

The Meadville Area Sewer Authority is accepting applications for the Projects Coordinator position at Meadville's Wastewater Treatment Facility. This person will perform a variety of supervisory, administrative, clerical and technical work in the planning, construction, operation, repair, maintenance and replacement of sewage facilities. Duties include, but are not limited to: Work directly with and provide administrative support for the Executive Director; Participate in developing Authority's goals, objectives and systems; Research; Grant writing; Obtaining permits; Ensure conformance to governmental regulations; Determine manpower needs and assign work; Control materials inventory and budget; Communicate with contractors and engineers, including field work; Public relations; Employee and Safety training. The preferred applicant will have supervisory experience and/or advanced education in the Environmental or Physical Engineering fields, knowledge and/or experience with collection system facilities and a working knowledge of GIS software. Salary is commensurate with knowledge and experience and includes a desirable benefits package and 401A Defined Contribution Pension Plan.

Complete job description is available at [www.cityofmeadville.org](http://www.cityofmeadville.org). Submit cover letter, resume and salary requirements to Ginnie Steiger, City of Meadville, 894 Diamond Park, Meadville, PA 16335 or [gsteiger@cityofmeadville.org](mailto:gsteiger@cityofmeadville.org) by February 18,2019.