

# **Temporary Project Coordinator**

Department: Public Works

Job type: Part Time

Salary range: \$12/hour

## **Job Summary**

A Public Works Project Coordinator is responsible for the supervision of a variety of construction and maintenance projects in the water and sewer division and in other related areas.

The position requires operation of Town-owned vehicles, such as pick-up trucks, backhoe, street sweeper, dump trucks, salt spreaders, snowplow, etc. as required. The candidate will be required to inspect and repair equipment as required by department procedures.

Consulting on the maintenance of sanitary and storm sewers and making repairs and/or conducting routine maintenance procedures is required. Conducting other job-related duties is required.

## **Requirements**

Valid NC driver's license

At least three years recent work experience in turf, irrigation, or relevant fields.

The ability to understand and follow written and oral instructions and work independently.

Safety procedures and practices are required, as well as wearing safety equipment.

Ability to maintain good working relationships with co-workers and the public.

Availability to be called out for emergencies such as snowfall, floods, downed trees, etc.

Must have at minimum a high school diploma.

Ability to lift 50lbs.

Ability to walk/run/stand/crouch/climb/crawl.

\*If interested, please turn in a completed application to Town Hall, or email it to: [town-email@greenlevelnc.com](mailto:town-email@greenlevelnc.com) \*