



**City of Salisbury
Department of Water Works
Waste Water Treatment Plant**

Computerized Maintenance Management System Technician

Full time/M-F, 7:30 am – 4:00 pm

Salary: \$33,324

Full Range of Benefits

Duties: Performs data entry for computerized maintenance management system (CMMS). Develops preventative maintenance schedules; generates work orders and distributes to section supervisors for completion; enters and tracks work orders; closes and files completed work orders. Assists with warehouse tasks such as ordering, receiving, unloading and stocking materials. Assists with site access, visitor logs, and acts as a contact for deliveries. Should be well versed in Microsoft Office Suite, the Internet, e-mailing systems and other relevant software packages.

Requirements: High School diploma or GED or equivalent; Two years of experience or equivalent training, education and or experience. Must be able to lift up to 40 lbs, pass a drug and background screening. Must have a valid driver's license.

Closing Date: Open until filled

APPLY: Submit **City application, resume, and certified copy of current driving record** to:

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

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