



City of Salisbury
Water Works Department
Wastewater Treatment Plant (WWTP)
Materials Manager

Full-time (40 hours) \$38,107 annually Full Range of Benefits

Essential Functions: Supervises inventory control activities, including maintaining and ordering inventory; receiving and unloading materials and supplies from vendors, contractors and other City Departments; communicating with vendors to determine prices and availability; preparing purchase requisitions; maintaining records; managing materials and supplies needed for the operation of the department; performs other duties as assigned.

Requirements: H.S. Diploma or GED with three years of experience. Valid driver license. Must be familiar with Microsoft Office Suite, the Internet and emailing. Forklift operator certification preferred. Must be able to lift up to 40 lbs.

Closing Date: Open until filled

Apply: Submit a **City application** and **resume** to:

City of Salisbury Human Resources Dept.
125 N. Division St.
Salisbury, MD 21801
410-548-1065 Fax: 410-548-3748
Web site: www.ci.salisbury.md.us
E-mail: jobs@ci.salisbury.md.us

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