



DEPARTMENT: Field Operations

POSITION: Asset Management and Facilities Specialist

TYPE: Full Time

SALARY: \$38,107 DOQ

BENEFITS: Full Benefits

CLOSING DATE: First Consideration by 7/30/21



Overview: We are Salisbury, Maryland, and our town was born from the headwaters of the **Wicomico River**. This special place, nestled squarely between the beaches and the bay, has been attracting people to its stunning location for almost **300 years**. Now one of the largest cities on the peninsula, Salisbury serves as the **Capital of the Eastern Shore**, combining vibrant economic opportunity, quality public education, world-class healthcare, reinvigorated environmental stewardship, globally known corporations, and an energetic and inspiring team of community leaders, to chart its own course, and craft a sound plan for its future.

Department: The Department of Field Operations is comprised of thirteen critical divisions: Streets, Parks, Parking, Traffic, Utilities, Safety/Risk Management, the Salisbury Zoo, Sanitation, Fleet Maintenance, Carpentry, Materials Management, Marina, and Poplar Hill Mansion, with a budget of approximately \$10 million. The Department of Field Operations, similarly known as Public Works in many jurisdictions, is tasked with ensuring Salisbury is welcoming and inviting to residents and visitors alike.

Profile: Under the supervision of the Risk Manager, this position will work with Field Operations divisions and other departments as needed to coordinate the resources necessary to implement the asset management program. Implementation activities include field asset data collection, data input, and analysis using the selected software systems for both operational activities and capital project development. Serve as the lead for the implementation of the work order management system within the department. Perform inspections and schedule repairs of facilities, including playgrounds. Manage the Facilities Rental program.

Preferred Education: High School Diploma or GED required.

Preferred Experience: One year of related experience required, three years preferred.

Requirements/Certifications: Valid Driver's License
Certified Playground Safety Inspector

How to Apply: Submit City application, cover letter, driving record and resume to the following address or apply online at www.salisbury.md/apply

**City of Salisbury HR, 125 N. Division St., Salisbury, MD 21801 jobs@salisbury.md; 410-548-1065;
fax: 410-548-3748**