

# Borough of Chambersburg

## Join the Team

Adventures that Improve our Community



Borough of Chambersburg  
Personnel Office

**APPLICATIONS MAY BE OBTAINED AT THE  
BOROUGH OF CHAMBERSBURG  
100 S. SECOND ST. CHAMBERSBURG, PA 17201**

**Deadline: Return to Borough Office no later than November 15, 2018, by 5:00 PM**

**BOROUGH OF CHAMBERSBURG  
POSITION OPENING**

**CLASSIFICATION:** Assistant Public Works Operations Supervisor / Yard Master

**GRADE:** NB 11

**RATES OF PAY:** \$28.56

**PLACE OF WORK:** Public Works Department  
342 W. Loudon Street

**HOURS OF WORK:** Generally, Monday through Friday, 7:00 AM - 3:00 PM

**TYPE OF WORK:**

Responsibility of this position includes supervision of the daily operation, maintenance and equipment of the Public Works Maintenance Facility (hereinafter known as "the yard") as well as all duties associated with the position of Assistant to the Operations Supervisor. Will be required to work on behalf of the Operations Supervisor as needed.

The incumbent in this class assists the Borough's Operation Supervisor with inventory of the Borough's motor equipment, their maintenance and all sanitation/recycling activities. The employee inspects and monitors all personnel work product in the Motor Equipment Fund and Sanitation Fund as well as those Highway Department operations associated with the yard; and, insures that all standards are met. The work also involves performing administrative work such as maintaining personnel records, inventory, data entry, simple accounting, payroll, yard maintenance activities and receiving incoming supplies. The incumbent receives general direction from the Operations Supervisor, is responsible for meeting established standards, and may act as Supervisor, in his absence.

Required Knowledge, Skills and Abilities: Ten plus years knowledge and experience with the principles and practices of public works administration; thorough knowledge of refuse collection and disposal activities; working knowledge of municipal purchasing procedures; ability to develop working plans and coordinate maintenance projects; ability to interpret and evaluate plans and reports; ability to plan, direct and evaluate the work of others; ability to get along well with the public and with coworkers; willing to work whatever hours are necessary to get the job done.

**Position Opening\***  
**Assistant Public Works Operations Supervisor / Yard Master**

Acceptable experience and training: Over ten (10) years' experience in public works maintenance and operations including knowledge of motor equipment maintenance procedures, heavy equipment specifications and operations, and garage operations. Knowledge of computers including MS Office applications, email, and garage diagnostic computer equipment. Outstanding ability to communicate verbally and in writing to both employees and the public. Some experience with procurement and purchasing practices in a municipal environment (i.e. knowledge of competitive bidding system and COSTARS State contract process), ability to operate a fork lift, a back hoe, a dump truck, and a pickup truck with snow plow. Ability to operate a tow truck. Knowledge of fire apparatus components and maintenance. Knowledge of EMS ambulance vehicles and maintenance. Knowledge of police vehicles (and specialized police vehicle equipment) and maintenance. Knowledge of the best management practices (BMP) for residential and commercial sanitation collection and recycling as well as green waste recycling. Some experience loading or driving a sanitation rear end loader and or a commercial side or front loader preferred. Requires High School graduation or equivalency and prefer some college or trade school experience. Ability to work long and strenuous hours in hot and dirty conditions is required. Must have and maintain a valid Commonwealth of Pennsylvania motor vehicle operator's license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to be eligible for this position. Must have or have the ability to obtain within six (6) months a Commercial Driver's License (CDL) Class A. Must have or have the ability to obtain within twenty-four (24) months certifications associated with vehicle maintenance. A supervisory position, this assistant requires a unique ability to manage complex internal operations while dealing directly with the customer service needs of both internal and external customers.

**Minimum Requirements:**

1. Possess over ten (10) years' experience in public works maintenance and operations including knowledge of motor equipment maintenance procedures, heavy equipment specifications and operations, and garage operations.
2. Knowledge of computers including MS Office applications, email, and garage diagnostic computer equipment.
3. Outstanding ability to communicate verbally and in writing to both employees and the public.
4. Some experience with procurement and purchasing practices in a municipal environment (i.e. knowledge of competitive bidding system and COSTARS State contract process).
5. Ability to operate a fork lift, a back hoe, a dump truck, and a pickup truck with snow plow. Ability to operate a tow truck.
6. Knowledge of fire apparatus components and maintenance. Knowledge of EMS ambulance vehicles and maintenance.
7. Knowledge of police vehicles (and specialized police vehicle equipment) and maintenance.

**Position Opening\***  
**Assistant Public Works Operations Supervisor / Yard Master**

8. Knowledge of the best management practices (BMP) for residential and commercial sanitation collection and recycling as well as green waste recycling. Some experience loading or driving a sanitation rear end loader and or a commercial side or front loader preferred.
9. Requires High School graduation or equivalency and prefer some college or trade school experience.
10. Ability to work long and strenuous hours in hot and dirty conditions is required.
11. Must have and maintain a valid Commonwealth of Pennsylvania motor vehicle operator's license, 3 years clean driving history, and be insurable in the independent opinion of the Borough's motor vehicle insurance underwriter, in order to be eligible for this position. Must have or have the ability to obtain within six (6) months a Commercial Driver's License (CDL) Class A.
12. Must have or have the ability to obtain within twenty-four (24) months certifications associated with vehicle maintenance.
13. As a supervisory position, this assistant requires a unique ability to manage complex internal operations while dealing directly with the customer service needs of both internal and external customers.

**METHOD OF SELECTION:**

1. Employees working for the Borough of Chambersburg will be considered first;
2. If a Borough employee does not fill the position, outside persons will be considered in accordance with the Borough's Equal Employment Opportunity Policy. Preference will be given for Borough residents and nonuser of tobacco products.

***If interested, contact Personnel at ext. 3251 or 3272.***

**Deadline: November 15, 2018 at 5:00 PM**

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David Finch, Assistant Borough Manager