

TOWN OF COLCHESTER
PUBLIC WORKS COORDINATOR

\$24.00 - \$26.00/hr. w/ an Excellent Benefits Package

The Department of Public Works maintains the Town's roads, sidewalks, stormwater, sewer, buildings, vehicles and equipment. Our Operations Division is seeking an energetic team member, with a positive attitude, who will be adept at supporting the provision of these services.

Includes business writing, spreadsheets, taking and inputting internal and external customer service requests, managing building keys and employee access badges, updating the department's webpage, scheduling and coordinating contractors for Town facility maintenance, and handling in-person, phone and online customer service requests. This is a dynamic role with a group that truly cares about the community they serve.

Bachelor's degree, or commensurate work experience, including 3-5 years of customer-facing work experience in an office setting required. Willing to train the right candidate who is detail-oriented, organized, has a positive attitude and quality written and oral communication skills. Proficient in MS Office Suite.

For consideration please submit cover letter, resume and application online by visiting <https://colchestervt.gov/321/Human-Resources>. Position open until filled.

The Town of Colchester is an Equal Opportunity Employer.