

**MULTIPLE MUNICIPAL POSITIONS
BOROUGH OF LEWISBURG
AN EQUAL OPPORTUNITY EMPLOYER**

The Borough of Lewisburg is accepting applications for the following positions:

Full-time Refuse Clerk in the Borough Office

The Refuse Clerk will typically work 40 hours per week Monday – Friday from 8:00 am – 4:30 pm. The successful applicant must have clerical expertise, considerable experience with Microsoft Word and Excel, and have served in a similar position for a minimum of two years. Experience working with billing software and experience in the public sector or municipal government a plus. Position requires the ability to follow written/oral instructions, work well with other staff and management in a high stress office environment, interact well with the public both on the phone and during walk-ins, and work independently on tasks with firm deadlines for completion. This is a full-time position with participation in the Borough’s pension plan and benefits as defined by a union contract. Wages during the 90-day probationary period are \$18.95/hour per the union contract. After successful completion of the probationary period, Refuse Clerk wages would be \$24.05/hour as defined by the union contract.

Full-time Laborer I/II in the Public Works Department - Landscaping, Park/Playground Maintenance, Recreation Facilities Focus

The Laborer I/II employee will work in our Public Works Department with a focus on landscaping, park/playground maintenance, and recreation facilities while also assisting the Streets Crew and Refuse Crew with required tasks. The employee will typically work 40 hours per week Monday – Friday from 6:30 am – 3:00 pm with occasional weekend hours and weather emergency work required. The successful applicant must either have or must obtain within the 90-day probationary period a Class B Pennsylvania Commercial Motor Vehicle Operator’s License with Air Brakes Endorsement. Two years of experience in landscaping or recreation facility maintenance preferred. Knowledge regarding the care of native Pennsylvania and common landscaping plants, shrubs, and trees required. The employee must have or must obtain the necessary licenses to apply pesticides, fertilizers, and other chemicals required for the maintenance and protection of Lewisburg Borough recreation areas and other public facilities. Experience working in the public sector or municipal government a plus. Position requires the ability to follow written/oral instructions, perform a variety of manual tasks, perform heavy, repetitive, manual labor for prolonged periods, often under adverse weather conditions with random drug-testing a requirement of the CDL license. This is a full-time position with benefits as defined by a union contract. Wages during the 90-day probationary period are \$18.95/hour per the union contract. Upon successful completion of the probationary period, wages will be \$23.53/hour in for Laborer I or \$25.89/hour for Laborer II per the union contract. Position is expected to start on March 20, 2023.

Part-time, Temporary Laborer Position - Recycling Center

The part-time, temporary laborer will work primarily in our Recycling Center. The employees must be available to work from 8:00 am to 4:00 pm on Wednesday and from 8:00 am to noon on Saturday. A typical work week will be between 12 - 16 hours. Additional hours each week may be available working alongside the Borough’s Public Works and Refuse crew for the right individual. Exceptional performance in this position could lead to an offer of full-time employment with Lewisburg Borough when such positions open. A valid PA Driver’s License is required; a Commercial Driver’s License (CDL) Class B is a plus. Position requires ability to follow written/oral instructions, work independently as needed, perform a variety of manual tasks, perform heavy, repetitive, manual labor for prolonged periods, often under adverse weather conditions. Common sense and courtesy in public relations is expected. Part-time wages for this position are \$15.50/hour.

Applications and Job Descriptions can be obtained from the Borough Office, 55 South Fifth Street, Lewisburg, PA 17837 or on the Borough website - www.lewisburgborough.org. All resumes/applications will be reviewed upon receipt and interviews will be scheduled accordingly. Resumes/applications can be emailed to kwendt@lewisburgborough.org or mailed/hand delivered to the Lewisburg Borough Office, 55 South Fifth Street, Lewisburg, PA 17837. Resumes/applications will be accepted until February 24, 2023 or until the positions are filled.