

BOROUGH OF STRATFORD - EMPLOYMENT BULLETIN

OPENING DATE: June 27, 2024

CLOSING DATE: July 12, 2024

POSITION - TITLE: Municipal Department Head – Public Works Department

The Borough of Stratford is accepting resumes for an immediate opening for the position of *Municipal Department Head* – Public Works. *Unclassified*, 4A:3-1.3 Civil Service Title Code 05895. Please note this does not include the trash and recycling collection department.

Applicants must possess the following qualifications:

1. Must be physically capable of performing all the functions of the position of Laborer and capacity to perform various management functions to include effectively supervising personnel which includes a team of 4-5 Laborers, their work, dealing with the public, municipal officials.
2. Must have the ability to be flexible, plan for, forecast and the management of the day-to-day operations of the Department of Public Works. Other skills and functions may include scheduling, acquisitions, budgeting, training and ensuring municipal policies are followed.
3. Must possess a valid New Jersey Driver License, a commercial driver’s license is a plus.
4. Experience with a municipal sewer system is helpful, but not required.
5. NJ CPWM, CRP, or Sewer Collection License certifications are not required, but are a plus.
6. This position will not have any trash/recycling collection duties and/or responsibilities.
7. Must successfully pass a background investigation to include drug screening.
8. Those with prior municipal management experience and or specialized training will be given priority consideration.
9. The position may require irregular hours, meetings and reporting to the governing body as required.
10. Being on call and on a scheduled basis is required, including availability by telephone.
11. Salary for the Municipal Department Head shall be in accordance with the Borough of Stratford Salary Ordinance, and will be commensurate with experience and skillset.

A cover letter and resume may be submitted in person or to: JohnKeenan@StratfordNJ.org