

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NON-UNION**

**Bulletin 57**

**POST DATE:** April 3, 2023

**APPLICATION DEADLINE DATE:** Until Filled

**POSITION:** Summer Laborer

**DEPARTMENT:** Bridge Crew

**RATE OF PAY:** \$ 13.00 per hour

**HOURS WORKED:** 7:00 a.m. to 3:00 p.m., Monday to Friday

*Applications to be filed with Human Resources Department – County Administration Building*

*by mail: Carbon County Human Resources, PO Box 129, Jim Thorpe, PA 18229, or*

*email: [carbonhr@carboncounty.net](mailto:carbonhr@carboncounty.net)*

**OVERALL OBJECTIVE OF JOB:** To perform general maintenance duties and repairs, duties of the building and bridges owned by the County.

**QUALIFICATIONS:**

**EDUCATION/TRAINING:** High School Diploma.

**WORK EXPERIENCE:** Some experience in a maintenance environment preferred.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Performs maintenance and repair duties as required on various bridges or areas and equipment.
2. Checks equipment for proper operation, and makes minor adjustments if necessary.
3. Changes light bulbs as needed.
4. Cuts grass, and brush as required.
5. Operates power equipment and hand tools to perform essential job duties.
6. Paints required fixtures, buildings and other objects as directed.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to function independently, have flexibility and the ability to work effectively with co-workers and others.
3. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed.
4. Must possess knowledge of the methods, tools and practices used in general maintenance and construction.
5. Must possess knowledge of the occupational hazards and safety precautions and the ability to exercise skill in the care and use of various tools and equipment.
6. Must possess ability to follow oral and written instructions.
7. Must possess ability to operate county equipment to cut grass in spring and summer.

**WORKING CONDITIONS:**

1. Works with average indoor and outdoor exposure to noise, stress and disruptions.
2. Normal indoor exposure to dust/dirt; below normal when cleaning air ducts.
3. Subject to periodically working in adverse conditions or various outdoor elements depending on nature of job assignment.

**PHYSICAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to stand and walk intermittently for long periods throughout the workday, with occasional sitting, bending, twisting, stooping, climbing, carrying, pushing, pulling, reaching and grasping and driving as necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso as necessary to carry out duties of job.
4. Medium work, with frequent lifting/carrying of objects weighing from 25 - 50 pounds; occasionally lifts 100-pound oxygen tanks.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the work day.
7. Must have average strength and physical endurance and ability to lift up to 100 pounds as necessary.

**AN EQUAL OPPORTUNITY EMPLOYER**