



DEPARTMENT: Water Works
POSITION: Water Works Program Coordinator
TYPE: Full Time Positions
SALARY: \$35,283 - \$38,192
BENEFITS: Full Benefits
CLOSING DATE: Open until filled



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 Water Works is responsible for the City water and wastewater systems, including the water and wastewater treatment facilities. The Department has two Divisions, Water and Wastewater, with a total staff of 50 professionals. The Department is responsible for: The treatment and reliable delivery of potable water to City homes and businesses. Storage of water and maintenance of a network of piping, valves and hydrant for fire protection. Collection of wastewater and conveyance to a state of the art treatment facility to protect public health.

Profile:

Provides administrative support, including budgeting, payroll, purchasing and tracking projects. Providing statistical analysis of data and tracking project work on all current and future projects. Maintains databases by preparing, collecting and input of data. Research new equipment purchases. Coordinate with vendors and service providers. Track and update Vulnerability Assessments and Emergency Response Plans. Provide updates to Departments web page and social media informational posts.

Preferred Education: HS Diploma or GED and Associates Degree

Preferred Experience: Three to five years of relevant experience, training/education.

Requirements/Certifications: Valid drivers license, position requires lifting of moderately heavy items. Work environment can involve risks or discomforts which require safety precautions.

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