POSITION VACANCY

Facilities & Assets Coordinator

Requisition No. 01-4001-02-22

Hourly Rate $20.00

Lower Paxton Township, a 50,000-resident suburb of the Commonwealth of Pennsylvania’s capital – the City of Harrisburg - is accepting applications for the part-time position of Facilities & Assets Coordinator. This position provides an opportunity for the successful candidate to be innovative and offers the prospect of implementing changes with regard to Township operations, procurement, and assets maintenance. The successful candidate shall exhibit strong qualities of work ethic, independent judgment, resiliency, rapid responsiveness, and initiative. Among some of the responsibilities of the successful candidate will be the administration of the Township’s general liability insurance, including the tracking of assets, fleet vehicles, and others, and filing and tracking claims; coordinating maintenance and capital projects of the Township Municipal Center and other facilities; assisting with the annual budgeting of capital assets and projects; administration of the fleet lease and purchase programs; establishing and coordinating a centralized purchasing program; and other special projects as assigned by the Township Manager or designated officials. Starting pay for the position is $20.00/hour/25 hours per week, Monday through Friday.

Minimum Education, Experience, and Training Requirements: A preferred candidate’s background includes education or experience in logistics, supply chain management, business administration, procurement, risk management, contract administration, or related fields or competencies.

Application Process: Interested persons should submit a cover letter and resume to Bradley Gotshall, Township Manager, Lower Paxton Township, 425 Prince Street, Harrisburg, PA 17109, bgotshall@lowerpaxton-pa.gov. A Lower Paxton Township Application for Employment will be required upon further review. Information and an Application for Employment may be found at https://www.lowerpaxton-pa.gov/Jobs.aspx or the Municipal Center. Open until filled, with the first review of applications on January 17, 2022.

POSTING DATE: JANUARY 11, 2022
CLOSING DATE: Until Filled

Lower Paxton Township is an Equal Opportunity Employer.