

INVITING APPLICANTS FOR THE POSITION OF:

# ASSISTANT SERVICE DIRECTOR



**WEST  
CARROLLTON**

Position open until filled

More information:  
[www.westcarrollton.org/jobs](http://www.westcarrollton.org/jobs)  
937-847-4634

# POSITION OVERVIEW

West Carrollton is seeking a dynamic and experienced leader to serve as Assistant Service Director. The Assistant Service Director will assist in leading the City's Service Department, helping oversee operations related to water and wastewater services, refuse collection, street maintenance, engineering, and construction inspection. The successful candidate will have significant experience in public works administration, engineering, infrastructure planning, capital project management, and leadership. The ideal candidate will be a collaborative problem solver who can balance technical expertise with strong interpersonal skills, support the Service Director in advancing departmental priorities, and help ensure the efficient delivery of essential public services that support the City's long-term goals and quality of life.

Visit [www.westcarrollton.org/jobs](http://www.westcarrollton.org/jobs) to view the complete position description.

## EXPERIENCE AND EDUCATION

The successful candidate will have a bachelor's degree from an accredited college or university in civil engineering, or related field; supplemented by a minimum of five years of related experience; be a licensed Professional Engineer in the State of Ohio; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

## COMPENSATION

The salary range for this position is \$3,429.43 - \$4,457.58 bi-weekly, and contingent upon the candidate's related experience, skills, education, knowledge and abilities. The City of West Carrollton offers extensive benefits including medical, dental, and vision insurance, paid life insurance, vacation leave, sick leave, personal leave, paid holidays, deferred compensation, participation in the Ohio Public Employees Retirement System (OPERS), and more.

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## HOW TO APPLY:

Please submit a resume and cover letter via email to [humanresources@westcarrollton.org](mailto:humanresources@westcarrollton.org). This position is open until filled, with a first review of applications beginning on or about **May 8, 2026**. The City of West Carrollton is an equal opportunity employer. Submissions in response to this recruitment are subject to release and disclosure under the Ohio Public Records Act.