-to-day maintenance and upkeep of Borough streets, buildings, park facilities, sewer systems, etc.

Responsibilities and Duties

- Operates various types of heavy equipment (i.e., rubber and track high lifts, dozers, rubber and track pavers, rollers, graders, backhoes, sweepers, vactor, tractors, etc.)
- Assists in construction and maintenance of municipal property, including such tasks as road construction and repair, plowing snow, sewer construction, bridge inspection, playgrounds, ball fields, park features, etc.
- Responsible for tending to any callouts related to emergency or weather-related work (after-hours, weekends)
- Services, maintains, and makes minor repairs to equipment; may be required to assist in performing major repairs
- Ensures that appropriate safety procedures are observed in the operation of, repair of, and vicinity of equipment
- Safely loads and unloads materials from municipal vehicles
- Operates municipal vehicle as required
- Uses a variety of technological hardware (i.e., computers, laptops, tablets, smart phones, GPS, cameras, etc.) and/or software (i.e., email, Microsoft Office, etc.) to maintain records and prepare accurate reports on work performed
- Perform other reasonable duties as directed by the Foreman, Assistant Foreman, and Borough Manager

Qualifications and Skills

- Establish and maintain effective working relationships with supervisors, foremen, fellow-employees, residents, business owners, contractors, etc.
- Follow written and/or oral instructions
- Ability to multi-task in a demanding environment
- Excellent time management skills and the ability to prioritize work
- Working in a team environment
- Attention to detail and critical thinking skills
- Must be able to work independently and follow specific timelines for task completion
- Driver's license required (CDL Preferred)

A high school diploma or GED is required. Preference will be given to candidates with a trade/skill (electrical, HVAC, plumbing, carpentry, etc.), or additional education and municipal experience. A minimum of (2) years of progressively responsible work experience in a related field is preferred. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This opening will be for a full-time Department of Public Works Equipment Operator, Monday through Friday, from 7:00 AM to 3:30 PM. The DPW Equipment Operator is a union position and will offer a competitive wage, benefit, and retirement package.

Interested candidates are required to submit a letter of interest along with a resume including professional references to Stephen Beuter, Borough Manager, One Veterans Way, Carnegie, PA 15106. The requested letters of interest and resumes must be received no later than 3:00 PM on Monday, November 29, 2021. For any questions, please contact 412-276-1414 ext. 1423. Thank you. (An Equal Opportunity Employer)