

## FULL TIME PROJECT COORDINATOR

Camden-Wyoming Sewer & Water Authority

Mon – Fri. 7:30am – 4:00 pm

Excellent Benefits Package

Oversees all scheduling for meetings, inspections and system maintenance. Reviews utility applications, coordinates with developers and contractors ensuring that the necessary documents and plans are submitted for review and tracks various projects from application to completion. Collaborates with field staff on system maintenance, schedules and tracking. Must have strong communication skills, computer knowledge of Excel spreadsheets and the ability to manage multiple tasks in a fast-paced environment.

High school diploma or GED required. Valid driver's license with acceptable record. Wages based on experience and qualifications.

Applications can be picked up at 16 S. West Street, Camden, De., Mon. – Fri., 7:30am to 4:00pm.