

Position/Title: Public Works Assistant**Overview:**

The City of Frostburg seeks to hire a Public Works Assistant who possesses strong written and verbal communication skills to communicate with the public, staff, and contractors in order to conduct City business related to water, sewer, streets, and garbage. The Public Works Assistant will be responsible for reporting required of the City of Frostburg related to its infrastructure and active grant funded projects, maintaining current permits, meeting deadlines, assisting with routine projects, and provides general coordination and support to the Director of Public Works.

In addition to excellent written and verbal communication skills, the ideal candidate is detail oriented and possesses strong organization skills, with a basic understanding of utility or construction practices. We are seeking a candidate that is able to work with a wide variety of people and is able to identify potential issues and devise solutions.

Responsibilities:

1. Combined Sewer Overflow (CSO) Projects
 - a. Complete routine and rain-event overflow reports
 - b. Team member on grant funded CSO removal projects, including maintaining financial records of projects and completing grant reimbursement requests.
 - c. Maintain various permits required by State/Federal Agencies District
2. City Services
 - a. Field complaints and other issues brought forward by residents regarding various City services: plowing, water, sewer, and garbage collection and seek resolution in coordination with Public Works Director and appropriate staff
 - b. Maintain various permits and assist with the development of annual reports required by state law, primarily for the water system, and disseminate as required.
 - c. Assist with annual project contracts, e.g. advertising, bidding, contractor meetings, etc.
 - d. Coordinate with the Water and Street Departments for their operational needs.
 - e. Assist with other various projects and programs, as assigned.
3. Administrative
 - a. Manage insurance claims related to City services and vehicles.
 - b. Maintain records and catalogue plans, drawings, permits, etc., in a logical and accessible manner.

This employee is also expected to provide assistance within the Department of Public Works assigned by the Director.

Qualifications

Candidates must meet each of the minimum requirements and must also meet one of the qualifying options below. A combination of experiences under these qualifying options is also acceptable.

Minimum Requirements

- High school diploma.

- Valid and current Class C Maryland driver's license or equivalent from another State.
- Computer proficiency, including Microsoft Office and Excel, Google Suite, and cloud based software solutions.

Desired Qualifications:

An ideal candidate will have an Associate's Degree and experience working for local government or in the utility or construction industry with experience in communicating and problem solving. Candidates should possess a service-oriented mindset, a positive and forward-thinking attitude, and are expected to work well with the public and within a team environment. The candidate must be organized, reliable, and self-motivated. Strong customer service and business writing skills are a must, and organization and attention to detail is appreciated.

About the Public Works Department:

The City of Frostburg serves approximately 7,000 full-time residents, a community of students from Frostburg State University, and thousands of tourists who visit the City each year. The Public Works Department includes both the Street and Water Department, comprised of a total of 20 employees. The City's Street Department collects household garbage, repairs City streets, plows and treats City streets, and maintains the City's sewer and stormwater conveyance system. The City's Water Department maintains and repairs the City's water distribution system and installs and reads water meters. The City's also owns 2 raw water sources and a Water Treatment Plant which are operated by a contractor, Maryland Environmental Service. The Public Works Department has led CSO elimination projects over the past 20 years and the largest projects to date are scheduled to be completed, in addition to other infrastructure improvement projects slated for the next 2-3 years.

Working Hours and Location:

This employee is expected to report to work at the Frostburg Municipal Center, 37 Broadway, Frostburg, MD 21532. Work hours are 8 AM to 4 PM, Monday through Friday, in addition to weekend hours if there has been a rainfall event.

Salary, Benefits, and Company Culture

The hiring range for this full time, exempt status position is \$34,000.00 to \$42,500.00, depending on experience. The City offers all employees medical insurance, life insurance, optional dental and vision insurance, paid holidays, vacation, sick and safe leave, and participation in the Maryland State Pension System. All employees also receive additional wellness benefits, including a season pass to the Frostburg Pool, optional subsidized gym memberships, employee recognition lunches and holiday parties, and one free facility rental per year.

How to Apply

Interested candidates must submit a completed City of Frostburg Employment Application (resume optional) to the City Administrator, City of Frostburg, 37 Broadway, Frostburg, MD 21532. Applications will be accepted until July 17, 2023 at 12 noon. The City of Frostburg is an equal opportunity employer. Interested applicants of all races and genders are encouraged to apply.