

JOB POSTING

Utilities Department **Solid Waste Clerk – Part-Time**

Position Summary

Cranberry Township, Butler County, is seeking applicants seeking applicants for a part-time Solid Waste Clerk in its Utilities Department, supporting the Township’s solid waste operations and reporting directly to the Utilities Director. This position provides essential administrative and operational support and coordination of the public collection for residential waste, recyclables and green waste. This position will work with internal staff and external vendors and establish and maintain effective customer relations with Township residents to facilitate and support the daily solid waste operations.

Cranberry Township is a thriving residential and business community committed to its vision for excellence and sustainable growth, prioritizing its stewardship responsibilities and a commitment to adding value for its residents and business environment.

This is a part-time regular position and the successful candidate will be expected to work twenty-eight (28) to thirty (30) hours per week.

What You’ll Do

As a member of our team, the successful candidate will:

- Communicate and coordinate with the curbside collection hauler to ensure efficient solid waste collection operations
- Coordinate and ensure the repair of damaged carts and delivery of new or replacement carts
- Maintain accurate cart inventory and other records
- Identify and resolve discrepancies with cart numbers in the field
- Respond to customers’ questions, requests and concerns in a timely and professional manner, providing accurate information, resolving issues efficiently, and ensuring a positive customer experience
- Assist in the investigation and inspection of solid waste collection and disposal problems for residents and commercial businesses

Who You Are

We are looking for someone with a strong interest in serving the community and a commitment to providing high-quality customer service in support of effective and responsive local government operations and who meets the following criteria:

Internal Posting Date: 5/7/2026 – 5/14/2026
External Posting Date: 5/15/2026 – 05/29/2026

Required Qualifications

High school diploma or GED; supplemented by six (6) months of directly related experience in a customer service or administrative role; or an equivalent combination of education, certification, training, and/or experience.

Applicants must have a valid Driver's License and have the ability to perform physical labor in a variety of weather conditions.

Preferred Qualifications

Previous experience with solid waste management or recycling programs

Necessary Knowledge, Skills and Abilities Necessary for This Position Include

- Knowledge of
 - Customer service principles and best practices, particularly in a public-facing environment
 - Basic administrative and office procedures, including recordkeeping, data entry, record management and document tracking
- Skill in
 - Operating standard office equipment and Microsoft Office Suite applications
 - Basic assessment and repair of solid waste customer carts
- Ability to
 - Deal courteously with the public and remain calm, courteous, and solution-oriented when addressing concerns or challenging situations
 - Effectively listen, assess customer needs, and provide accurate information or support
 - Work independently and as part of a team

What We Offer

A part-time schedule in a collaborative and community focused work environment. This position is expected to work twenty-eight (28) to thirty (30) hours per week.

The potential for Paid-Time Off, dependent on the successful applicant's work schedule, once determined.

Approximate Hourly Wage: \$18.50-\$19.00 per hour

Specific questions regarding the position can be sent to Human_Resources@cranberrytownship.com

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Application Information

Individuals interested in this position should submit an application by May 29, 2026, to <https://www.cranberrytownship.org/employment>

EOE/M/F/D/V