

Internal Job Posting: June 23, 2026 – June 30, 2026

External Job Posting: July 1, 2026 – July 15, 2026

JOB POSTING

Department of Public Works Special Projects Coordinator

Position Summary

Cranberry Township, located in Butler County, is inviting applications for a full-time Special Projects Coordinator within the Public Works Department. This position seeks a creative and proactive problem solver who can effectively coordinate projects and collaborate with the professional staff of the Public Works Department.

Cranberry Township is a thriving community known for being a great place to live, work, and play. It is a dynamic hub for both business and residential growth, consistently working to provide exceptional services, including safe drinking water and environmental protection. As the Special Projects Coordinator, the successful candidate will be pivotal in supporting these efforts.

What You'll Do

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

- Coordinate and administer internal and external special projects and reoccurring programs that support day-to-day department operations and serves as the Township's point of contact for applicable projects and programs; Reoccurring programs may include
 - Annual roadway line painting program
 - Resident/business notifications for Public Works operations
 - On-Line Municipal Auction and associated regulatory compliance
 - Volunteer Programs including Leaf Angels and Snow Angels programs
 - Adopt a Roadway Program
 - Cranberry Summer Nights parking and general support
- Perform cost estimates and verifying order quantities.
- Coordinate Township staff and external groups scheduled to ensure effective and efficient implementation of department projects and program.
- Assist with management of work order and asset management databases.
- Ensure all aspects of assigned projects, programs and tasks are implemented according to plan/contracts and pursuant to all Township policies and procedures and relevant state and local regulations.
- Coordinate and oversee safety related programs in conjunction with Township safety and risk management staff; participate in the Public Works Safety Committee
- Assist the Public Works Administrative Assistant and performs the work of the same when necessary

Internal Job Posting: June 23, 2026 – June 30, 2026

External Job Posting: July 1, 2026 – July 15, 2026

Who You Are

We are looking for someone who is interested in assisting in serving the community and who meets the following criteria:

Required Qualifications

HS diploma or GED; supplemented by two (2) years of directly related experience in an administrative or project management role; or an equivalent combination of education, certification, training, and/or experience. Applicants must have a valid Driver's License.

Preferred Qualifications

Bachelor's degree in public administration, business administration, or a related field.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Forms) and other relevant software and ability to learn specialized department software.

Strong communication, customer service, relationship management, and organizational skills

Ability to work independently and as part of a team.

Detail-oriented with a proactive approach to problem-solving.

What We Offer

A full-time position in a collaborative and community focused work environment.

A comprehensive benefits package, including health, dental and vision benefits, a generous deferred compensation plan and other fringe benefits, including sick leave and personal/vacation leave.

Approximate Hourly Wage: \$23.00-\$24.00 per hour

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

Application Information:

Individuals interested in this position should submit an application by July 15, 2026, to <http://www.cranberrytownship.org/employment>.

EOE/M/F/D/V